



## PUBLIC NOTICE

**RFQ NO: PC22-020**

### **CONTINUING PROFESSIONAL SERVICES CONTRACT FOR PANAMA CITY- CONTINUING**

The City of Panama City, Florida (the "City"), through the City's Purchasing Department ("Purchasing"), seeks Qualifications from experienced and qualified architects and/or engineers to provide Continuing Professional Services for City of Panama City - Continuing. The scope is to seek professional services for "continuing contracts" which includes providing the City with the ability to solicit Qualifications for future projects directly from the consultant, (the "Project"), as is more fully described in Section 2, "RFQ Scope of Services." This RFQ is issued pursuant to Section 287.055 of the Florida Statutes, the "Consultants Competitive Negotiation Act" ("CCNA") for continuing contracts. All references to Florida Statutes, City of Panama City and Panama City Codes, and other laws/regulations will be interpreted to include "as amended from time to time. Request for Qualifications (RFQ) documents may be obtained from the City of Panama City, webpage at <https://www.pcgov.org/bids.aspx>.

**Completed Qualifications must be delivered to the Purchasing Department, City Hall, 501 Harrison Avenue, Room 238, Panama City, Florida 32401 and will be accepted any time between now and February 1, 2024 ("Qualification Submission Due Date").** This RFQ is seeking Professional Services on a continuing basis until the Qualification Submission Due Date. Any Qualifications received between now and the Qualification Submission Due Date will be evaluated on a continuing basis and the City may award the Proposer the Project within sixty (60) days after submission. Any Qualifications received after the Qualification Submission Due Date or delivered to a different address, department, or location will not be considered.

It is the sole responsibility of Proposers to ensure the receipt of all addenda. Therefore, it is recommended that firms periodically check the Panama City webpage for updates through the issuance of addenda.

Panama City reserves the right to accept any Qualifications deemed to be in the best interest of the City, to waive any minor irregularities, scrivener's errors, minor omissions, minor deviations, and/or technicalities in any Qualifications, or to reject any or all Qualifications and to re-advertise for new Qualifications, in accordance with the applicable sections of the Florida Statutes, the City Charter and City Code, and this RFQ. The responsibility for submitting a Qualification before the stated time and date is solely and strictly that of the Proposer. The City is not responsible for any delayed, late, lost, misdelivered, or non-delivered Qualifications, no matter the cause.

**PROPOSERS ARE ADVISED THAT QUALIFICATIONS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATIONS, EXPERIENCE, AND SUBMISSION REQUIREMENTS OF A REQUEST FOR QUALIFICATIONS ("RFQ"), REQUEST FOR PROPOSALS ("RFP"), INVITATION TO BID ("ITB"), INVITATION FOR BIDS ("IFB"), INVITATION TO QUOTE ("ITQ"), REQUESTS FOR LETTERS OF INTEREST ("RFLI"), AND REQUEST FOR SPONSORSHIPS ("RFS") SHALL RESULT IN A NON-RESPONSIVE DETERMINATION. ONLY MINOR IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES MAY BE ALLOWED TO BE TIMELY CURED BY PROPOSERS AT THE SOLE DISCRETION OF THE CITY. MATERIAL IRREGULARITIES, DEFICIENCIES, AND TECHNICALITIES CANNOT BE CURED BY THE PROPOSER, AND ARE NOT WAIVABLE BY THE CITY.**



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## **SECTION 1 INTRODUCTION TO REQUEST FOR QUALIFICATIONS**

### **1.1 INVITATION**

Thank you for your interest in this RFQ. Panama City, Florida (the “City”), through the City’s Purchasing Department (“Purchasing”), seeks Qualifications from experienced and qualified architects and/or engineers to provide Continuing Professional Services for City of Panama City - Continuing. The scope of the project will include providing the City with the ability to solicit Qualifications for future projects directly from the consultant, (the “Project”), as is more fully described in Section 2, “RFQ Scope of Services.” This RFQ is issued pursuant to Section 287.055 of the Florida Statutes, the “Consultants Competitive Negotiation Act” (“CCNA”). All references to Florida Statutes, City of Panama City and Panama City Codes, and other laws/regulations will be interpreted to include “as amended from time to time.” Copies of this solicitation are available on the webpage by visiting the following link: <https://www.pcgov.org/bids.aspx>.

For purposes of this RFQ, the words:

- 1.1.1** “Qualification” shall mean the completed written and properly signed submission in response to this RFQ by a Proposer.
- 1.1.2** “Proposer” shall mean the entity submitting a Qualification in response to this RFQ.
- 1.1.3** “Chief Procurement Officer” shall be the City Manager or his/her designee.

Throughout this RFQ, the phrases “must” and “shall” will denote mandatory requirements. Any Qualification that does not meet the mandatory requirements is subject to immediate disqualification.

### **1.2 SUBMISSION OF QUALIFICATIONS**

Sealed written Qualifications must be received by the City Purchasing Department no later than the date, time, and at the location indicated in Section 4.3, “Qualification Submission Date and Location,” in order to be considered. Qualifications can be hand delivered or sent by mail, common carrier (e.g., UPS, FedEx), or courier. Faxed documents are not acceptable. **Three unbound, tabbed original hard copy and one copy in digital format (preferably on a USB drive) in .pdf file format** of the Proposer’s Qualification must be timely received by the Qualification Submission Due Date, or the Qualification will be disqualified. Untimely or misdelivered submittals will not be considered.

### **1.3 VOLUNTARY PRE-QUALIFICATION CONFERENCE**

A Voluntary Pre-Qualification Conference (“Conference”) will not be held. Prospective Proposers may submit written questions to Lauryn Guetter at [lguetter@pcgov.org](mailto:lguetter@pcgov.org).

### **1.4 CONE OF SILENCE**

(1) Cone of Silence. The Cone of Silence shall be applicable to this Request for Qualifications for Professional Services after it is advertised.

(2) "Cone of Silence" is defined to mean a prohibition on:



- (a) any communication regarding this Request for Qualifications (“RFQ”) between a potential Proposer and any lobbyist, attorney or consultant retained by the Proposer (the “Proposer Team”) and the Mayor, City Commissioners or their respective staffs and any member of the City's professional staff including, but not limited to, the City Manager and the City Clerk and their staffs;
- (b) any communication regarding this RFQ between the Proposer Team and any member of the selection/evaluation committee therefore.

(3) Notwithstanding the foregoing, the Cone of Silence shall not apply to:

- (a) communications between the Proposer Team and the Chief Procurement Officer and the City Attorney and his staff;
- (b) communications between the Proposer Team and the City Manager and/or City Clerk provided that such communications are initiated by the City Manager and/or the City Clerk;
- (c) communications between the Proposer Team and any City Staff regarding this RFQ, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation;
- (d) oral presentations before selection/evaluation committees and communications occurring during duly noticed meetings of selection/evaluation committees;
- (e) competitive negotiations;
- (f) public presentations made to the City Commission and communications occurring during any duly noticed public meeting;
- (g) communications in writing or by e-mail at any time with any City employee, official, Mayor, or member of the City Commission and the City shall file a copy of any written communications with the City Clerk;
- (h) Contract negotiations.

(4) Procedure.

