



## **LAKE MARY CITY COMMISSION**

**Lake Mary City Hall  
100 N. Country Club Road**

### **WORK SESSION**

**THURSDAY, AUGUST 20, 2015 5:00 PM**

#### **1. Items for Consideration**

##### **A. Presentations by Professional Consulting Engineers**

- a. 5:00PM CPH**
- b. 5:25PM CPWG**
- c. 5:50PM Pegasus Engineering**
- d. 6:15PM WGI**

#### **2. THE ORDER OF ITEMS ON THIS AGENDA IS SUBJECT TO CHANGE**

**Per the direction of the City Commission on December 7, 1989, this meeting will not extend beyond 11:00 P. M. unless there is unanimous consent of the Commission to extend the meeting.**

**PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE CITY ADA**

**COORDINATOR AT LEAST 48 HOURS IN ADVANCE OF THE MEETING AT (407) 585-1424.**

**If a person decides to appeal any decision made by this Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Per State Statute 286.0105.**

**NOTE: If the Commission is holding a meeting/work session prior to the regular meeting, they will adjourn immediately following the meeting/work session to have dinner in the Conference Room. The regular meeting will begin at 7:00 P. M. or as soon thereafter as possible.**



## MEMORANDUM

DATE: August 20, 2015

TO: Mayor and City Commission

FROM: Bruce Paster, P.E., Director of Public Works

VIA: Jackie Sova, City Manager

SUBJECT: Presentations by Professional Consulting Engineers

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**DISCUSSION:** The City of Lake Mary advertised for qualifications for Professional Engineering Services per RFQ #15-05. The RFQ covered Public Works type projects including water, wastewater, reuse water, roads, parking, and stormwater. On June 3, 2015, we received qualification submittals from the following nine (9) firms:

CPH, Inc.  
Cribb Philbeck Weaver Group, Inc. (CPWG)  
Hoyle, Tanner & Associates, Inc.  
Keith and Schnars, P.A.  
MetaWorld Civil Consulting, LLC  
Moffatt & Nichol, Inc.  
Pegasus Engineering, LLC  
Terracon Consultants, Inc.  
Wantman Group, Inc. (WGI)

The review team of Tom Connelly - City Engineer, Danielle Koury - Stormwater Engineer, and Bruce Paster - Public Works Director, spent several weeks reviewing and analyzing the submittals and recommend that the top four rated firms make presentations to the Commission.

The firms which have been short listed in alphabetical order are:

CPH

CPWG

Pegasus Engineering

WGI

Each firm has been asked to make a 15 minute presentation to the Commission to be followed by a 5 minute question and answer period. The review team is recommending that all four firms be chosen to enter into Continuing Engineering Contracts with the City and that the Commission allow the City Manager to negotiate the contracts.

**RECOMMENDATION:** Request Commission allow the City Manager to negotiate Continuing Engineering Contracts with CPH, CPWG, Pegasus Engineering, and WGI.

CITY OF



LAKE MARY

REQUEST FOR QUALIFICATIONS (RFQ) #15-05

## **Professional Engineering Services**

City of Lake Mary  
P O Box 958445  
100 N Country Club Rd  
Lake Mary, FL 32795-8445  
(407)585-1400

Date Issued: May 3, 2015  
Responses Due: June 3, 2015

CITY OF LAKE MARY, FLORIDA  
REQUEST FOR QUALIFICATIONS (RFQ) FOR  
PROFESSIONAL ENGINEERING SERVICES  
RFQ-15-05

1.0 INTRODUCTION/SUBMITTAL REQUIREMENTS

The City of Lake Mary is seeking qualifications from individuals or firms interested in providing Professional Engineering Services to the City.

1.1 The City of Lake Mary, Florida (the "City") shall receive submittal of qualifications until 2:00 PM, June 3, 2015, from qualified firms or individuals wishing to provide Professional Engineering Services.

1.2 Any submittal not received by the above date and time will be returned to the sender unopened at the sender's request and expense. It shall be the sole responsibility of the firm or individual to have its submittal delivered to the City of Lake Mary by U.S. mail, hand delivery, or any other method available to them. Delay in delivery shall not be the responsibility of the City. No facsimile or telegraphic submittal will be accepted.

