

**Request for Qualifications
For
Engineering Services
Alleyway Improvements Project
RFQ#: 2016-06**

The Chipley CRA is soliciting qualification statements for engineering services to assist the Chipley CRA with data acquisition, design engineering, permitting, construction procurement and services during construction for the “**Alleyway Improvements Project**”.

To be considered, a Firm must submit one (1) original and three (3) copies for a total of four (4) of each submission which must be received in a sealed envelope (package) prominently marked on the outside with the words “**RFQ#2016-06 Engineering Services Qualifications Statement – Alleyway Improvements**”.

DEADLINE for receipt of submittals in response to this Request is **December 5, 2016 – 2:00 p.m. Central Time**. Submittals should be hand delivered to: **Chamber of Commerce – 672 5th Street, Chipley, FL 32428** or mailed to: **Post Office Box 457, Chipley, FL 32428**. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, but will be returned, unopened, to the sender at the sender’s expense.

The Chipley CRA reserves the right to reject any and all RFQ’s and to waive any informalities or irregularities in the process.

You may direct any questions or schedule visits to the project site with the Chamber of Commerce - Ted Everett, Executive Director at (850) 638-4157.

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES – ALLEYWAY IMPROVEMENTS - RFQ#: 2016-06

The Chipley CRA is seeking engineering services related to data acquisition, design, permitting, construction procurement and services during construction to resurface the alleyway as discussed herein.

PART ONE: SCOPE OF SERVICES

The Chipley CRA is soliciting qualification statements for engineering services to assist the Chipley CRA with design engineering, permitting, construction procurement and inspections of this locally funded project.

Refer to the attachments following this notice for general information about this project. The City is in the process of implementing an access improvement program in various locations. This project is phase one of a two phase project to improve the alleyway shown in the attachments. Specifically, this phase includes correcting surface deficiencies within the alleyway and correcting drainage issues which currently cause water to be diverted into the rear entrances of the stores. Improvements also include grading the alley to drain and surfacing with brick-banded concrete paving. The services to be provided will include, but not be limited to:

1. Survey: Selected firm will be required to survey the site and surrounding areas to the extent needed for design.
2. Design: Selected firm will provide full design services for the alleyway improvements. Includes grading design, protection of existing monuments and monitoring wells, design of temporary water diversion system to prevent water being trapped behind the proposed curb, and design of all pavement sections used for the project. Special consideration must be taken into account addressing the connection of this alleyway to the public areas on each end.
3. Permitting: Selected firm will be required to determine what permitting is needed for this proposed construction project and will be required to coordinate with any local, state or federal agencies to obtain said permitting.
4. Construction Procurement: Selected firm will prepare construction bid documents for the project and advertise the project for bids for the Chipley CRA. Firm will analyze bids for completeness and fairness and will recommend award to the Chipley CRA. Firm will be required to prepare a tabulation of all bids.
5. Construction Administration/Inspection: Selected firm will be required to provide project construction administration services. Firm will analyze contractor's monthly payment requests and recommend payment to the Chipley CRA. Firm will perform inspection services; however the level of inspection effort will not be decided until after the firm is selected and the design is approved (prior to advertisement of construction bids).

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

Respondent shall include under the title “Request for Qualification Statements for Engineering Services for the Chipley Alleyway Project”:

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit RFQs that contain the following information, within the maximum number of pages noted for each item:

1. Introduction (transmittal letter) (3 pages)
2. Background and Experience (4 pages)
3. Personnel/Professional Qualifications (10 pages)

1. Introduction (transmittal letter) - By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A statement of the respondent’s understanding of the scope of work to be performed;
- b. A description of the design and project management approach the firm anticipates using to design this project;
- c. A proposed project schedule highlighting milestones and numbers of days proposed for each task outlined by the firm in their approach;
- d. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Florida;
- e. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- f. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;

- g. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- h. Any additional information that the Respondent believes is applicable to this project;
- i. The signature and contact information of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ.

2. Background and Experience - Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with downtown revitalization projects, pedestrian access projects, paving projects, and any other projects that dealt with handling stormwater that discharged to public right of way. Respondent should include all examples of work on similar projects as described in Part One and/or provide a list of similar projects. Preference will be given to the types of projects similar to those described in Part One. Respondent shall provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent shall include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- d. Describe Respondent's firms staffing capabilities to conduct the services described in Part One above.

3. Personnel/Professional Qualifications - Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Junior Engineer (4) Surveyor, (5) Engineer interns (6) CAD technician, (7) Engineering technician, (8) Resident Project Representative; who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes of key staff members proposed for this project including name, position, telephone number, fax number, email address, education and years and type of experience. Briefly describe experience for each key staff member.

- c. Estimate the number of persons to be assigned to this project.

PART THREE: SELECTION CRITERIA

The Chipley CRA will evaluate each potential Respondent in terms of:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Project understanding and approach;
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with government agencies and/or private industry in terms of cost control, quality of work and compliance with performance schedules;

PART FOUR: POINTS CRITERIA

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Experience of the firm with this particular type of professional services. 25 pts.
2. Project Understanding and Approach. 25 pts.
3. Current capacity to accomplish the work in the required time. 25 pts.
4. References from other clients attesting to firms:
 - a. Quality of work. 15 pts.
 - b. Compliance with performance schedules. 10 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Chipley CRA will determine the rank of all firms and the most highly ranked firm will be selected to enter into contract negotiations. If negotiations are unsuccessful with the most highly ranked firm, the next firm will be chosen. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Ted Everett, Executive Director at (850) 638-4157. Responses to this RFQ should be hand-delivered to the Chamber of Commerce, located in at 672 5th Street, Chipley, Florida or mailed to Post Office Box 457, Chipley, Florida 32428.

Responses to this RFQ must be received no later than December 5, 2016 at 2:00 p.m. local time. Please state **RFQ#: 2016-06 "ENGINEERING SERVICES QUALIFICATIONS STATEMENT – ALLEYWAY IMPROVEMENTS"** on the cover.