- (a) Imposition. A Cone of Silence is hereby imposed when the solicitation is advertised in a newspaper of general circulation.
- (b) Termination. Except as otherwise provided herein, the Cone of Silence shall terminate at the time the City Manager’s written recommendation to the City Commission is received by the City Clerk; provided, however, that if the City Commission refers the recommendation back to the City Manager for further review, the Cone of Silence shall be reimposed until such time as the City Manager’s subsequent written recommendation is received by the City Clerk.

(5) Penalties. Violation of the Cone of Silence may disqualify the Proposer and the Qualification may be rejected and not considered for award. Further, a violation of this section by a Proposer Team may subject said Proposer to potential debarment from performing future work from the City for a period of time, such time period to be determined by the City.

### **1.5 ADDITIONAL INFORMATION OR CLARIFICATION**

Requests for additional information or clarifications must be made in writing. Proposers may e-mail their requests for additional information or clarifications to the Purchasing Department at [purchasing@pcgov.org](mailto:purchasing@pcgov.org). Any request for additional information or clarification must be received in writing **no later than 5:00 PM, on January 1, 2024.** Late or misdelivered requests for additional information or clarification may not receive a response in the subsequent addendum.



Purchasing will issue responses to inquiries received and any other corrections or amendments it deems necessary via written addenda, prior to the Qualification Submission Date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFQ and in any written addenda to this RFQ. Where there appears to be conflict between the RFQ and any addenda issued, the last addendum issued shall prevail.

**Addenda will only be made available on the City webpage, and it is the Proposer's sole responsibility to assure its review and receipt of all addenda.** Prior to submitting the Qualification, the Proposer should check the City webpage for all addenda.

## **1.6 AGREEMENT TERMS AND CONDITIONS**

The Proposer selected to render the services requested herein ("Successful Proposer") shall be required to execute a Professional Services Agreement ("Agreement") with the City. Certain provisions of the Agreement are non-negotiable. These include, without limitation, applicability and compliance with applicable laws (e.g., Federal and State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, payment and performance bond(s), professional liability insurance, and cancellation for convenience or due to lack of funding, by the City Manager.

## **1.7 AWARD OF AGREEMENT**

The Agreement may be awarded to the Successful Proposer for the Project by the City Commission, following a written recommendation by the City Manager, based upon the qualification requirements reflected herein. The City Commission may accept or reject the recommendation by the City Manager and award the Agreement to the Proposer it deems best qualified and suited for the work herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer, when it is determined to be in the City's best interest. The City does not represent that any award will be made, or any Agreement will be satisfactorily negotiated to be acceptable to the City and the Proposer. The award and execution of an Agreement shall comply with the CCNA, Section 287.055 of the Florida Statutes, as amended.

## **1.8 AGREEMENT EXECUTION**

By submitting a Qualification, the Proposer agrees to be bound to and execute the Agreement, in substantially the form furnished by the City, for the work requested herein. Upon commencement of the Agreement negotiation process, and without diminishing the foregoing, the Proposer may request clarification and submit comments concerning the Agreement for the City's consideration. None of the foregoing shall preclude the City, at its option, from seeking to negotiate changes to the Agreement during the negotiation process.

The City shall require the Successful Proposer to provide for itself and its Sub-Consultants (if any) all of the following documentation to support the Price Proposal (if applicable), as a condition precedent to execution of an Agreement.

- 1.8.1** Current financial statement(s), preferably an audited financial statement(s) prepared by a Certified Public Accountant ("CPA") for the most recently completed fiscal year clearly showing the costs (not percentage) of direct labor, indirect labor,



fringe benefits, general administrative costs and overhead, and a statement of profit and/or operating margin.

- 1.8.2 Raw labor rates by labor or professional classification certified as accurate by an officer of the company.
- 1.8.3 Breakdown of the fee by task/labor classification and raw or billable hourly rate/number of hours.
- 1.8.4 Updated information reflecting information resulting from negotiation of the Agreement.
- 1.8.5 Copy of current Notice of Qualification letter from the Florida Department of Transportation ("FDOT"), if applicable.

## 1.9 UNAUTHORIZED WORK

The Successful Proposer shall not begin work until the City issues a written Notice to Proceed ("NTP"). Such NTP shall constitute the City's authorization to begin work. Any unauthorized work performed by the Successful Proposer, prior to receiving the NTP, or during the term of the Agreement, shall be deemed non-compensable by the City, and shall be at the Proposer's sole risk and expense. The Successful Proposer shall not have any recourse against the City for prematurely performing unauthorized work.

## 1.10 SUBMITTAL INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit Qualifications in accordance with the requirements of Section 4, "Instructions for Submitting a Qualification." **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A QUALIFICATION.** Proposers shall make the necessary entries in all blanks on the forms provided for inclusion in the Proposer's Qualification. Qualifications shall be submitted in sealed envelopes or packages, with the RFQ number, title, and opening date clearly noted on the outside of the envelopes or packages.

## 1.11 CHANGES/MODIFICATIONS/ALTERATIONS

Proposer may submit a modified Qualification to replace all or any portion of a previously submitted Qualification, or withdraw a Qualification at any time prior to Qualification Submission Due Date (referenced in the Public Notice). All modifications or withdrawals shall be made in writing, to the Purchasing Department, City Hall, 501 Harrison Drive, Panama City, Florida 32401. **Oral modifications are prohibited, and they will be disregarded. Written modifications will not be accepted after the Qualification Submission Due Date.** The City will only consider the latest version of the Qualification.

## 1.12 SUB-CONSULTANT(S)/SUB-CONTRACTOR(S)

For purposes of this RFQ, the terms "Sub-Consultant" and "Sub-Contractor" are used interchangeably. A Sub-Consultant or Sub-Contractor is any individual, firm, entity, or organization, other than the employees of the Proposer, who has or will have a contract with the Proposer to assist in the performance of Services required under this RFQ. A Sub-Consultant shall be paid directly by the Proposer and shall not be paid directly by the City. Any and all





liabilities regarding the use of a Sub-Consultant shall be borne solely by the Successful Proposer. Neither the Successful Proposer nor any of its Sub-Consultants are considered employees, partners, affiliates, or agents of the City.

### **1.13 DISCREPANCIES, ERRORS, AND OMISSIONS**

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing. If applicable, the City will issue a written addendum to the RFQ clarifying such conflicts or ambiguities. It is agreed that any such alleged discrepancies, errors, or omissions will not be construed against the drafting party.

### **1.14 DISQUALIFICATION**

**This RFQ requires the use and submission of specific City forms. In addition, the RFQ requires the submission of additional documents and information. Failure to use the City forms may result in the Qualification being deemed non-responsive, and the Qualification may not be further considered for award. Modification of, retyping, or any alterations to, the City forms may also result in the Qualification being deemed non-responsive.**

The City reserves the right to disqualify Proposers upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. The City also reserves the right to waive any immaterial defect or informality in any Qualification, to reject any or all Qualifications in whole or in part, or to reissue this RFQ.

Any Proposer who submits in its Qualification any information that is determined by the City, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration for award of the Agreement.

