

**CITY OF MAITLAND
REQUEST FOR QUALIFICATIONS
FOR CONTINUING URBAN PLANNING PROFESSIONAL SERVICES
FOR THE CITY OF MAITLAND**

RFQ NO. 2017-003

A. GENERAL SCOPE

Pursuant to Section 287.055, known as the Consultant's Competitive Negotiation Act (CCNA), Florida Statutes, the City of Maitland invites submissions of statements establishing qualifications for Continuing Professional URBAN PLANNING services from qualified, licensed, professional consultants in the fields of Urban Planning services for the purpose of providing support services to city staff.

The city reserves the right to select at least three (3) firms to provide these services should this be determined to be in the city's best interest.

BACKGROUND

The City of Maitland desires to pre-qualify licensed professional consultants to provide advice and consultation, technical investigation and analysis, design and other professional services in the field of Urban Planning for the purpose of providing support services to all departments in the City involved in the implementation of City plans, projects and initiatives such as the Downtown Maitland Master Plan, the Downtown Maitland Revitalization Plan, the West Side Redevelopment Plan, the Comprehensive Development Plan, the Capital Improvements Plan as well as other projects and associated proposals presented to the Maitland City Council.

Written proposals shall be submitted no later than **12:00 p.m. FRIDAY, FEBRUARY 10, 2017** after which time they will be opened and recorded by City staff at City Hall, 1776 Independence Lane, Maitland, Florida 32751.

- Seven (7) copies of your document must be submitted in a sealed envelope or package, clearly marked on both the outside and inside as: REQUEST FOR QUALIFICATIONS FOR CONTINUING PROFESSIONAL URBAN PLANNING SERVICES RFQ NO. 2017-003, (The above label must also appear on outside of any overnight or express mail envelope or package.) The time and date for receipt of proposals will be scrupulously observed. The city will not be responsible for late deliveries. Documents received after the specified date and time shall be stamped with date and time received and returned unopened.

B. SUBMISSION OF QUALIFICATION DOCUMENTATION

All proposals submitted in response to the Request for Qualifications must be received at the Maitland City Hall, clearly marked as noted above and addressed to:

CRA Manager
City of Maitland
1776 Independence Lane
Maitland, Florida 32751

All proposals must be received prior to **12:00 p. m., February 10, 2017**. Proposals received afterwards will be returned unopened.

C. PRE-SUBMISSION CONFERENCE

NOTE: There will NO Pre-Submission Conference. However, for the benefit of all involved in this process, any questions concerning the Request for Qualifications are to be directed in writing to the CRA Manager or by e-mail directed to the CRA Manager at charlesrudd@itsmymaitland.com.

D. DEVELOPMENT COSTS

The City of Maitland, or its representatives, shall not be held liable for any expense incurred in connection with the preparation of a response to this Request for Qualifications and a statement of the firm's qualifications

E. SCOPE OF WORK

The services may include, but are not necessarily limited to, advice and consultation; all phases of professional urban Planning expertise; mixed use project development (design and implementation); technical design investigations and analyses; environmental analyses; urban Infill site planning; urban design; design of transit oriented development (TOD) packages; parks/open space/ streetscape planning/design and analysis; historic preservation planning and design; small area studies/economic analysis; project design oversight consultation; and other services in the areas of planning, urban design, streetscape, construction/structural programming, and other areas as necessary to implement the City's contemplated projects.

F. SUB-CONSULTANTS

It is anticipated that the use of sub-consultants or joint venture arrangements may be required to adequately provide an acceptable range of professional expertise for all phases of work. Such arrangements, if utilized, will be subject to city approval.

G. ESTIMATED TIME SCHEDULE

The basic contract period shall be Fiscal Years 2017 and 2019. The city may, at its sole discretion, extend the contract for additional one (1) year periods to a maximum of THREE (3) years, (Fiscal Years 2020-2022), or may elect to re-advertise at the end of each fiscal year.

H. CONTENTS OF THE PROPOSAL STATEMENT

Each firm which desires to apply for consideration shall submit the following information (maximum of 25 pages – not including cover letters, dividers, Public Entity Crimes Statement, or Form 330. Front and back counts as two pages):

1. Brief overview of the firm's history and organization, and any sub-consultants, and/or joint ventures.
2. A summary or resume (limit two pages per individual) of the professional credentials and experience of the key members within the offices proposed

to support the appointment. One page summaries of individuals which may actively provide support to the key individuals.