1.3 Each firm or individual shall examine all parts of the qualification documents and shall determine all matters relating to the interpretation of such documents. Potential proposers shall not contact City staff or other City consultants, other than the Purchasing Office, for information during this phase of the selection process.

1.4 An electronic copy, either CD-R, DVD or flash drive, using the most recent version of either Microsoft Word, Excel, Power Point or Adobe Acrobat, one (1) original and five (5) signed hard copies of qualifications must be submitted to Lake Mary City Hall in one package, clearly marked on the outside "RFQ-15-05" with the firm or individual's name and address.

All packages must be sent to:

Jackie Sova, City Manager  
City of Lake Mary  
P.O. Box 958445  
Lake Mary, FL 32795-8445

or delivered to:

Jackie Sova, City Manager  
City of Lake Mary  
100 North Country Club Road  
Lake Mary, FL 32746

1.5 All expenses for making proposals to the City shall be borne by the firm, corporation, partnership, or individual.

1.6 The City reserves the right to accept or reject any or all submittals, to waive irregularities and technicalities, and to request re-submission or to re-advertise for all or any part of the RFQ. The City shall be the sole judge of the proposal and the resulting negotiated agreement and the City's decision shall be final.

## 2.0 PROPOSED SCOPE OF SERVICES

The proposed scope of services will consist of preparing preliminary and/or final engineering studies, reports, designs and bid packages for the construction of various water treatment, water/reclaimed water distribution, wastewater collection, and roadway, parking, and drainage projects. Other tasks may include providing and/or coordination of survey work, geotechnical and environmental services, utility coordination, permitting, and construction engineering and inspection services.

The lack of being able to perform all services outlined above does NOT disqualify a respondent from consideration and selection for a specific discipline.

## 3.0 REQUIRED DOCUMENTATION

All applicable laws and regulations of the United States, the State of Florida, and the City of Lake Mary will apply to any resulting agreement. The provisions of the Consultants' Competitive Negotiations Act (Section 287.055, Florida State Statutes) shall apply, where applicable.

3.1 The submittal shall clearly indicate the legal name, federal taxpayer identification number, address, and telephone number of the firm, corporation, partnership, or individual. The person signing the submittal on behalf of the firm, corporation, partnership, or individual shall have the authority to bind the firm, corporation, partnership, or individual to the submittal.

3.2 The submittal shall include a copy of General (Public & Property) Liability and Professional (Design Errors and Omissions) Liability and Worker's Compensation Insurance. The selected firm or individual will be required to name the City as an additional named insured with the following minimum coverages:

3.2.1 Workers Compensation shall be maintained by the selected firm for all Employees engaged in the work under this RFQ in accordance with the laws of the State of Florida. Employers Liability Insurance shall be maintained by the selected proposer at limits not less than the following:

1. \$100,000 Each Accident
2. \$100,000 Disease Each Employee
3. \$500,000 Disease Aggregate

3.2.2 Comprehensive General Liability Insurance shall be maintained by the selected firm with limits not less than the following:

1. \$1,000,000 Bodily Injury & Property Damage - each occurrence
2. \$1,000,000 Personal & Advertising Injury - each occurrence
3. \$2,000,000 General Aggregate
4. \$2,000,000 Products/Completed Operations Aggregates limit
5. \$5,000 Medical Payments
6. \$100,000 Fire Damage Legal Liability

Coverage shall include Contractual Liability and Independent Contractors Liability.

3.2.3 Automobile Liability Insurance shall be maintained by the selected firm with a combined single limit of not less than \$1,000,000 Bodily Injury and Property Damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles.

3.2.4 Professional Liability Insurance shall be maintained by the selected firm with a combined single limit of not less than \$1,000,000, protecting the selected firm against claims of the City for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the selected firm or individual.

3.3 All submitting firms or individuals shall list the names, addresses, and qualifications of any and all subconsultants. All submittal requirements, ultimate selection criteria, and negotiated agreements extend to subconsultants.