Any Qualification submitted by a Proposer who is in arrears (e.g., monies owed, outstanding judgments, code violations, fines, liens, penalties or other fees due to the City), or otherwise in debt or in breach of contract to the City (City in this context includes any agency, instrumentality, or department of the City), or where the City has an open or liquidated damages claim against a Proposer for monies owed to the City at the time of Qualification submission, or if a Proposer has been declared in default or abandoned a prior City Contract, or has been debarred by a federal, State of Florida, or local public entity within the past five years, or is on the convicted vendor list per Section 287.133 of the Florida Statutes, may be rejected as non-responsive/non-responsible and may not be considered as eligible for award.

Prior to award of the Agreement, the above requirements must be met, and is a condition that must be maintained during the term of the Agreement.

### **1.15 PROPOSER'S EXPENDITURES**

Proposers understand and agree that any expenditure incurred in preparation and submittal of Qualifications, or in the performance of any services requested by the City in connection with the Qualifications for this RFQ, are exclusively at the expense of the Proposers. The City shall not pay or reimburse any expenditure, or any other expense incurred by any Proposer in preparation of a Qualification, and/or anticipation of Agreement award, and/or to maintain the approved status of the Successful Proposer if an Agreement is awarded, and/or administrative or judicial proceedings resulting from the solicitation process. The Proposer agrees to these terms by submission of a Qualification.





#### **1.16 EXECUTION OF QUALIFICATION**

The Qualification must be manually and duly signed in legible ink by an authorized corporate officer, principal, or partner (as applicable) with an original signature in full. When a firm is the Proposer, the Qualification shall be signed in the name of the firm by one or more of the partners by legible ink with an original signature in full. When a corporation is the Proposer, the officer signing shall set out the corporate name in full, beneath which he shall sign his/her name, give title of his/her office, and affix the corporate seal. Anyone signing the Qualification as an agent, must file with it adequate legal evidence of signature authority to act on behalf of and bind the Proposer; otherwise the Qualification may be rejected as non-responsive. Proposers who are corporations shall furnish their Qualification to the City with a copy of their authorization to transact business in the State of Florida. Failure to submit promptly this evidence of qualification to do business in the State of Florida may be a basis for rejection of the Qualification.

Proposer understands that submitting a Qualification to this RFQ does not constitute an Agreement or Contract between the City and the Proposer. Proposer has no contract right or expectation by submitting to the City a response to this RFQ.

#### **1.17 INSPECTION OF SITE (IF APPLICABLE)**

Proposers should carefully examine the site location before submission of a Qualification and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all services required pursuant to the mandates and requirements of this RFQ and the Agreement. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the services pursuant to the Qualification as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for a failure or omission on the part of the Successful Proposer to fulfill, in every detail, all of the requirements, as defined in the Agreement, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

**END OF SECTION**



## **SECTION 2 RFQ SCOPE OF SERVICES**

### **2.1 PURPOSE**

The City is seeking to procure a qualified and experienced engineering and/or architectural firms to provide comprehensive Professional Design Services for future projects, under the direction of the Public Works Department, and in accordance with all applicable laws, building and environmental regulations, applicable Federal, State, and Local regulations, and the Scope of Services contained in this RFQ. The Proposer and its Sub-Consultants must be able to perform every element and task included in, but not limited to, those outlined in Section 2.3, Scope of Services.

### **2.2 PROJECT DESCRIPTION**

The Project will include the work described in the Scope of Services. The Successful Proposer should have experience in providing professional architectural and/or engineering and other related services.

### **2.3 SCOPE OF SERVICES**

The Successful Proposer shall provide comprehensive architectural and/or engineering services necessary to complete future projects. The Scope of Services can include, but is not limited to, full spectrum engineering, environmental, architectural, and surveying services to support the City's mission. Consultants shall identify in their Statement of Qualifications the categories of work for which they want to be considered, using the required forms listed in Section 4. During the selection process, each firm will be evaluated and ranked as to their qualifications to provide the services for each category of work they have requested to be considered for. Consultants under contract with the City will only be authorized to provide the services described in the work categories for which they were selected. Consultants not selected for a work category will not be authorized to provide those services.

The City envisions entering into non-exclusive Continuing Services Contracts for services with the successful firm(s), with specific task authorizations for each proposed project or task being negotiated and approved by the City on an as-needed basis. The City plans to issue multiple contracts for each category of services listed in this Scope of Services due to the size of the anticipated future projects. Individual task orders are anticipated to be issued to the contracted firms, with consideration being given for balancing total City project workload between the contracted firms. However, the City reserves the right to assign tasks to the firm it deems to be in the best interest of the City, based on the work requirement, and irrespective of any previously assigned tasks. The City anticipates each Continuing Service Contract will have an initial duration of three (3) years with an option to extend for not more than two (2) additional one (1) year terms. The City is under no obligation, either express or implied, to use these Continuing Services Contracts for any particular project.

Consultant's specific scope of work, level of effort, time schedule, charges, and payment conditions shall be set forth in separate written Task Orders. Each Task Order shall be executed by authorized representatives of the City and Consultant.

Quick turn-around tasks of very limited scope, schedule, and budget may be requested by the City and provided by Consultant. The City's request for General Services and Consultant's effort in



response to that request will typically be formalized with a General Services Work Request Form or Task Order.

The administrative process, when work assignments are issued, will be as follows:

Step 1 - City staff will contact the Consultant for a meeting to review the assignment and will describe the scope of services required in general.

Step 2 - Consultant will prepare a detailed scope of services to be provided and a time frame for completion of various phases. Consultant will prepare a computation of fees to be charged for the services based on the approved hourly rates. These documents will be submitted to the City for review and approval.

Step 3 - If acceptable to City staff making the assignment, City staff will issue a Task Order (or Work Request) and a Notice to Proceed. There will be a purchase order issued for each work assignment for monitoring and tracking of the budget and project funds. The fee computation will be considered to be a limiting amount, not to be exceeded without prior approval by City staff.

All firms, to include sub-consultants, shall be State of Florida licensed professionals.

The Successful Proposer's scope of services shall include, but is not limited to, the following:

Performing any or all of the following tasks related to the City's buildings, streets, drainage, recreational facilities, water facilities, and wastewater facilities including water distribution and wastewater collection:

- Feasibility analysis
- Cost estimating
- Funding research
- Preparation of grant/loan applications
- Design and preparation of production drawings
- Permitting
- Contract and Construction management
- Construction inspections
- Testing
- Other similar work
- Meetings with elected Officials and City staff to consult on issues and projects requiring professional engineering analysis and evaluation
- Providing surveying, geological, and/or geo-technical services, using company staff, or qualified sub consultants
- Advising Elected Officials and City staff on such matters as may materially affect the City's public works physical infrastructure.

The specific categories of work are as follows and the Proposer shall indicate which categories they wish to be considered for on the form included in Section 6.0.

**2.3.1 Stormwater Engineering:** Work in this category shall consist of engineering services related to larger scale issues of stormwater and drainage. Services may include, but are not limited to, basin modeling and master planning, FIRM modifications, watershed retrofit design, habitat restoration planning and design, NPDES permit support, TMDL analysis, stormwater facility retrofit design, review



of design documents by others, expert witness services, or general assistance to City staff with issues that involve large scale stormwater issues.