3. A short descriptive summary of the firm's experience in the areas of services requested, as well as the firm's relevant experience in Florida.
4. A list of three municipal or local governments within Florida as client references for which work similar to this request has been performed within the last five years.
5. A statement of the firm's financial stability- a letter from the firm's bank(s) is required.

I. SELECTION PROCESS

The respondent's qualifications will be evaluated by a City of Maitland evaluation team, which may include representatives from the Public Works Department/ Transportation Engineering Division, Department of Community Development, CRA, Parks and Recreation Department and Administration.

The members of the evaluation team will then rate the consultants and forward the ranked list to the City Council for approval.

The City may require interested firms or teams to make presentations to further expound on their qualifications to perform the requested services. If so, additional information will be provided to the firms/teams selected to make presentations regarding the parameters for the presentations.

Proposals will be graded on the following criteria:

Work on similar projects:

Mixed Use

Urban Infill

TOD

Environmental Analysis

Historic Preservation Planning

Parks/Open Space

Streetscape

Project Implementation and Management

Professional Experience and Qualifications

Office Location

J. INSURANCE REQUIREMENTS (Include as a supplement)

1. Worker's Compensation – in compliance with State and Federal laws.
2. Comprehensive General Liability – Minimum limits of \$500,000 per occurrence and \$1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability.
3. Comprehensive Automobile Liability.
4. Professional Liability Insurance – minimum of \$1,000,000.

K. CONSULTANT REQUIREMENTS

The consultant firm and its principal(s) in charge of the project must:

1. Have demonstrated experience in providing the type of assistance requested in the Request for Qualifications.
2. Be available to commence the services requested within ten (10) days after contract award.
3. Agree to allow duly authorized agents of the City of Maitland access to any books, documents, papers or records which are directly pertinent to this project for the purpose of making audit examinations, excerpts, and transcriptions and to maintain all required records for two (2) years after the city's final payment and all other pending matters are closed.
4. Assure that deliverables under any contract resulting from the award of this Request for Letters of Interest will be, without exception:
 - a. Available for duplication, dissemination, and use by the City of Maitland as needed without restrictions or liability for copyright, royalties or usage fees; and
 - b. Uniquely developed to meet the needs and requirements of the City of Maitland and not copies of deliverables developed under previous contracts. Also, Technical Specifications must be compatible with MICROSOFT Office 2010, while Construction Plans must be in Auto CAD 2012, and reflect the city's GIS Coordinate System (at least ArcGIS Release 10 and GCS_North_American_1983). A 13 Section survey was completed and the report is available with GIS control points and corner records. All surveys and drawings to be provided on CD's in AutoCAD dwg format as well as PDF's.
5. Any person submitting a proposal in response to this Request for Qualifications must execute the enclosed form PUR. 7068 SWORN STATEMENT UNDER SECTION 287.133 (3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s) in the space(s) provided and enclose it with the proposal (Exhibit A).
6. Submit all required information at time of submittal. The city reserves the right to request clarification on items but will not accept additional information after submittal deadline not a part of a direct request from the City.
7. Provide all deliverables within a specified time frame, or within four (4) weeks after completion of each project.

NOTES:

1. Submission of standard GSA form 330 is required.
2. The city reserves the right to request clarification of information, or additional information, after the deadline from one or all proposers.

Exhibit A

PUBLIC ENTITY CRIMES STATEMENT

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____ for _____.
2. This sworn statement is submitted by _____
(name of entity submitting sworn statement)
whose business address is _____ and
(if applicable) Its Federal Identification Number (FEIN) is _____.
(If the entity has no FEIN, Include the Social Security Number of the individual signing this sworn statement)
3. My name is _____ and my relationship to
(please print name of individual signing)
the entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilty or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means
 - a. A predecessor or successor of a person convicted of a public entity crime; or

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

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND [Please indicate which additional statement applies.]

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order.]

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

(Title)

Date _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
_____ who, after first being sworn by me, affixed
his/her signature in the space provided above on this ____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: