



"A City for All Ages"

## City of Port St. Lucie

### Electronic Request for Proposals ("E-RFP")

Event Name: Construction Engineering & Inspections (CEI) Continuing Services

Solicitation Process in Accordance with F.S. 287.055 Consultants' Competitive Negotiations Act (CCNA)

E-RFP Number: 20230088

## 1. Project Information

### 1.1 Purpose of Procurement

Pursuant to the [City of Port St. Lucie Code of Ordinances, Sec. 35.05](#), the City of Port St. Lucie, a Florida municipal corporation ("City") is requesting Proposals from qualified firms to provide Construction Engineering and Inspections (CEI) Continuing Services for Capital Improvement Program (CIP) projects on a continuing contract basis as identified in the Scope of Services.

A descriptive overview of the City of Port St. Lucie can be found at <https://www.cityofpsl.com/discover-us/about-psl>. Please visit the City's website to familiarize yourself with how our City is structured and operates. Please contact the Issuing Officer, as identified in section 1.6 of the E-RFP, with any questions.

### 1.2 Restrictions on Communicating with Staff

From the issue date of this eBid until a City generated Purchase Order is submitted to the contracted consultant (or the eBid is officially cancelled), consultants are not allowed to communicate for any reason with any City staff or elected officials except through the Issuing Officer named herein, or during the Bidders/Offerors' conference (if any), or as defined in this eBid or as provided by existing work agreement(s). This is commonly known as a cone of silence during the procurement process as identified in the [City Code of Ordinances, Section 35.13](#). Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The City reserves the right to reject the response of any consultant violating this provision. Further information of this topic can be found on the Cone of Silence and eBid Communication Document.

### 1.3 Scope of Work

The City of Port St. Lucie is in St. Lucie County on the eastern coast of south Florida, frequently referred to as the Treasure Coast. The City has an estimated population of 224,000 as of April 2022 and is a suburban city transitioning to an urban center. For more information about the City of Port St. Lucie, please visit our website at [www.cityofpsl.com](http://www.cityofpsl.com).

Pursuant to Section 287.055, Florida Statutes, identified as the Consultant's Competitive Negotiation Act, The City of Port St. Lucie (the "City") invites qualified Geotechnical firms to submit Statements of Qualifications to provide continuing services to the City in response to this Request for Proposals.

The first order of the qualifying firms will be determined by ranking. The number one ranked firm will be first in the rotation; the number two firm will be ranked second on the rotation, and so on. The method of award for the 'Continuing Services Projects' will be based on a strict rotation basis. The Procurement Management Division will establish a database and monitor the rotation of the awards to the firms.

The following EXCEPTIONS shall apply to the rotation list:

1. The prime firm selected under the continuing contracts may not function as a prime consultant for another discipline for the same project. If that situation arises, the next firm in the rotation will be utilized and that skipped firm will be first in line for the next project in the rotation.
2. The exception to #1 is that one firm is able to provide all disciplines (all-inclusive firm) as defined in the scope of work.
3. If a firm indicates in writing that it is unable to meet the scope of work or schedule for the specific project.

A firm may be selected for more than one discipline. A firm cannot submit as a prime for a project and as a subconsultant for another firm **on the same project**. Firms will be required to submit in writing any changes in their team, within fourteen (14) calendar days of the change to the City for approval. Changes in the personnel of a firm at the annual review may not result in any action taken by the City.

The selected firms will be evaluated by the City upon completion of a project or, at a minimum, annually to verify current qualifications, capacity, and experience. The evaluations will be used as a measurement of the firms' performance and may be included in the review process for future solicitations for services by the City. Any unsuitable evaluation may result in termination of the existing Continuing Services Contract.

#### Cost Limitations

All Project Agreements under this contract shall meet the following cost limitations in accordance with section 287.055, Florida Statutes:

1. Professional Services for Study Activity Projects shall not exceed five (5) hundred thousand dollars (\$500,000); or
  2. Professional Services shall be for construction projects not exceeding four (4) million dollars (\$4,000,000); or
  3. Professional Services for work of a specified nature as outlined in the Continuing Services Agreement.
- A. The basis of the projects for this work will be in accordance with the current Capital Improvement Program (CIP) and any amendments to the CIP. during the term of this contract. Projects within the CIP are funded by Mobility Fees, a ½ Cent Infrastructure Sales Tax, gas tax, potential bond funding, as well as local State, and Federal grants. Separate contracts will be created for each project within the CIP requiring CEI Services, as determined by the City.
- B. The scope of work for the CEI Services may include, but is not limited to, the administration, monitoring, testing, inspection, certification, and closeout of the assigned CIP construction project. Depending upon the individual project, compliance with the FDOT LAP requirement may be required. For LAP funded projects, the selected CEI firm may also be responsible for Geotechnical testing. A broader more defined scope of work will be developed for each individual project.
- C. Upon award of the contract, the City shall negotiate a Fee Schedule with all the selected firms to be referred to when proposing services for each project assigned by the City. The Fee Schedule will be valid for the term of the contract. The Fee Schedule shall include, but not be limited to, the hourly rate of personnel required to support the CEI Services for the anticipated projects within the City's CIP. The Fee Schedule will be a 'Not to Exceed amount' based on actual hours worked. Lump Sum contracts may also be issued at the discretion of the City, and these will also be based on the established Fee Schedule.
- D. Professional engineering firms shall be registered in Florida and have staff with the appropriate qualifications and experience for the individual projects. Additionally, qualified firms shall be able to comply with federal guidelines as several of the CIP projects are federally funded. The federal grants appropriated by the Department of Transportation Federal Highway Administration (FHWA) will be administered through the State of Florida Department of Transportation (FDOT) via the Local Agency

Program (LAP). Projects utilizing State or Federal funding may require the completion of the requisite FDOT LAP documentation. The Engineer shall be familiar with all required LAP documentation including the coordination and resolution of environmental issues that may arise during the discovery phase and development of the plans. The Engineer shall submit the applicable components of the submittals to the City and be familiar with FDOT's electronic review process (ERC) for addressing FDOT review comments. Post design services include, but are not limited to, preparation of the construction specifications, answering questions about the bid specifications during the bid process attend the preconstruction meeting and the progress meetings, as needed, and resolve design issues identified in the field during construction.