#### 4.0 SELECTION CRITERIA

All submittals shall be designed to portray to the City how the firm or individual's range of services can best achieve the scope of services required by the City. At a minimum, this information shall include:

1. Experience and past performance on similar projects/contracts for governmental clients including at least three references;
2. Names and qualifications of professional personnel assigned to this project, include an organization chart;
3. Location of firm or individual and degree of accessibility to the City;
4. Project approach including quality assurance, cost control, and reporting to the City's representative;
5. The number of the firm or individual's State Certificate of Registration or Certificate of Authority for engineering;
6. Volume of work previously awarded by the City; and
7. Minority Consultants/Sub-consultants (CMBE).

## 5.0 CONTRACT FOR SERVICES

The final fees for professional services and the scope of services will be negotiated with the firm selected based upon its submittal and City requirements. The firm or individual selected will be required to enter into a formal agreement with the City.

5.1 The City desires to award the contract to the firm(s) or individual(s) that demonstrates the ability to provide the highest quality of service at the best cost. The submittals will be evaluated based on the criteria described below and any other criteria deemed relevant to serve the best interests of the City.

	Evaluation Criteria	Potential Points
1	Experience and past performance on similar projects/contracts for governmental clients including at least three references	30
2	Names and qualifications of professional personnel assigned to this project, include an organization chart	25
3	Location of firm or individual and degree of accessibility to the City	15
4	Project approach including quality assurance, cost control, and reporting to the City's representative	20
5	Volume of work previously awarded by the City	5
6	Minority Consultants/Sub-consultants (CMBE)	5

## 6.0 SELECTIONS AND RANKING

A Selection Committee will be appointed by the City Manger to review all qualifications submitted. Based upon an evaluation of the submittal, the Selection Committee will, if possible, select a minimum of three (3) firms or individuals. These firms or individuals may be required to prepare a technical proposal including a Financial Statement and make a formal presentation to the Committee relative to their qualifications, approach to the project, and ability to provide services to best serve the needs of the City. After evaluations, discussions, and formal presentations are completed, the Selection Committee will choose firms or individuals that it deems to be the top three. The rankings will be presented to City Commission for qualification and ranking approval. The City Commission's decision shall be final.

## 7.0 NEGOTIATIONS AND CONTRACT AWARD

After the ranking is completed, the City will attempt to negotiate agreements with the top three ranked firms or individuals to perform various engineering services that will be in the best interests of the City. The agreements will cover all aspects of project administration as described herein. The successful firms or individuals shall be required to execute an agreement(s) providing that all plans, drawings, reports, and specifications that result from firm or individual's services shall become the property of the City. The City reserves the right before awarding a contract to require a firm or individual to submit

such evidence of its qualifications as it may deem necessary. The City shall be the sole judge of the competency of firm or individual. Upon the successful negotiations of an agreement, a formal contract will be prepared and submitted to the City Commission for approval and executed by both parties.

## 8.0 QUESTIONS

Any questions pertaining to this RFQ must be submitted in writing only and received in the Purchasing Office, Attn: Jill Alvarez, Purchasing Coordinator, City of Lake Mary, P. O. Box 958445, Lake Mary, FL 32795-8445, fax 407-585-1464, e-mail [purchasing@lakemaryfl.com](mailto:purchasing@lakemaryfl.com), by 5:00 p.m., Wednesday, May 20, 2015. All responses to questions or any changes will be addressed by Addenda via DemandStar to all firms or individuals who have received the qualification documents.

**NOTE: IT IS THE RESPONDENT'S RESPONSIBILITY, PRIOR TO SUBMITTING QUALIFICATIONS, TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ALL SUCH ADDENDA, AND RETURN EXECUTED ADDENDA WITH THE QUALIFICATIONS. ALL ADDENDA WILL BE ISSUED THROUGH DEMANDSTAR ([www.demandstar.com](http://www.demandstar.com)) AND CAN BE DOWNLOADED IN THE SAME MANNER AS THE RFQ DOCUMENT.**