- 2.3.2** Roadway Design: Work in this category shall consist of engineering services related to major roadway design (enhanced local, collector, or arterial roads), modification, maintenance, or other aspects of roadway design in accordance with FDOT and City standards. Services may include, but are not limited to, typical amenities to roadway design, such as sidewalks, bike lanes, roadside drainage, and treatment, etc. Services may also include expert witness services or services in support of right of way acquisition, etc.
- 2.3.3** Traffic and Intersection Engineering: Work in this category shall consist of engineering services related to roadway intersections and traffic operations associated therewith. Services may include, but are not limited to, the design of complete intersections or any modifications or additions of amenities such as signalization, additional lanes, drainage and stormwater treatment, and pedestrian access utilization, etc. Services may also include traffic modeling, signal warrant study, multi-way stop warranty study, concurrency impact assessments, or other theoretical evaluation of traffic.
- 2.3.4** Subdivision and Site Development Plan Reviewing: Work in this category shall consist of engineering services related to performing plan reviews for subdivisions (residential, commercial or other) and other projects that are subject to the site and development review. Services may also include assisting City staff in matters associated with any of the activities described herein. Firms providing the services required in this work category shall have on staff, or as sub-consultants, the resources necessary to provide all services related to these work items including, but not limited to, landscape architecture, stormwater engineering, structural engineering, utility, architectural, tree mitigation, or other services.
- 2.3.5** Structural Engineering: Work in this category shall consist of 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., related to bridges, drainage structures, walls, building components, or any other structures with which the City is involved.
- 2.3.6** Utility Engineering: Work in this category shall consist of ancillary engineering services related to water and wastewater utility systems necessary to accomplish roadway or drainage projects. Examples of the types of tasks anticipated to be within the scope of services include preparation of construction drawings, specifications, and bid documents for water and sewage installation or relocation as part of a larger project. It also includes accomplishing necessary regulatory permitting and ensuring compliance issues are addressed.
- 2.3.7** Environmental Support Services I: Work in this category shall consist of providing technical and scientific testing, analysis, or other investigation in support of



environmental issues or permitting as may be encountered by the City. Services may include, but are not limited to, water quality monitoring, contamination assessments/remedial action plans, Phase I and Phase II environmental site assessments, storage tank closure services, asbestos surveys/remedial action plans, lead-based paint inspections/risk assessments/project design, indoor air quality investigations/inspections, and hazardous materials issues.

These services shall be performed with the oversight of a Registered Professional Engineer.

- 2.3.8 Environmental Support Services II:** Work in this category shall consist providing ecological, archaeological, and marine and aquatic services. Services may include, but are not limited to, wetlands jurisdictional delineations and mapping, dredge and fill permitting, natural resource assessment, evaluation, and monitoring, restoration and mitigation issues, threatened and endangered species inventory, upland habitat assessment, coastal shoreline stabilization, water quality monitoring and analysis, submerged land leases, cultural resource assessments, archaeological phase II assessments, archaeological mitigation and monitoring.
- 2.3.9 Geotechnical Engineering and Testing:** Work in this category shall consist of performing subsurface exploration, in-situ testing and geophysical testing, laboratory testing, civil site development recommendations, foundation design and analysis, and design of pavement sections, dams, levees, embankments, and earth retaining structures.
- 2.3.10 Construction Engineering and Inspection Services:** Work in this category shall consist of services associated with projects which are in construction or are nearing a construction phase. Services may consist of, but are not limited to, inspection, testing, testing coordination, construction administration, project management, and other related services.
- 2.3.11 Architectural Services:** Work in this category shall consist of a full range of architectural services from initial pre-design, strategic planning through preparation of construction documents, and construction administration for new facilities or renovation of existing facilities. This includes projects for discrete components of facilities, such as, roofing, waterproofing, etc. Work may also include working on historical structures and coordinating with State agencies. Knowledge of ADA requirements is essential.
- 2.3.12 Landscape Architectural Services:** Work in this category shall consist of a full range of landscape architectural services from landscape design, irrigation design, hardscape design, site design, lighting design, permit drawings, construction administration, and cost estimating.
- 2.3.13 Mechanical Engineering:** Work in this category shall consist of designing heating, ventilation, and air conditioning (HVAC) systems and associated piping systems for both new and retrofit projects.



Work may include analyzing existing conditions, proposing solutions, engineering and design, field investigations, permitting, bidding and construction phase services, as well as contract and project management.

**2.3.14 Electrical Engineering:** Work in this category shall consist of designing, implementing, maintaining, and improving electrical lighting, equipment, facilities, components, and systems. Work may include analyzing existing conditions, proposing solutions, engineering and design, field investigations, permitting, bidding and construction phase services, as well as contract and project management. May assist in developing capital project programs for new equipment and major repairs.

**2.3.15 Marine Engineering:** Work in this category shall consist of engineering services for the design of bridges, piers, docks, and seawalls. This may include assessment of the structural integrity of marine facilities, engineering and design, field investigations, permitting, bidding and construction phase services, as well as contract and project management. Work may include renovation and repair of existing facilities as well as construction of new ones.

**2.3.16 General Surveying and Plat Review:** Work in this category shall consist of surveying services performed by surveyors licensed to practice in the State of Florida. Services may consist of, but are not limited to, boundary surveys, topographic surveys, hydrographic surveys, construction stakeout, design surveys, record drawing surveys, or review of subdivision plats.

**This RFQ does NOT include the construction phase. The construction phase of future Projects will be procured through a future solicitation process, separate and independent from this RFQ.**

## **2.4 PROPOSED LEAD / OTHER PERSONNEL**

The Successful Proposer shall serve as the lead and managing agent for all disciplines required for the Project. The Successful Proposer's work shall be directed by Key Personnel employed directly by the Successful Proposer/Prime Consultant, as described in this RFQ document, and shall consist at a minimum of the following disciplines:

- Lead Architect/Engineer

In addition to the Lead Architect/Engineer listed above, the following listed Personnel should be identified in the proposal if they are already part of the Lead Architect/Engineer's staff.

- Civil, Structural, Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Engineers
- Stormwater, Traffic and Intersection, Utility, Geotechnical, Construction, and Marine Engineers
- Landscape Architect
- Environmental Support Services



**The Successful Proposer shall designate a primary lead individual, who will be referred to as the “Lead Architect/Engineer” to lead all design efforts for the Project.** The Successful Proposer shall directly employ the Lead Architect/Engineer. All Lead Personnel and Other Personnel shall meet the relevant minimum qualification requirements specified in Section 3.5, “Minimum Qualification Requirements.”

**Note:** As further detailed in the ensuing agreement, as may be amended from time to time, the City, acting by and through its City Manager or the City Manager’s authorized designee, prior to issuance of any Notice to Proceed, or at other reasonable intervals decided by the City Manager, may elect at the City’s discretion, to proceed with the Work on a phased basis. **A detailed Scope of Work will be developed by the City for each Work Order issued.**

**END OF SECTION**





## **SECTION 3 RFQ GENERAL CONDITIONS**

### **3.1 ACCEPTANCE/REJECTION**

The City reserves the right to accept any or all Qualifications that best meet the criteria in the Solicitation or reject any or all Qualifications and re-advertise. The City also reserves the right to reject any Proposer(s) who has previously failed to perform properly under the terms and conditions of a City contract, to deliver on time any contracts with the City, and/or who does not have the capacity to perform the requirements defined in this RFQ.