Services may include:

- Coordination and meetings, including pre-construction and progress meetings, with the contractor, City, public, utility companies, landowners, and testing firms, review all Contractor's change orders.
- Review contractor's pay estimates, pay requests, and schedules.
- Review shop drawings.
- Review of test results.
- Preparation of project progress reports.
- Coordination of permit conditions and compliance including preparation of all required reporting and document.
- Provide City with copies of project records.
- Respond to request for information by the contractor and public.
- Project Closeout and *review of as-builts by others* to ensure compliance with permitting agencies.

E. The City reserves the right to request the professional resume of any field staff assigned to a specific project. If the proposed field staff is not sufficiently qualified and/or persistent failures to provided services as necessitated by the project are not addressed, the City reserves the right to request a change in the staffing of field personnel.

1. The Engineering Team shall be FDOT pre-qualified, at a minimum in the following CEI categories:
  - a. Roadway
  - b. Minor Bridge & Miscellaneous Structures
2. Additional Personnel Qualifications
  - a. FDOT Advanced MOT
  - b. CTQP Quality Control Manager –attend class and pass the examination
  - c. CTQP Final Estimates: Level I
  - d. CTQP Final Estimates: Level II
  - e. CTQP Concrete Field Inspector: Level I
  - f. CTQP Concrete Field Inspector: Level II (Bridges)
  - g. CTQP Asphalt Roadway: Level I
  - h. CTQP Asphalt Roadway: Level II
  - i. CTQP Earthwork Construction Inspection: Level I
  - j. CTQP Earthwork Construction Inspection: Level II
  - k. CTQP Drilled Shaft Inspection (required for inspection of all drilled shafts including miscellaneous structures such as sign structures, lighting structures, and traffic signal structures)
  - l. IMSA Traffic Signal Inspector: Level I

F. Deliverables

The Engineer shall prepare and submit the following:

1. Construction Completion Package containing the following:
  - a. Dated final as-built schedule, time file and daily work reports.
  - b. Field survey/geotechnical verification data provided to Engineer by the Contractor.
  - c. Final as-built plans provided to Engineer by the Contractor.
  - d. Documentation of progress meetings, public informational meetings, and any other pertinent project meetings with dates and notes.
  - e. Documentation of all field decisions which caused any deviation from the plans and/or specifications.
  - f. Signed and Sealed test results.
  - g. Documentation of progress payments and final payment to the Contractor.
  - h. Copies of all RFIs and responses.
  - i. Copies of all executed changes to the contract.
  - j. Copies of the final inspection punch lists with dates of item resolution.
  - k. All other project records.
2. Thumb Drive containing electronic copy of all deliverables noted above in PDF format.
3. Final as-built plans in AutoCAD (2015 version or newer), PDF and hard copy formats *as provided by the contractor*.

G. Project Assignments:

The City shall make requests of the Consultant to perform services on a strict rotation basis. The selected firms will be placed on a rotation list managed by the Procurement Management Department to ensure there is an equitable distribution of work. The order of qualifying firms will be determined by the ranks identified in the shortlist. For example: The #1 ranked firm will be first on the rotation list, the second ranked firm will be second on the rotation list and so on. The City will communicate with the Consultant, verbally or in writing, a general description of the task to be performed. If a site visit by the Consultant is needed to generate the scope of work, the Consultant shall request approval prior to visiting the site. The Consultant will generate a detailed Scope of Work document, prepare a Schedule, and a Not-to-Exceed Budget, Time and Expense or Lump Sum Fee to accomplish the task with a detailed cost breakdown based on the hourly rate schedule identified in the Contract. The detailed cost breakdown shall consist of the major sub-tasks and man-hour breakdown for the work to be performed. The cost breakdown shall include all sub-consultant's work and the Proposal shall include the written price from all sub-consultants.

The City will review the Proposal; If the description, cost of work analysis, and other details of the Proposal are deemed by the City to be in the City's best interest, the parties will enter into a mutually agreeable written "CONTRACT". The Scope of Services generally to be provided by the Consultant through a Purchase Order may include engineering and surveying services for any City project and may contain written terms and conditions which are deemed supplemental to this Contract.

The City will issue a Notice to Proceed to the Consultant in the form of a Contract and an executed City Purchase Order. Upon receipt of the project specific contract and the written Notice to Proceed from the City, the Consultant shall perform the services set forth in the project specific contract.

#### **1.4 Overview of the E-RFP Process**

The objective of the E-RFP is to select a qualified consultant to provide the services outlined in this E-RFP to the City. This E-RFP process will be conducted to gather and evaluate responses from consultants for potential awards. All qualified consultants are invited to participate by submitting responses, as further defined below. After evaluating all responses received prior to the closing date of this E-RFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the E-RFP process will be publicly announced, by the City Clerk's Office, to include the names of the participating consultant

and the evaluation results. Subject to the protest process, final contract awards will be publicly announced thereafter.

## 1.5 Schedule of Events

The schedule of events set out herein represents the City’s best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the E-RFP will be publicly posted prior to the closing date of this E-RFP. After the close of the E-RFP, the City reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award, and the contract term on an as needed basis with or without notice.

