

**ADVERTISEMENT
FOR
LETTERS OF INTEREST
STATEMENT OF QUALIFICATIONS
REQUEST FOR QUALIFICATIONS NO. 2015-07-01**

In accordance with the provisions of Subsection 287.055, Florida Statutes notice is hereby given that the Town of Montverde (the "Town") will accept letters of interest and qualification statements for consideration until **2:00 P.M., LOCAL TIME, ON August 3, 2015**, for providing professional engineering consulting services to the Town.

Copies of the solicitation package are on file on the Town's website at mymontverde.com or may be picked up in person at Town Hall located at 17404 6TH Street, Montverde, FL. Qualified firms desiring consideration shall submit four (4) complete proposal packages, clearly marked "**Sealed Proposal for Consulting Engineering Services**" to the Town of Montverde at 17404 6th Street, PO Box 560008, Montverde, FL on or before the date and time stipulated above.

The Town will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any proposal by the deadline stated above. The Town reserves the right to reject any or all submittals and to waive any or all nonsubstantial irregularities in items received whenever such rejection is in the best interest of the Town, or to accept the proposal which best serves the interest of the Town.

In accordance with Florida Statutes 287.133(2)(a), any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

All firms are hereby placed on formal notice that neither the Town, nor the Town Council, nor any employees of the Town, nor any members of the Professional Services Review Committee are to be lobbied or queried in any manner, either individually or collectively, concerning this project. Any such activities may cause immediate disqualification for this project.

The Town of Montverde will select and contract with the firm or firms deemed by the Town to be the most qualified firm(s) responding in accordance with the provisions of F.S. 287.055.

Town of Montverde, Florida

/s/ _____
Graham Wells, Town Clerk

PART 1 - GENERAL INFORMATION

DEFINITIONS:

For the purpose of the Request for Qualifications, the respondent shall mean any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice engineering in the State of Florida.

PURPOSE:

This Request for Qualifications (RFQ) provides guidelines for the submission of qualifications in response to the Town of Montverde's solicitation for respondents to provide professional consulting engineering services for construction oversight of projects, design of municipal public works and utility facilities, review of project plans submitted to the Town by others, providing data and services to other consultants performing utility rate, connection rate and impact fee studies, and such other engineering services as the Town may need from time to time.

ISSUING OFFICE AND LOCATION OF QUALIFICATIONS OPENING:

Issuing Office:

Town of Montverde Building Department
17404 6TH Street
Montverde, FL 34756
(407) 469-2681

Opening Location:

Town Hall
17404 6TH Street
Montverde, FL 34756

INVITATION TO PROPOSE:

The Town of Montverde is soliciting qualifications from responders to provide non-exclusive, professional consulting engineering services for construction oversight of Town projects, design of municipal public works and utility facilities, review of project plans submitted to the Town by others, providing data and services to other consultants performing utility rate, connection rate and impact fee studies, and such other engineering services as the Town may need from time to time.

CONTRACT AWARDS:

The Town of Montverde anticipates entering into one or more contracts for professional consulting engineering services with the respondent(s) who submits the qualifications judged to be most advantageous to the Town. The Town anticipates awarding a single contract to the sole respondent chosen but reserves the right to award more than one contract or award in any fashion which is in the best interest of the Town as solely determined by the Town in its sole discretion.

The respondent understands that this RFQ does not constitute an agreement or a contract with the Town. An official contract, or agreement, is not binding until the submission is reviewed and accepted by the Town Council and executed by all parties.

The Town reserves the right to reject all qualifications, to waive any informality, and to solicit and advertise for other qualifications.

The terms of a consultant contract agreement will be negotiated between the Town and the successful respondent(s). The consultant contract agreement shall contain all language required by law.

DEVELOPMENT COSTS:

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFQ. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFQ.

INQUIRIES:

The Town will not respond to oral inquiries. Respondents may submit written inquiries for interpretations of this RFQ to:

**Graham Wells, Town Clerk
Town of Montverde**

The Town Clerk will respond to written inquiries received on or before **noon, Wednesday, July 29, 2015**. The Town will record their responses to inquiries and any supplemental instructions in the form of written addenda. If issued, the Town will post addenda on the Town's website at www.mymontverde.com prior to the date fixed for receiving the qualifications; therefore **all addenda will be posted by July 29, 2015**.

QUALIFICATIONS SUBMISSION AND WITHDRAWAL:

The Town will receive qualifications at the following address:

Town of Montverde
17404 6TH Street; PO Box 560008
Montverde, FL 34756

To facilitate processing, mark the outside of the envelope in the lower left hand corner as follows:

“RFQ: Sealed Proposal for Consulting Engineering Services”

The envelope shall also include the respondent's return address in the upper left-hand corner. Respondents shall submit four (4) copies in a sealed, opaque envelope marked as noted above. The respondent may submit the qualifications by mail or in person.

NOTE: THE TOWN MUST RECEIVE ALL QUALIFICATIONS BY 2:00 P.M. LOCAL TIME ON AUGUST 3, 2015.

The Town will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any proposal by the deadline stated above. Telephone confirmation of timely receipt of the proposal may be made by calling Graham Wells at 407-469-2681. Qualifications received after the established deadline will not be opened and will be returned in their unopened state to the respondent.

Respondents may withdraw their submissions by notifying the Town in writing at any time prior to the opening. Respondents may submit its withdrawal in person, or by an authorized representative. Respondents and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives) and provide the Town with a signed receipt for the qualification package.