**QUALIFICATIONS SUBMITTED WITH IRREGULARITIES, DEFICIENCIES, AND/OR TECHNICALITIES THAT DEVIATE FROM THE MINIMUM QUALIFICATIONS AND SUBMISSION REQUIREMENTS OF THIS RFQ SHALL RESULT IN A NON-RESPONSIVE DETERMINATION.** The City will not consider the curing of any Qualifications that fail to meet the minimum qualifications and submission requirements of this RFQ. Proposer understands that non-responsive Qualifications will not be evaluated and, therefore, will be eliminated from the Evaluation/Selection Process.

The City, at its sole discretion, may waive minor informalities, technicalities, minor irregularities, or deficiencies and request additional information/clarification for the services specified in this RFQ, and may withdraw and/or re-advertise the RFQ.

### **3.2 LEGAL REQUIREMENTS**

This RFQ is subject to all applicable Federal, State, County, City, and local laws, codes, ordinances, rules, and regulations, loan documents, funding and grant agreements that in any manner affect any and all of the services covered herein. Lack of knowledge by the Proposer shall in no way be cause for relief from responsibility for compliance with these requirements. Proposer shall fully comply with all applicable Federal, State, County, City, and local laws, codes, ordinances, rules, and regulations, all loan, funding and grant requirements. The foregoing will be considered as part of the basic duties of performance of the Proposer under the Agreement.

### **3.3 NON-APPROPRIATION OF FUNDS**

In the event that insufficient funds are appropriated, and budgeting or funding is otherwise unavailable or not allocated in any fiscal period for the Agreement, the City shall have the unqualified right to terminate the Work Order(s) and/or the Agreement, upon written notice to the Successful Proposer, without any penalty or expense to the City or recourse against the City. No guarantee, promise, warranty, or representation is made that any particular work, work order(s), or any project(s) will be assigned to the Successful Proposer.

### **3.4 LICENSE REQUIREMENT**

Proposers shall comply with all application Federal, State, and Local licensing requirements.

### **3.5 MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The City is seeking to procure a qualified architectural and/or engineering firm with experience in completing the Scope of Work as more fully described in Section 2 above. The Proposer shall, as of Qualification submission due date, have the following mandatory minimum qualifications and experience:



- 3.5.1** Have been licensed, registered, and practicing as an architecture and/or engineering firm authorized to conduct business in the State of Florida for the **last five years under its current business name**;
- 3.5.2** Possess a **minimum of five years** of professional experience with providing similar services as described in Section 2.3, "RFQ Scope of Services";
- 3.5.3** **Employ** a lead architect or engineer who has been licensed and practicing as an architect under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," or as an engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession, for a **minimum of five years**, who shall serve as the **Lead Architect/Engineer**, be the primary lead for all design efforts of this Project, and who **shall be directly employed by the Proposer**;
- 3.5.4** If Proposer has any Other Personnel, they must be licensed and practicing as **Civil Engineers, Structural Engineers, and Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Engineers**, under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession, for a **minimum of five years**;
- 3.5.5** If Proposer has any Other Personnel, they must be licensed and practicing as **Stormwater, Traffic and Intersection, Utility, Geotechnical, Construction, and Marine Engineers**, under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineering," as applicable to the named profession, for a **minimum of five years**;
- 3.5.6** If Proposer has any Other Personnel, they must be licensed and practicing as a **Landscape Architect** under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession, for a **minimum of five years**;
- 3.5.7** If Proposer has any Other Personnel, they must be licensed and practicing as a **Environment Support Services** under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 481, "Architecture, Interior Design, and Landscape Architecture," as applicable to the named profession, for a **minimum of five years**;

Failure to meet the above-stated mandatory minimum requirements may result in the rejection of the Proposer's submittal as non-responsive.

Additionally, Proposers shall provide information on:

- 3.5.8** Proposer's qualifications and experience, including at least three completed or ongoing projects similar in size, scope, and complexity to the Project described in this RFQ, within the past five years; and
- 3.5.9** The Lead Architect/Engineer's qualifications and experience, including at least three completed or ongoing projects similar in size, scope, and complexity to the



Project described in this RFQ, currently ongoing or completed within the past five years; and

- 3.5.10** If applicable, any individual Engineers' resumes that reflect their education, qualifications, and experience including, preferably, at least one completed or ongoing project similar in size, scope, and complexity to the Project described in this RFQ, within the past five years; and
- 3.5.11** If applicable, any Landscape Architect's resume that reflects his/her education, qualifications, and experience including, preferably, at least one completed or ongoing project similar in size, scope, and complexity to the Project described in this RFQ, within the past five years; and
- 3.5.12** If applicable, any Environment Support Services' resumes that reflect their education, qualifications, and experience including, preferably, at least one completed or ongoing project similar in size, scope, and complexity to the Project described in this RFQ, within the past five years; and

Qualifications that do not completely adhere to all requirements may be considered non-responsive, and disqualified; see Section 4, "Instructions for Submitting a Qualification," for further directions. The City may consider a Qualification responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposers should include documentation substantiating the above-stated name change and/or merger as part of its Qualification for the City to consider crediting the years of experience from the Proposer under its previous name, if applicable. **Failure to include such documentation with the Qualification may result in the Qualification being deemed non-responsive.**

### **3.6 COMPLIANCE WITH LAWS, REGULATIONS, AND EXECUTIVE ORDERS**

This Project may be funded with federal financial assistance from the Federal Emergency Management Agency ("FEMA"). The Selected Proposer must comply with all applicable Federal laws, regulations, executive orders, and FEMA requirements. Per 2 C.F.R. § 200.326, the Agreement must contain all applicable required contract provisions listed at Appendix II to 2 C.F.R. Part 200. For more information regarding these provisions, see FEMA's Contract Provisions Template, available at [https://www.fema.gov/media-library-data/1569959119092-92358d63e00d17639d5db4de015184c9/PDAT\\_ContractProvisionsTemplate\\_9-30-19.pdf](https://www.fema.gov/media-library-data/1569959119092-92358d63e00d17639d5db4de015184c9/PDAT_ContractProvisionsTemplate_9-30-19.pdf).

### **3.7 PUBLIC ENTITY CRIMES**

In accordance with Florida Statutes Section 287.133, a person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not: a) submit a response on a contract to provide any goods or services to a public entity; b) submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) submit responses on leases of real property to a public entity; d) be awarded or perform work as a contractor, design-builder, supplier, subcontractor, or consultant under a contract with any public entity; and e) transact business with any public entity in excess of the threshold amount of \$35,000.00 provided in Florida Statutes Section 287.017, CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section by



Proposer shall result in rejection of the Qualification, cancellation of the Agreement (if awarded), and may result in Proposer's debarment.