Description	Date	Time
Release of E-RFP	As Published on DemandStar	N/A
Pre-Proposal Conference: N/A	N/A	N/A
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.6.	<b>September 14, 2023</b>	<b>5:00 p.m. ET</b>
Responses to Written Questions	<b>September 19, 2023</b>	<b>5:00 p.m. ET</b>
Proposals Due/Close Date and Time	<b>September 29, 2023</b>	<b>3:30 p.m. ET</b>
Initial Evaluation Committee Meeting (Phase 1) to Review Scored Proposals	<b>October 5, 2023</b>	<b>2:00 p.m. ET</b>
Evaluation Committee Meeting (Phase 2) Final Selection	<b>October 13, 2023</b>	<b>2:00 p.m. ET</b>
Negotiations with Identified consultant(s) (on or about); discretionary process	<b>TBD</b>	<b>TBD</b>

## 1.6 Official Issuing Officer (Procuring Agent)

**Name:** Nadia Tourjee

**Email:** [NTourjee@cityofpsl.com](mailto:NTourjee@cityofpsl.com)

## 1.7 Definition of Terms

Please review the following terms:

CCNA – (“Consultants’ Competitive Negotiation Act.”) Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services. [Florida Statute 287.055](#)

Consultant(s) – companies desiring to do business with the City (Also called “Bidder”, “Proposer”, “Contractor”, “Engineer” or “Offeror”.)

City of Port St. Lucie (“City”) – the governmental entity identified in Section 1.1 “Purpose of Procurement” of this E-RFP.

Immaterial Deviation - does not give the consultant a substantial advantage over other consultants.

Material Deviation - gives the consultant a substantial advantage over other consultants and thereby restricts or prevents competition.

Procurement Management Division (“PMD”) - The City department that is responsible for the review and possible sourcing of all publicly sourced solicitations.

Proposer – an individual or organization who submits a proposal in response to a request for proposal (RFP).

Responsible - means the Proposer, whether a company or an individual, has appropriate legal authority to do business in the City, a satisfactory record of integrity, appropriate financial, organizational, and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any.

Responsive - means the Proposer, whether a company or an individual, has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation.

Sourcing Platform - [DemandStar](#)

Any special terms or words which are not identified in this E-RFP Document may be identified separately in one or more attachments to the E-RFP. Please download, save and carefully review all documents in accordance with the instructions provided in Section 2 “Instructions to Proposers” of this E-RFP.

### **1.8 Contract Term**

The initial term of the contract(s) is for three (3) years with two (2) one-year options to renew. Unless this E-RFP states otherwise, the resulting award of the contract does not guarantee volume or a commitment of funds.

## **2. Instructions to Bidders/Proposer**

This section contains general business requirements. By submitting a response, the Proposer is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the Proposer’s submitted pricing.

By submitting a response to the E-RFP, the Proposer is acknowledging that the Proposer:

1. Has read the information and instructions, and
2. Agrees to comply with the information and instructions contained herein.

### **2.1. General Information and Instructions**

#### **2.1.1. Familiarity with Laws and Regulations**

Responding Consultants are assumed to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may affect the work. Ignorance on the part of the Awarded Consultant will in no way relieve them from contract responsibility.

#### **2.1.2. Submitting Questions**

All questions concerning this E-RFP must be submitted in writing via email to the Issuing Officer identified in Section 1.6 “Issuing Officer” of this E-RFP. No questions other than written will be accepted. No response other than written will be binding upon the City. All Proposers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Proposers are cautioned that the City may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this E-RFP must be submitted in the following format:

Company Name

Question #1 Question, *Citation of relevant section of the E-RFP*

Question #2 Question, *Citation of relevant section of the E-RFP*

#### **2.1.3. Attending Pre-Proposal Conference**

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in Section 1.5 “Schedule of Events” of this E-RFP. Unless indicated otherwise, attendance is not mandatory, although Proposers are strongly encouraged to attend. However, in the event the conference has been identified as requiring mandatory in-person participation, then a representative of the Proposer must attend the conference in its entirety to be considered eligible for a contract award. The Consultant is strongly encouraged to allow ample travel time to ensure arrival in the conference meeting room prior to the beginning of any mandatory conference. The City reserves the right to consider any representative arriving late to be “not in attendance.” Therefore, all consultants are strongly encouraged to arrive early to allow for unexpected travel contingencies.

#### **2.1.4. The City’s Right to Request Additional Information – Consultant’s Responsibility**

Prior to the contract award, the City must be assured that the selected consultant has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity

to meet the on-going needs the City, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the City is unable to assure itself of the consultant's ability to perform, if awarded, the City has the option of requesting from the consultant any information deemed necessary to determine the consultant's responsibility. If such information is required, the consultant will be so notified and will be permitted approximately seven business days to submit the information requested.

**2.1.5. Failing to Comply with Submission Instructions**

Responses received after the identified closing date and time or submitted by any other means than those expressly permitted by the E-RFP will not be considered. The Consultant's response must be complete in all respects, as required in each section of this E-RFP.

**2.1.6. Rejection of Proposals; The City's Right to Waive Immaterial Deviation**

The City reserves the right to reject any or all responses, to waive any irregularity or informality in a Consultant's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement of requested commodities and/or services. It is also within the right of the City to reject responses **that do not contain all elements and information requested in this E-RFP**. A Consultant's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the E-RFP requirements, which determination will be made by the City on a case-by-case basis.

**NOTE:** The City may not accept proposals from firms that have had adversarial relationships with the City or firms that have represented entities that have had adversarial relationships with the City. This includes the firm, employees and financial or legal interests. The City will not enter into a contract or conduct business with any firm or any personnel that is listed on the Federal, State, or other local government agencies' Excluded Parties List, Suspended List or Debarment List. Please see [Florida Statute 287.133](#) for further information regarding business transactions with companies that have been convicted of public entity crimes.

**2.1.7. The City's Right to Amend and/or Cancel the E-RFP**

The City reserves the right to amend this E-RFP. All revisions must be made in writing prior to the E-RFP closing date and time. If a responding entity discovers any ambiguity, conflict, discrepancy, omission, or other error in the E-RFP, they shall immediately notify the City of such error in writing and request modification or clarification of the document. Any modification made to this E-RFP will be issued as an addendum. Written notice will be posted to DemandStar without divulging the source of the request. If a responding entity fails to notify the City prior to the date and time fixed for submission of an error or ambiguity in the E-RFP known to them, or an error or ambiguity that reasonably should have been known to them, they shall not be entitled to additional time by reason of the error/ambiguity or its late resolution. By submitting a response, the consultant shall be deemed to have accepted all terms and agreed to all requirements of the E-RFP (including any revisions/additions made in writing prior to the close of the E-RFP whether or not such revision occurred prior to the time the consultant submitted its response) unless expressly stated otherwise in the consultant's response. **THEREFORE, EACH CONSULTANT IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED E-RFP AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE CONSULTANT'S RESPONSE PRIOR TO THE CLOSE OF THE E-RFP.** All Notice(s) of Intent to Award (NOIAs) will be posted as referenced in Section 6.7 of this document. **Consultants are encouraged to frequently check the solicitation documentations and embedded URLs for additional information. Finally, the City reserves the right to amend or cancel this E-RFP at any time.**

**2.1.8. Assigning of the Contract & Use of Subconsultants**

Except as may be expressly agreed to in writing by the City, Consultant shall not assign, sell, transfer, or otherwise dispose of the Contract or any portion thereof, or of the work provided for

therein, or of his right, title, or interest therein, to any person, firm or corporation without the prior written consent of the City.

The successful Proposer shall provide a listing of all subconsultants, suppliers, and other persons and organizations (including those who are to furnish the principal items of material and equipment), other than those identified in the Bid Reply, to the City if requested. Such list shall be accompanied by an experience statement for each such subconsultant, supplier, person or organization if requested by City. If the City, after due investigation, but prior to the Notice of Award is given, has reasonable objection to any proposed subconsultant, supplier, other person, or organization, may request apparent successful Proposer to submit an acceptable substitute.

If apparent successful Proposer declines to make any such substitution, City may award the Contract to the next acceptable Proposer that proposes to use acceptable subconsultants, suppliers, and other persons and organizations. Any subconsultant, supplier, other person or organization listed and to whom City does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to the City, subject to revocation of such acceptance after the effective date of the Contract.

No subcontract which Consultant enters into with respect to performance of obligations or work assigned under the Contract shall in any way relieve Consultant of any responsibility, obligation or liability under this Contract and for the acts and omissions of all Subconsultants, agents, and employees. All restrictions, obligations and responsibilities of the Consultant under the Contract shall also apply to the Subconsultants. Any contract with a Subconsultant must also preserve the rights of the City. The City shall have the right to request the removal of a Subconsultant from the Contract with or without cause.

#### **2.1.9. Proposal of Additional Services**

If a Consultant indicates an offer of services in addition to those required by and described in this E-RFP, these additional services may be added to the original contract at the sole discretion of the City.

#### **2.1.10. Protest Process**

Proposers should familiarize themselves with the procedures set forth in [City Ordinance 20-15 Sec. 35.14](#).

#### **2.1.11. Costs for Preparing Responses**

Each Consultant's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process (including the protest process) is the sole responsibility of the Consultant. The City will not provide reimbursement for such costs.

#### **2.1.12. Public Access to Procurement Records**

Solicitation opportunities will be publicly advertised as required by city ordinances and state and federal laws. Any material that is submitted in response to this E-RFP, including anything considered by the Consultant to be confidential or a trade secret, will become a public document pursuant to [Chapter 119 of the Florida Statutes](#). Any claim of confidentiality is waived upon submission, effective after the City's opening of the proposals pursuant to Section 119.07, Florida Statutes. Therefore, the Consultant is hereby cautioned to NOT submit any documents that the Consultant does not want to be made public. The City is allowed to assess a reasonable charge to defray the cost of reproducing documents. A City employee must be present during the time of onsite inspection of documents. PLEASE NOTE: Even though information (financial or other information) submitted by a Consultant may be marked as "confidential", "proprietary", etc., the City will make its own determination regarding what information may or may not be withheld from disclosure. Consultants should review [Chapter 119 of the Florida Statutes](#) for all updates before requesting exceptions from Florida Statutes Chapter 119.



## 2.2. Submittal Instructions

### Submittal Instructions to DemandStar

Listed below are key action items related to this E-RFP. The Schedule of Events in Section 1.5 identifies the dates and time for these key action items. This portion of the E-RFP provides high-level instructions regarding the process for reviewing the E-RFP, preparing a response to the E-RFP, and submitting a response to the E-RFP. Consultants are encouraged to utilize the training materials identified in Section 2.2 of this E-RFP to ensure a successful submittal in response to this E-RFP.

#### 2.2.1. E-RFP Released

The release of the E-RFP is only communicated through the posting of this E-RFP as an event in DemandStar. This E-RFP is being conducted through DemandStar an online, electronic tool, which allows a consultant to register, logon, and upload any necessary documents. Each consultant interested in competing to win a contract award must complete and submit a response to this E-RFP using DemandStar. Therefore, each consultant **MUST** carefully review the submittal instructions on DemandStar's website and follow the submittal guidance that is provided in Section 2.2 of this RFP document.

#### 2.2.2. E-RFP Review

The E-RFP consists of the following: this document, entitled "PSL E-RFP Document", and any and all information included in the E-RFP, as posted to DemandStar, including any and all documents provided by the City as attachments to the E-RFP or links contained within the E-RFP or its attached documents.

Please carefully review all information contained in the Event, including all documents available as attachments or available through links. Any difficulty accessing the Event or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.6).

#### 2.2.3. Reviewing, Revising or Withdrawing a Submitted Response

After the response has been submitted, the consultant may view and/or revise its response by logging into DemandStar. Please take note of the following:

1. **PROPOSAL SUBMISSION. Upload in one file**, the proposal response (Bid Reply) formatted as instructed in Section 2.2.4 of this document. All proposals shall be submitted by completing and returning all required documents. All submittals are required to be electronic and be contained **in one (1) file TOTAL. No hard copies will be accepted.**
  - A. Upload the proposal including all required information, completed forms, and supporting documentation in the appropriate tabs onto DemandStar by the due date and time. Please permit adequate time to submit the response. Please note submission is not instantaneous and may be affected by several events, such as the consultant temporarily losing a connection to the Internet.
  - B. **Enter zero for the cost on DemandStar (if requested) and select the Submit button at the bottom of the page to send the documents.**
2. **REVIEW AND REVISE.** In the event the Consultant desires to revise a previously submitted response, the Consultant may revise the response. If the revisions cannot be completed in a single work session, the Consultant should save its progress." Once revisions are complete, the Consultant **must resubmit** its corrected response. Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be affected by several events, such as the consultant temporarily losing a connection to the Internet.

3. WITHDRAW. A Consultant may withdraw the proposal by removing all documents from DemandStar prior to the deadline. In the event a consultant desires to withdraw its response after the closing date and time, the Consultant must submit a request in writing to the Issuing Officer (See section 1.6).

#### **2.2.4. Proposal Format / Evaluation Criteria**

##### **Instructions to Respondents**

The Respondent's Proposal must be submitted in accordance with the instructions as outlined in this E-RFP. Failure to follow these instructions may be cause for rejection of the proposal. For ease of review, submittals should be tabbed and divided in accordance with the sections outlined below with pages sequentially numbered at the bottom of each page. Submittals must be in a font no smaller than 11. Submittals should be concise, provide only the information requested, and adhere to the page limits set forth herein. Strict adherence to these instructions is expected.

##### **Proposals must include the following information in this order:**

###### **Title Page**

Title Page shall show the request for proposal's subject, title, and proposal number; the firm's name and the date of the proposal.

###### **Table of Contents**

The Table of Contents shall provide a listing of all major topics, their associated section number, and starting page.

###### **Tab 1 – Firms Qualifications**

- A. Cover page to include the Consultant's business name, address, and telephone number; name and all contact information for individuals that will serve as "Project Manager", a primary liaison between the Consultant and the City.
- B. Include a brief history of the Proposer (years in business, annual volume of work over past five (5) years, company ownership, officers, etc.) Include the location of the main campus and each operating satellite location intended to perform the services out of as identified in this E-RFP. Include the total number of staff employed by the firm.
- C. Form 330 (Prime Consultant only).
- D. Identify whether these key individuals gained experience within the company or outside the company and with whom, years worked. (Please include with Form 330).
- E. Include associated qualifications/references for sub-consultants or subcontractors, if any, proposed.
- F. Include an organizational chart and/or workflow chart to identify each key role.

###### **Tab 2 – Methodology/Approach**

Provide information specific to this solicitation that best displays the approach and methodology that will be used on proposed project to complete the scope of work (planning, schedules, coordination, tracking, management systems, etc.). Include firm's preferred method of project document sharing technology as it relates to providing project documents to City staff.

###### **Tab 3 – Certified Minority Business Enterprise**

Provide official certification documentation provided by the State of Florida. This applies to the Prime Consultant firm only. Subconsultants do not qualify to earn the points for this criterion.

#### Tab 4 – Additional Required Proposal Submittal Forms

Additional forms required to be completed with the submitted proposal can be found in **Attachment B**. Please attach additional sheets if necessary to provide all of the required information.

- Consultant's General Information Work Sheet
- Cone of Silence Form
- Consultant's Code of Ethics
- E-Verify Form
- Non-Collusion Affidavit
- Drug-Free Workplace Form
- Vendor Certification Regarding Scrutinized Companies Form
- Truth in Negotiation Form

### 3. General Insurance

This section contains general business requirements. By submitting a response, the Consultant is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the Consultant's submitted pricing.

#### 3.1. Standard Insurance Requirements

The Consultant shall, on a primary basis and at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverage, limits, including endorsements, as described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained by the Consultant are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

The parties agree and recognize that it is not the intent of the City of Port St. Lucie that any insurance policy/coverage that it may obtain pursuant to any provision of this Contract will provide insurance coverage to any entity, corporation, business, person, or organization, other than the City of Port St. Lucie and the City shall not be obligated to provide any insurance coverage other than for the City of Port St. Lucie or extend its immunity pursuant to Section 768.28, Florida Statutes, and as may be amended from time to time, under its self-insured program. Any provision contained herein to the contrary shall be considered void and unenforceable by any party. This provision does not apply to any obligation imposed on any other party to obtain insurance coverage for this project, and/or any obligation to name the City of Port St. Lucie as an additional insured under any other insurance policy, or otherwise protect the interests of the City of Port St. Lucie as specified in this Contract.

1. Workers' Compensation Insurance & Employer's Liability: The Consultant shall agree to maintain Workers' Compensation Insurance & Employers' Liability in accordance with Section 440, Florida Statutes, and as may be amended from time to time. Employers' Liability and must include limits of at least \$100,000.00 each accident, \$100,000.00 each disease/employee, and \$500,000.00 each disease/maximum. A Waiver of Subrogation endorsement must be provided. Coverage shall apply on a primary basis. Should scope of work performed by the Consultant qualify its employee for benefits under Federal Workers' Compensation Statute (example, U.S. Longshore & Harbor Workers Act or Merchant Marine Act), proof of appropriate Federal Act coverage must be provided.
2. Commercial General Liability Insurance: The Consultant shall agree to maintain Commercial General Liability insurance, issued under an Occurrence form basis, including Contractual liability, to cover the hold harmless agreement set forth herein, with limits of not less than:

Each occurrence	\$1,000,000
Personal/advertising injury	\$1,000,000
Products/completed operations aggregate	\$2,000,000
General aggregate	\$2,000,000
Fire damage	\$100,000 any 1 fire
Medical expense	\$10,000 any 1 person

3. Additional Insured: An Additional Insured endorsement **must** be attached to the certificate of insurance (should be CG2026) under the General Liability policy. Coverage is to be written on an occurrence form basis and shall apply as primary and non-contributory. Defense costs are to be in addition to the limit of liability. A waiver of subrogation is to be provided in favor of the City. Coverage shall extend to independent consultants and fellow employees. Contractual Liability is to be included. Coverage is to include a cross liability or severability of interests provision as provided under the standard ISO form separation of insurers clause.  
Except as to Workers' Compensation and Employers' Liability and Professional Liability Insurance, Certificates of Insurance and policies shall clearly state that coverage required by the Contract has been endorsed to include the City of Port St. Lucie, a municipality of the State of Florida, its officers, agents, and employees as Additional Insured for Commercial General Liability and Business Auto Liability policies. The name for the Additional Insured endorsement issued by the insurer shall read **"City of Port St. Lucie, a municipality of the State of Florida, its officers, employees and agents and shall be listed as additional insured and include Contract #20230088 – Construction Engineering and Inspections (CEI) Continuing Services for Capital Improvement Program (CIP) projects."** Copies of the Additional Insured endorsements shall be attached to the Certificate of Insurance. The policies shall be specifically endorsed to provide thirty (30) day written notice to the City prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Formal written notice shall be sent to City of Port St. Lucie, 121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984, Attn: Procurement. In the event that the statutory liability of the City is amended during the term of this Contract to exceed the above limits, the Consultant shall be required, upon thirty (30) days written notice by the City, to provide coverage at least equal to the amended statutory limit of liability of the City. Copies of the Additional Insured endorsement shall be attached to the Certificate of Insurance.
4. Business Automobile Liability Insurance: The Consultant shall agree to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000.00 each accident covering any auto, owned, non-owned and hired automobiles. In the event, the Consultant does not own any automobiles, the Business Auto Liability requirement shall be amended allowing Consultant to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. Certificate holder must be listed as additional insured. A waiver of subrogation must be provided. Coverage shall apply on a primary and non-contributory basis.
5. Professional Liability Insurance: Consultant shall agree to maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$2,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the City reserves the right, but is not obligated, to review and request a copy of Consultant's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, Consultant warrants that the retroactive date equals or precedes the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Contract, Consultant shall agree to purchase a SERP with a minimum reporting period not less than four (4) years. If policy contains an exclusion for dishonest or criminal acts, defense coverage for the same shall be provided.
6. Waiver of Subrogation: By entering into this Contract, the Consultant agrees to a Waiver of Subrogation for each required policy. When required by the insurer or should a policy condition not permit an Insured to enter into a pre-loss Contract to waive subrogation without an endorsement then Consultant shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent.
7. Deductibles: All deductible amounts shall be paid for and be the responsibility of the Consultant for any and all claims under this Contract. Where an SIR or deductible exceeds \$5,000, the City reserves the right, but is not obligated, to review and request a copy of the bidder's most recent annual report or audited financial statement.

It shall be the responsibility of the Consultant to ensure that all independent consultants and/or sub-consultants comply with the same insurance requirements referenced herein. It will be the responsibility of the consultant to obtain Certificates of Insurance from all independent consultants and subconsultants listing the City as an Additional Insured without the language "when required by written contract". If the consultant, independent consultant and/or subconsultant maintain higher limits than the minimums shown

above, the City requires and shall be entitled to coverage for the higher limits maintained by the consultant/independent consultant/subconsultant.

The Consultant may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employers' Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employers' Liability. When required by the insurer, or when Umbrella or Excess Liability is written on Non-Follow Form, the City shall be endorsed as an "Additional Insured."

The City by and through its Risk Management Department reserves the right, but is not obligated, to review, modify, reject, or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this contract. All insurance carriers must have an AM Best rating of at least A:VII or better.

A failure on the part of the consultant to execute the contract and/or punctually deliver the required insurance certificates and other documentation may be cause for annulment of the award.

**Consultant must review the City's Standard Contract for further details and coverage requirements.**

Within ten (10) business days of award, the awarded consultant must procure the required insurance and provide the City with an executed Certificate of Insurance. Certificates must reference the contract number and the City as the additional Insured party. The Consultant's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

#### **4. Proposal Evaluation, Negotiations and Award**

All timely proposals will be evaluated in accordance with the following steps. Based on the results of the initial evaluation the City may or may not elect to negotiate technical factors as further described in the E-RFP. Once the evaluation process has been completed (and any negotiations the City desires to conduct have occurred), the apparent successful consultant will be required to enter into discussions with the City to resolve any exceptions to the City's contract. The City will announce the results of the E-RFP as described further in Section 6.7 "Public Award Announcement" of this E-RFP.

##### **4.1 Administrative/Preliminary Review**

First, the proposals will be reviewed by the Issuing Officer (See section 1.6) to determine the proposal's compliance with the following requirements:

1. Proposal was submitted by deadline in accordance with Section 2.
2. Meets minimum qualifications.
3. Proposal is complete and contains all required documents.

##### **4.2 Evaluating Proposal Factors**

If the consultant's proposal passes the Administrative/Preliminary Review, the consultant's proposal will be submitted to the Evaluation Team for evaluation.

###### **4.2.1 Review of Proposals**

Procurement Management will review each proposal in detail to determine its compliance with the E-RFP requirements. If a proposal fails to meet the minimum qualifications and mandatory requirements, the City will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial deviation will be processed as if no deviation had occurred. All proposals which meet the requirements of the minimum qualifications and mandatory requirements are considered "Responsive Proposals" at this point in time and will be scored in accordance with the point allocation in Section 4.3 "Scoring Criteria" of this E-RFP.

The consultant will receive a total score at the conclusion of the evaluation of the E-RFP Evaluation Factors.

### 4.3 Evaluation Criteria

The proposal will be scored in the following manner:

Category	Points
Firm's Qualifications (Form 330)	Maximum 300 points
Personnel & Experience and Knowledge (Form 330)	Maximum 300 points
Methodology/Approach	Maximum 350 points
Certified Minority Business Enterprise	Maximum 50 points
<b>Total</b>	<b>Maximum 1000 points</b>

### 4.4 Negotiations of Proposals and/or Cost Factors

The objective of negotiations is to obtain the consultant's best terms. PLEASE NOTE: NEGOTIATIONS ARE DISCRETIONARY; THEREFORE, THE CITY URGES THE CONSULTANT (1) TO SUBMIT ITS BEST RESPONSE AND (2) NOT TO ASSUME THE CONSULTANT WILL BE GRANTED AN OPPORTUNITY TO NEGOTIATE.

#### 4.4.1 Overview of Negotiations

After the Evaluation Team has scored the consultants' proposals, the City may elect to enter into negotiations with all responsive and responsible consultants or only those consultants identified by the Evaluation Team as being in the competitive range. The competitive range will not be selected arbitrarily, and those consultants included in the competitive range must have highly scored proposals. The City shall negotiate a contract with the highest scored firm(s) to a compensation, which is fair, competitive, and reasonable. Should negotiations with the highest scored firm fail, the City shall terminate negotiations with the highest scored firm and shall begin with the next highest ranked firm. This process will continue by negotiating with the next highest ranked firm until an agreement is reached, there are no qualified firms remaining, or the E-RFP has been cancelled.

#### 4.4.2 Negotiation Instructions

Listed below are the key action items related to negotiations. The City's Negotiation Committee may consist of the City's Evaluation Committee or may be comprised of different people. However, evaluation of proposals or revised proposals shall be completed only by the City's Evaluation Committee.

1. **Negotiation Invitation:** Those consultants identified by the Evaluation Committee to negotiate will be notified and invited to attend negotiations. Consultants will be notified in writing:
  - a. the general purpose and scope of the negotiations;
  - b. the anticipated schedule for the negotiations; and
  - c. the procedures to be followed for negotiations.
2. **Confirmation of Attendance:** Consultants who have been invited to participate in negotiations must confirm attendance.

#### 4.4.3 Competitive Range

If the City elects to negotiate pursuant to Section 4.4, the City may either (1) elect to negotiate with all responsive and responsible consultants, (2) limit negotiations to those consultants identified within the competitive range, or (3) limit negotiations to the number of consultants with whom the City may reasonably negotiate with, as defined below. In the event the City elects to limit negotiations to those consultants identified within the competitive range, the City will identify the competitive range by (1) ranking consultants' proposals from highest to lowest and (2) then looking for breaks in the scores such that natural groupings of similar scores may be identified. In the event the City determines the number of responsive and responsible consultants is so great that the City cannot reasonably conduct negotiations (which determination shall be solely at the City's discretion and shall be conclusive), the City may elect to limit negotiations to the top three (3) ranked consultants as determined by the Total Score.

#### 4.4.4 Negotiation Round Completion

As part of each negotiation, the City may or may not engage in verbal discussions with the consultants. However, whether or not the City engages in verbal discussions, any revisions the

consultant elects to make its response must be submitted in writing via email by the end date and time identified by the Issuing Officer (See section 1.6).

#### **4.5 Selection and Award**

**The City reserves the right to award to a single firm or make multiple awards to multiple firms to be placed on the rotation list.**

#### **4.6 Site Visits, Samples, and Oral Presentations**

The City reserves the right to conduct site visits or to invite consultants to present their proposal factors/technical solutions to the Evaluation Team. Unless prohibited by federal, state, county, or local laws and/or ordinances, all Consultant requested presentations shall be performed in an in-person meeting. An oral presentation or product demonstration is not a negotiation and Consultants are not permitted to revise their responses as part of the presentation and/or demonstration. Cost information must not be discussed during the oral presentation of the consultant's technical solution. Samples of items, when required, must be furnished free of expense and, if not destroyed, will upon request, be returned at the Consultant's expense. Request for the return of samples must be made within thirty (30) days following opening of proposals. Each individual sample must be labeled with Consultant's name, E-RFP number, and item number. Failure of Consultant to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the E-RFP. Unless otherwise indicated, samples should be delivered to the Procurement Management Department.