Qualifications, once opened, become the property of the Town and will not be returned to the respondent. Qualifications become “public records” and are subject to the provisions of the Florida Public Records Law. As such, they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

ADDENDA:

If revisions become necessary, the Town will provide written addenda which will be available to all respondents on the Town’s website at by July 29, 2015.

INSURANCE:

The respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the Town of Montverde.

LOBBYIST DISCLOSURE REQUIREMENT:

Any professional consultant who utilizes the services of a lobbyist is required, by virtue of responding to this request, to make full disclosure to the Town concurrently with the submission.

Such disclosure shall include the following:

- The name of any lobbyist employed directly or indirectly by the consultant for the purpose of influencing or attempting to influence the selection of a professional consultant by the Town.
- The name, address and telephone and fax numbers of the lobbyist.
- The length of such agreement, contract, or understanding and the amount of any fee, gratuity, compensation or consideration paid or promised to be paid to the lobbyist either before or after hiring, whether or not the same is set out as compensation for the lobbyist or is for other services.

This disclosure shall be submitted with the qualifications and will be filed with the Town Clerk and such records shall be open to the public.

PUBLIC ENTITY CRIMES:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime **may not** submit qualifications or contract with the Town to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided for in SS. 287.017 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list.

PART 2 - STATEMENT OF WORK

The Town of Montverde is soliciting qualifications from responders to provide non-exclusive, professional consulting engineering services for construction oversight of Town projects, design of municipal public works and utility facilities, review of project plans submitted to the Town by others, providing data and services to other consultants performing utility rate, connection rate and impact fee studies, and such other engineering services as the Town may need from time to time.

Assignments will be issued in the form of work orders executed by both parties, and each work order will detail the tasks to be accomplished and the associated fee.

PART 3 - INSTRUCTIONS FOR PREPARING SUBMISSIONS.

RULES FOR SUBMISSIONS:

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person, or entity, submitting a proposal pursuant to the RFQ.

SUBMISSION FORMAT

Responses to each of the following topics must be limited to a maximum of two pages and all text must be 12 pt. type. Should further clarification or examples (beyond 2 pages) be necessary, an appendix may be added to the back of the proposal provided it is properly referenced within the two-page description. Unreferenced or poorly organized appendices will not be considered.

Letter of Transmittal:

- This letter will summarize in a brief and concise statement, the respondent's qualifications, and demonstrate its willingness to meet time and budget requirements.
- An official authorized to negotiate for the respondent must sign the letter of transmittal.

Office Location:

- The location of the office that will have responsibility for this project.
- The key personnel in that office.

Project Team:

- The respondent shall provide the Town with the resumes of all primary individuals involved.
- The respondent must supply a copy of all appropriate Florida business license(s).
- In addition, the respondent must indicate the type of organization (i.e., individual, partnership, corporation, joint venture, etc.) and year established.
- Identify principals of the firm and core values.
- Identify proposed project manager.

Project Understanding:

- Describe your understanding of the Town's needs and the methods you will use to ensure proper completion of the work proposed.

Previous Experience with Similar Projects:

- Summarize previous experience of the key personnel with projects that are similar in nature and scope to the proposed work.

Qualification Summary:

- Summarize what you consider are the qualifications of your firm and/or team that make you the most qualified firm to perform the work associated with this project.

References:

- Provide up to six municipal government references for similar work. References must be for work performed within the past five (5) years.

Other Information:

- This section shall be for other information the respondent wishes to include, but is limited to 4 pages.
- Recent, current, and projected workload of the firm.

Florida Small and Minority Business Status:

- Whether you are a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act.

PART 4 - EVALUATION OF SUBMISSIONS:

EVALUATION METHOD AND CRITERIA:

The Town shall be the sole judge of its own best interest, the submission and the resulting negotiated agreement. In all instances, the Town's decision will be final. As part of the submittal package, firms are asked to submit statements of qualifications, experience, and references of other projects that have involved their respective firms.

The Town's evaluation criteria will include, but not be limited to, consideration of the following:

- Overall capabilities and experience of both firm and key individuals.
- Specific experience of firm and key individuals in assisting municipalities with similar statements of work.
- Availability of key personnel to be dedicated to the Town relating to the statement of work.
- Willingness to meet time and budget requirements.
- Recent, current, and projected workload of the firm.
- Knowledge of, and approach to performing the statement of work.
- Whether a firm is a certified minority business enterprise.
- Location of the firm.
- Interviews with references.

SELECTION:

The Town will evaluate the written qualifications submitted by the firms regarding the proposed project. The Town may require presentations regarding their qualifications, approach to the statement of work, and ability to furnish the required services. It is anticipated that no less than three (3) firms will be ranked. The Town reserves the right to select one or more qualified firms on the basis of the received responses.

NEGOTIATIONS:

After the evaluation committee ranks the firms, the Mayor will take the proposed ranking to the Town Council for approval and permission to start negotiating with the top ranked firm(s). After the Mayor concludes negotiations with the firm(s) selected by the Town Council, the Mayor will present the results of the negotiations to the Town Council with his recommendation. If the Town Council determines that the Mayor is unable to negotiate a satisfactory contract with the firm(s) considered to be the most qualified at a price the Town Council determines to be fair, competitive and reasonable, negotiations with that firm, or firms, shall be formally terminated. Should the Town be unable to negotiate a satisfactory contract with the selected firm(s), the Town may select additional firms in order of their competence and qualifications, and continue negotiations until an agreement is reached. However, the Town reserves the right to reject all qualifications, waive any irregularities and solicit and re-advertise for other qualifications.