### **3.8 RESOLUTION OF PROTESTS**

Any actual or prospective contractual party who feels aggrieved in connection with the solicitation or award of a contract may protest in writing to the City Manager, stating the grounds on which the protest is made. Protests must be made no later than one (1) business day after the award of the contract. Failure of a party to timely file a Notice of Intent to Protest and/or the Protest, shall constitute a forfeiture of such party's right to file a protest. **THERE WILL BE NO EXCEPTIONS MADE TO THIS REQUIREMENT.**

### **3.9 REVIEW OF QUALIFICATION FOR RESPONSIVENESS**

Each Qualification will be reviewed to determine if it is responsive to the submission requirements outlined in the RFQ. A "responsive" Qualification meets the requirements of the RFQ, is submitted in the format outlined in Section 4.2, "Qualification Submission Format," is of timely submission, and has appropriate signatures/attachments, as required on each document.

### **3.10 COLLUSION**

The Proposer, by submitting a Qualification, certifies that its Qualification is made without previous understanding, agreement, or connection either with any person, firm, or corporation submitting a Qualification for the same Services, or with any City instrumentality, department, or agency. The Proposer certifies that its Qualification is fair, without control, collusion, fraud, or other illegal action. The City will investigate all situations where collusion may have occurred, and the City reserves the right to reject any and all Qualifications where collusion may have occurred.

### **3.11 CLARIFICATIONS**

The City reserves the right to request clarifications of information submitted, and to request any necessary supporting documentation or information from any Proposer after the Qualification Submission Due Date.

### **3.12 LEAD PERSONNEL**

Subsequent to submission of a Qualification and prior to award of an Agreement, Lead Personnel shall not be changed. Proposers shall not change their Lead Personnel without just cause **and** prior written approval by the City. The City reserves the right to request additional documentation, as required by the RFQ prior to making its determination. If the City does not accept the proposed change(s), the Qualification may be rejected and not considered for award.

### **3.13 AUDIT RIGHTS AND RECORDS RETENTION**

The Successful Proposer agrees to provide access, at all reasonable times, to the City, or to any of its duly authorized representatives, to any books, documents, papers, invoices, receipts, reimbursement information and records of Proposer which are directly pertinent to this RFQ, the Agreement, the loan reimbursement and grant reimbursement (if applicable), for the purpose of audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all of the books, documents, papers and records pertinent to the Agreement for five years after the City makes final payment and all other pending matters are closed. Proposer's



failure or refusal to comply with this condition shall result in the immediate termination of the Agreement (if awarded) by the City.

### **3.14 PUBLIC RECORDS**

The Successful Proposer shall additionally comply with the provisions of Section 119.0701, Florida Statutes, entitled "Contracts; public records; request for contractor records; civil action."

**IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850) 872-3021, VIA EMAIL AT [publicrecords@pcgov.org](mailto:publicrecords@pcgov.org), OR REGULAR MAIL AT CITY OF PANAMA CITY OFFICE OF THE CITY CLERK, 501 HARRISON AVENUE, PANAMA CITY, FL 32401.**

### **3.15 E-VERIFY**

Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Successful Proposer during the term of the Agreement and shall expressly require any Subconsultant performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Subconsultant during the Agreement term.

### **3.16 CONFLICT OF INTEREST**

Proposers, by responding to this RFQ, certify that to the best of their knowledge and belief, no elected/appointed official or employee of the City has a financial interest, directly or indirectly, in the ownership of the Proposer except as disclosed herein. Any such interests shall be disclosed in writing to the City.

### **3.17 DEBARRED/SUSPENDED VENDORS**

An entity or affiliate who has been placed on the State of Florida debarred or suspended vendor list may not: a) submit a response on a contract to provide goods or services to a public entity; b) may not submit a response on a contract with a public entity for the construction or repair of a public building or public work; c) may not submit a response on leases of real property to a public entity; d) may not be awarded or perform work as a contractor, design-builder, supplier, subcontractor, or consultant under contract with any public entity; and e) may not transact business with any public entity.

### **3.18 NONDISCRIMINATION**

Proposer agrees that it shall not discriminate by race, gender, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFQ. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of his/her race, gender, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity called for or required in connection with services rendered under this Agreement.



### **3.19 UNETHICAL BUSINESS PRACTICE PROHIBITIONS**

Proposer represents and warrants to the City that it has not employed or retained any person or company employed by the City to secure the award of the Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind, contingent upon the award of the Contract.

### **3.20 RESERVED**

### **3.21 ADDITIONAL TERMS AND CONDITIONS**

No additional terms and conditions included with the Qualification shall be evaluated or considered, and any and all such additional terms and conditions shall have no force or effect and are inapplicable to this solicitation. If submitted purposely, through either intent or design, or inadvertently, appearing separately in transmittal letters, specifications, literature, price lists, or warranties, it is understood and agreed that the General and Special Conditions in this solicitation are the only conditions applicable to this solicitation and that the Proposer's authorized signature affixed to the Proposer's acknowledgment form, attests to this.

**END OF SECTION**



## SECTION 4 INSTRUCTIONS FOR SUBMITTING A QUALIFICATION

### 4.1 SUBMISSION REQUIREMENTS

Submit the following information and documents with the Qualification. All Forms required can be obtained by contacting Lauryn Guetter at [lguetter@pcgov.org](mailto:lguetter@pcgov.org). Failure to do so may cause the Qualification to be deemed non-responsive. Qualifications deemed non-responsive will receive no further consideration.

Each Qualification must contain the following documents and forms required by Sections 4.1.1-4.1.3, fully completed, and signed as required. Proposers shall prepare their Qualification utilizing the same format outlined below in Section 4.2, Qualification Submission Format. Each item of the Qualification, as stipulated in Section 4.1.1-4.1.3, shall be separated by a tabbed divider identifying the corresponding item number. Proposers are not to submit any information in response to this RFQ that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. Proposers shall not include any documents not specifically required or requested. The submission of such documentation may adversely affect the evaluation of the Qualification by the Evaluation Committee.

Hard cover binders shall not be used in the submission of the Qualification. Proposers should also make every effort to utilize recycled paper in preparing its Qualification. Double-sided printing is permitted, provided that the Qualification complies with the format set forth in Section 4.2.

Do not include additional information not requested in this RFQ, unless specified in an Addendum. This RFQ requires the use and submission of specific City forms. The City forms shall not be expanded or altered. Additional pages may not be added unless the form specifically states that pages can be added. Failure to utilize the City's forms will result in the rejection of the Qualification as non-responsive.

#### 4.1.1 Content of Qualifications and Experience Requirements:

All forms referenced in Sections 4.1.1-4.1.3 are required (as applicable) and can be obtained by emailing Lauryn Guetter at [lguetter@pcgov.org](mailto:lguetter@pcgov.org). Additional pages may be used for each form if more space is needed.

- A. **Table of Contents**  
The Table of Contents should follow in sequential order the sections and documents specified in Section 4.1.1-4.1.3, including all documents requested in subsections. All pages of the Qualification must be consecutively numbered and correspond to the Table of Contents.
- B. **Qualification Letter**  
Proposer shall complete and submit **Form RFQ-PCL** for this section of the Qualification (one-page maximum).
- C. **Narrative**  
Proposer shall complete and submit **Form RFQ-PN** for this section of its Qualification. Provide a brief overview of the Proposer's firm and why the Proposer is the most qualified for this Project.