#### **4.7 Public Announcement**

The preliminary results of the evaluation(s) will be announced through the public posting of either a Notice to Proceed Negotiation with Consultant(s) or Notice of Intent to Award by the [City Clerk's Office](#). The Notice of Intent to Award ("NOIA") is not notice of an actual contract award; instead, the NOIA is notice of the City's expected contract award(s) pending resolution of the protest process period pursuant to City Code of Ordinances, Section 35.14. The NOIA (if any) will identify the apparent successful consultant(s), unsuccessful consultant(s), and the reasons why any unsuccessful consultants were not selected for contract award. NO CONSULTANT SHOULD ASSUME PERSONAL NOTICE OF THE NOTICE OF INTENT TO AWARD ("NOIA") WILL BE PROVIDED BY THE CITY. INSTEAD, ALL CONSULTANTS SHOULD FREQUENTLY CHECK [THE CITY CLERK'S WEBSITE](#) FOR THE POSTING OF THE NOTICE TO PROCEED NEGOTIATION WITH CONSULTANT(S) AND/OR THE NOIA.

### **5. Payment**

To ensure proper payment the awarded Consultant must:

1. The City shall have not less than the allowable time under the Florida Prompt Payment Act, Section 218.70 et seq., Florida Statutes (as amended) to pay for any products and/or services.
2. Invoices must clearly show the description of products and/or services to include the number of each product or line item fulfilled. Supplemental documentation may be requested by the City as part of its invoice review.
3. All invoices must reference the Contract Number as established by the City and contain a unique invoice number.
4. Under no circumstance will interest of any kind be required as payment to the Awarded Consultant.
5. All charges, e.g., set up costs, must be included in the cost proposal. No charges will be allowed unless specified in the E-RFP and agreed upon by the City.
6. Any discrepancies noted by the City must be corrected by the Awarded Consultant within 48 hours.
7. The payment amount due on invoices shall not be altered by the City personnel. Once disputed items are resolved, the Awarded Consultant must submit an amended invoice, or a credit memorandum for the disputed amount.
8. The City will not make partial payments on an invoice where there is a dispute.
9. The City will only make payments on authorized transactions.
10. All invoices must be sent to the Project Manager assigned by the City and [PWprojectinvoices@cityofpsl.com](mailto:PWprojectinvoices@cityofpsl.com).

#### **Payment by City's Visa Card Program**

The City currently utilizes the State of Florida [Visa Program](#). The awarded Consultant can take advantage of this program and in consideration, receive payment within several days instead Florida Prompt Payment Act NET 25

terms. Any percentage off the quoted bid price for the acceptance of payment by Visa will be taken into account for consideration of the best value to the City. If no percentage is provided in the cost proposal, the City shall assume zero (0) percent discount applies.

## **6. Contract Terms and Conditions**

The contract(s) that the City expects to award as a result of this E-RFP will be based upon the E-RFP, the successful consultant's final response as accepted by the City, and all applicable contract terms and conditions, which can be downloaded from [DemandStar \(Attachment A – PSL Sample Contract Agreement\)](#). The successful consultant's final response as accepted the City shall mean: the final cost and technical proposals submitted by the awarded consultant(s) and any subsequent revisions to the awarded consultant's cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the E-RFP, and any other terms deemed necessary by the City, except that no objection or amendment by the consultant to the E-RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless the City has explicitly accepted the consultant's objection or amendment in writing. Amendments may be prepared and accepted by the City throughout the life of each specific project as necessary to address specific contract needs as they arise.

Please review all City attached documents and attached links prior to submitting a response to this E-RFP. Consultants should plan on all expressed requirements within this E-RFP, and City attached documents and links contained in this posted solicitation as being included in any award as a result of this E-RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the consultants. The City may supplement or revise contract terms and conditions and/or service specific requirements before contract execution.

### **Exception to Contract**

By submitting a proposal, each consultant acknowledges its acceptance of the E-RFP specifications and the contract terms and conditions without change. If a consultant takes exception to a Contract Provision or Solicitation Requirement, the consultant must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be uploaded and submitted as an attachment to the consultant's response in Section 8. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the E-RFP.

In the event the consultant is selected for potential award, the consultant will be required to enter into discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the period identified in the schedule of events. Failure to resolve any contractual issues will lead to rejection of the consultant. The City reserves the right to proceed to discussions with the next best ranked consultant.

The City reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful consultant. Exceptions that materially change the terms or the requirements of the E-RFP may be deemed non-responsive by the City, at its sole discretion, and rejected. Contract exceptions which grant the consultant an impermissible competitive advantage, as determined by the City, at its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the consultant is strongly encouraged to inquire via written question submitted to the Issuing Officer (See section 1.6) prior to the deadline for submitting written questions as defined by the Schedule of Events (See section 1.5).

### **Order of Preference**

In the case of any inconsistency or conflict among the specific provisions of the executed contract (including any amendments accepted by both the City and the Consultant attached hereto), the E-RFP (including any subsequent addenda and written responses to proposers' questions), and the Consultant's Response, any inconsistency or conflict shall be resolved as follows:



- (i) First, by giving preference to the specific provisions of the executed contract.
- (ii) Second, by giving preference to the specific provisions of the E-RFP.
- (iii) Third, by giving preference to the specific provisions of the Consultant's Response, except that objections or amendments by a consultant that have not been explicitly accepted by the City in writing shall not be included in this Contract and shall be given no weight or consideration.

## **7. List of E-RFP Attachments**

The following documents make up this E-RFP. Please see Section 2.2.2 "E-RFP Review" for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer (See section 1.6).

### Project Related Attachments:

- Attachment A – PSL Sample Contract Agreement

### Attachment B – Required Forms

- Consultant's General Information Worksheet
- Code of Silence Form
- Consultant's Code of Ethics Form
- E-Verify Form
- Non-Collusion Affidavit
- Drug-Free Workplace Form
- Vendor Certification Regarding Scrutinized Companies Form
- Truth in Negotiation Form

**\*\*Any documents indicated in this E-RFP must be returned in the system as a part of the response by the Consultant. Failure to supply the completed document(s) may deem the Bidder as non-responsive.**