D. **Qualifications of the Proposer/Prime Consultant**

Proposers shall complete and submit **Form RFQ-QPC** for this section of its Qualification. Proposers must possess a **minimum of five years** of professional experience providing architectural and/or engineering for governmental or similar projects. In addition, Proposers must have been practicing as a registered architecture or engineering firm **authorized to conduct business in the United States for the last five consecutive years under its current business name** (current business name means the actual official name on file with the State of Florida or other State under which the business is authorized to conduct business, of the business entity or firm submitting the Qualification), as of the Qualification Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer's ability to satisfy all the minimum qualification requirements identified in Section 3.5, "Minimum Qualifications and Experience Requirements."

Proposer also must disclose, in detail, any and all judgments, assessments, impositions, charges, suits, actions, decrees, orders, claims, arbitrations, and back charges asserted or awarded against the Proposer or any proposed Sub-Consultant in the past seven years, which exceed \$100,000.00. Qualifications that do not contain such documentation may be deemed non-responsive. **No company brochures are to be included as part of the Qualification.**

E. **Experience of the Proposer/Prime Consultant**

Proposer shall complete and submit **Form RFQ-EPC** for this section of its Qualification to provide a comprehensive summary of the Proposer's experience in providing lead architecture or lead engineering services. The Proposer **MUST** have served as the **lead/prime consultant on at least three completed or ongoing governmental or similar type projects** similar in size, scope, and complexity to the Project described in this RFQ, within the past five years. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the Proposer, the number of full-time personnel assigned to the project, and the total value of the project in terms of the entire cost.

**Failure to meet the stipulated experience requirement and submit proof of three completed or ongoing governmental or similar projects shall result in a non-responsive determination for the Qualification.**

**One (1) Form RFQ-EPC needs to be submitted for each referenced project.**

F. **Qualifications of the Lead Architect/Engineer (Key Personnel)**

Proposer shall complete and submit, on behalf of the Lead Architect/Engineer (LAE), **Form RFQ-QKP** for this section of its Qualification for the LAE who shall serve as the primary lead on the Proposer's Team. The proposed LAE must: **a)** have been practicing as a registered architect or engineer, as applicable for the named profession for a minimum of five years; and **b)** be an employee of the Proposer. The



proposed LAE is required to meet both conditions as of the Qualification Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer's ability to satisfy all the minimum qualification requirements identified in Section 3.5, "Minimum Qualifications and Experience Requirements."

G. **Experience of the Lead Architect/Engineer (Key Personnel)**

Proposer shall complete and submit, on behalf of the Lead Architect/Engineer (LAE), **Form RFQ-ELAE** for this section of its Qualification to provide a comprehensive summary of the LAE's experience, including a minimum of five (5) years' architecture and/or engineering design experience, and having served as a lead architect or lead engineer on **at least three completed or ongoing governmental or similar projects**, within the last five years, similar in size, scope, and complexity to the Project described in this RFQ. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the firm, the number of full-time personnel assigned to the project, and the total value of the project in terms of the entire cost. Proposer shall also provide a one-page resume reflecting the LAE's education, experience, and qualifications as they relate to this Project.

**Failure to meet the stipulated experience requirement and submit proof of three completed or ongoing governmental or similar type projects similar to the Scope of Services herein, including resume, shall result in a non-responsive determination for the Qualification.**

**One (1) Form RFQ-ELAE needs to be submitted for each referenced project.**

H. **Qualifications and Experience of the Other Engineers (on staff only)**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Qualification for each Engineer on staff who they intend to work on City projects. Proposer shall identify the Engineers' number of years of experience in the required professional services.

Licenses and any other pertinent information shall be submitted which demonstrates satisfaction of all the Engineer requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."

Additionally, a detailed resume is required to be submitted for each Engineer that reflects each of the Engineer's education, qualifications, and experience within the last five years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

**Failure to meet the stipulated experience requirement and submit proof of one completed or ongoing project, including resume, for**



**each**, shall result in a non-responsive determination for the Qualification.

I. **Qualifications and Experience of the Landscape Architect (on staff only)**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Qualification for any Landscape Architect on staff who they intend to work on City projects. Proposer shall identify the Landscape Architect's number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrate satisfaction of all the Landscape Architect requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."

Additionally, a detailed resume is required to be submitted for the Landscape Architect that reflects the Landscape Architect's education, qualifications, and experience within the last five years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

**Failure to meet the stipulated experience requirement and submit proof of one completed or ongoing project, including resume, shall result in a non-responsive determination for the Qualification.**

J. **Qualifications and Experience of the Environment Support Services (on staff only)**

Proposer shall complete and submit **Form RFQ-QSC** for this section of its Qualification for the Environment Support Services on staff who they intend to work on City projects. Proposer shall identify the Environment Support Services' number of years of experience in the required professional services. Licenses and any other pertinent information shall be submitted which demonstrate satisfaction of all the Environment Support Services requirements identified in Section 3.5, "Minimum Qualification and Experience Requirements."

Additionally, a detailed resume is required to be submitted for the Environment Support Services that reflects the Environment Support Service's education, qualifications, and experience within the last five years on currently ongoing or completed projects similar in nature to the Project described in this RFQ. Projects referenced in resumes shall, at minimum, include the following information: client name, client address, client contact information, description of work, the year the project was commenced and completed, and the total value of the project in terms of the entire cost.

**Failure to meet the stipulated experience requirement and submit proof of one completed or ongoing project, including resume, shall result in a non-responsive determination for the Qualification.**



K. **Sub-Consultants/Sub-Contractors**

It is anticipated that the Agreement will be funded in whole or in part by federal financial assistance subject to 2 C.F.R. Part 200 (e.g., FEMA disaster assistance); therefore, if Proposer needs to hire Sub-Consultants/Sub-Contractors, the Proposer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

L. **Team Organizational Chart**

An organizational chart of the Proposer's Team (if applicable) shall be provided which identifies and indicates the hierarchical relationships for all Team Members.

**4.1.2 Design Philosophy and Technical Capabilities Statement:**

A. **Design Philosophy and Process**

Proposer shall complete and submit **Form RFQ-DPP** for this section of its Qualification. Proposer shall include a brief explanation of its design philosophy, methodology, and process as it relates to this RFQ. This should include an understanding of the Scope of Services; clearly defined issues commonly encountered and methodology for resolution of these project issues; value engineering; and the process and approach to meeting the requirements of the Scope of Services.

B. **Technical Capabilities and Approach**

Proposer shall complete and submit **Form RFQ-TCM** for this section of its Qualification to provide a brief comprehensive explanation of the firm's technical capabilities and approach to architectural and engineering design including the following:

- Manpower planning, including scheduling and allocation of resources; Ensuring timely completion of projects/phases;



- Quality control and assurance procedures, including timely reporting, and reviewing pay applications and change orders;
- Capacity to provide on-call services in a timely manner;
- Computer aided design and drafting capabilities;
- Quality control and assurance, including coordination between design disciplines, compliance with program requirements professional/industry standards, and conformance with all applicable code requirements, including Panama City's; and,
- Prior experience with governmental agencies.

#### **4.1.3 RFQ Qualification Forms:**

Additionally, the following Forms and documentation are required, as applicable and can be obtained from Lauryn Guetter at [lguetter@pcgov.org](mailto:lguetter@pcgov.org):

- A. RFQ Qualification Forms – Proposer shall sign and submit each applicable RFQ Qualification Form (reference Section 6.0 in request)
- B. Letter of Agreement(s) (LOA) – Form RFQ-LOA
- C. Occupational License Tax (if applicable in the location Proposer is doing business and if required by professional standards)
- D. FDOT Notice of Qualifications (if applicable)

## **4.2 QUALIFICATION SUBMISSION FORMAT**

Proposers shall prepare and submit the Qualification in the format below. Failure to comply with this format may result in the Qualification being deemed non-responsive. It is only necessary to include the form RFQ-QSC if Proposer will have the applicable team member.

### **Table of Contents**

#### **Section A**

1. Table of Contents
2. RFQ-PCL Qualification Cover Letter
3. RFQ-PN Qualification Narrative
4. RFQ-QPC Qualifications of the Proposer/Prime Consultant
5. RFQ-EPC Experience of the Proposer/Prime Consultant
6. RFQ-QKP Qualifications of the Lead Architect/Engineer
7. RFQ-ELAE Experience of the Lead Architect/Engineer plus Resume
8. RFQ-QSC Qualifications and Experience of the Other Engineers and Resumes (on Proposer's staff only)
9. RFQ-QSC Qualifications and Experience of the Landscape Architect and Resume (on Proposer's staff only)
10. RFQ-QSC Qualifications and Experience of the Environment Support Services and Resume (on Proposer's staff only)



## 11. Team Organizational Chart

### Section B

1. RFQ-DPP Design Philosophy and Process
2. RFQ-TCM Technical Capabilities and Approach

### Section C

1. RFQ Qualification Forms (Only submit applicable forms)
2. Letter of Agreement(s) – Form RFQ-LOA
3. Business Tax Receipt(s)/Occupational License (as applicable)
4. FDOT Notice of Qualifications (if applicable)

#### 4.3 QUALIFICATION SUBMISSION DATE AND LOCATION

**Three unbound, tabbed original hardcopy and one copy in digital format (preferably on a USB drive) in .pdf file format** of your complete Qualification for this RFQ shall be delivered in accordance with the following:

**Qualification Submission Due Date: No later than February 1, 2024 at 10:00 AM**

**Qualification Delivery Location: Purchasing Department RM 238  
City of Panama City  
501 Harrison Ave.  
Panama City, Florida 32401**

Qualifications must be clearly marked on the outside of the package referencing the following documentation: **Continuing Professional Services Contract – Continuing**

**Qualifications received at any other location than the aforementioned, or after the Qualification Submission Due Date and time, shall be deemed non-responsive, and shall not be considered.**

Qualifications must be signed by an official authorized to bind the Proposer to the provisions given in the RFQ and their Qualification. Qualifications are to remain valid **for at least 180 days**. Upon award of an Agreement, the contents of the Successful Proposer's Qualification shall be incorporated within and included as part of the Agreement. Additional information on submission requirements can be found in Section 4.1, Submission Requirements.

#### 4.4 SUBMITTAL GUIDELINES

##### 4.4.1 General

Only one (1) Qualification from an individual, firm, partnership, corporation, or joint venture will be considered in response to this RFQ.

It is the policy of the City that, prior to award of an Agreement, the Successful Proposer register as a vendor. The Proposer can register as a City vendor, via the internet at <https://www.pcgov.org/FormCenter/Purchasing-Department-7/Vendor-Application-52>.



For any questions regarding vendor registration, contact Purchasing at (850) 872-3070. Proposers must be registered as a condition of award. It is the sole responsibility of the Proposer to ensure that the registration is completed.

#### **4.4.2 Selection Process Timetable**

After receipt of a Qualification, the Qualification will be evaluated and a recommendation will be sent to the City Commission within sixty (60) days from receipt.

### **END OF SECTION**

## **SECTION 5 EVALUATION/SELECTION PROCESS**

### **5.1 EVALUATION PROCEDURES**

The procedure for Qualification evaluation and selection is as follows:

1. Request for Qualifications issued.
2. Receipt of Qualifications.
3. Opening and listing of all Qualifications received.
4. Preliminary review by City's Purchasing staff for compliance with the submission requirements of the RFQ, including verification that each Qualification includes all documents required.
5. Review by professional staff and/or an Evaluation Panel (the "Panel") certifying that the Proposer is qualified to render the required services according to State regulations.
6. The Panel, appointed by the City Manager, will meet to evaluate each responsive Qualification in accordance with the requirements of this RFQ. Purchasing staff will compile the preliminary evaluations for each responsive Qualification, whereby the Panel will establish a shortlist including a minimum of three firms deemed the most highly qualified to perform the required services, unless fewer than three Qualifications are received.
7. The Panel may hold oral presentations and interview sessions with the shortlisted firms, to include a visual component, ranging from a collage or sketch to a high-resolution rendering, to convey the shortlisted firms' vision for the Project. Subsequent to oral presentations, the Panel will reevaluate the Qualifications, in conjunction with the oral presentations.
8. The Panel will forward its recommendation to the City Manager, listing the Proposers in rank order.
9. After reviewing the Panel's recommendation, the City Manager may:
  - a. Approve the recommendation of the Panel and authorize Purchasing to enter into negotiations with the top ranked Proposer or request that the Panel provide additional information as to the ranking of the Qualifications;
  - b. Prepare a recommendation for the City Commission and seek the award of the agreement to a Proposer;





- c. Reject the Panel's recommendation and instruct the Panel to re-evaluate and make further recommendations;
  - d. Reject all Qualifications; or
  - e. Recommend that the City Commission reject all Qualifications.
10. Upon successful negotiation of the Agreement(s), Purchasing will forward the recommended Agreement(s) to the City Manager for approval, and the City Manager upon acceptance of the negotiated Agreement(s) will forward the recommended Agreement to the City Commission for approval and award of the Agreement(s). All Cost-plus-percentage-of-costs contracts are prohibited and will not be awarded. Time and materials type contracts will only be awarded pursuant to the terms and provision of 2 C.F.R. Section 200.318(j). Where Purchasing is not able to negotiate successfully an Agreement with the top ranked Proposer(s), Purchasing will recommend to the City Manager that such negotiations be terminated, and that Purchasing enter into negotiations with the next ranked Proposer(s) until an Agreement is negotiated or all Qualifications are rejected.
11. After reviewing the City Manager's recommendation, the City Commission may:
- a. Approve the City Manager's recommendation and authorize award of the Agreement(s). Upon approval of the City Manager's recommendation, an award memorandum will be included on the City's webpage, [www.pcgov.org](http://www.pcgov.org) of which written notice shall be provided to all Proposers;
  - b. Reject the City Manager's recommendation to award the Agreement(s); or
  - c. Reject all Qualifications and direct the City Manager to re-open negotiations or to solicit new Qualifications.

## **5.2 EVALUATION CRITERIA**

Qualifications will be evaluated by considering the following, which are all equally considered:

- Proposer's Qualifications and Experience
- Proposer's Lead Architect/Engineer Qualifications and Experience
- Proposer's Team Qualifications and Experience
- Design Philosophy and Process
- Technical Capabilities and Approach/Capacity

**Please note, Proposals will not be evaluated on a point system and each criterion is considered equally important.**

**END OF SECTION**