

CITY OF FRUITLAND PARK, FLORIDA REQUEST FOR QUALIFICATIONS

In accordance with Florida Statutes, Section 287.055 (the Consultant's Competitive Negotiations Act or CCNA), the City of Fruitland Park (the "City") is issuing a Request for Qualifications (RFQ) from qualified engineering firms for the design and permitting of a new wastewater treatment plant and reclaim water treatment plant to serve the City of Fruitland Park.

RFQ 25-01

PROFESSIONAL DESIGN SERVICES RELATED TO THE CONSTRUCTION OF A NEW WASTEWATER TREATMENT PLANT AND RECLAIM WATER TREATMENT PLANT

Interested firms shall submit five **(5) original proposals** and one **(1) electronic copy in PDF format** by **2:00 P.M. on Tuesday, October 28, 2025**.

Mandatory Pre-Submittal Conference

There will be a mandatory pre-submittal conference and site visit held on Friday, October 10, 2025 at 10:00 A.M. at the Public Works Service Center located at 2601 Spring Lake Road, Fruitland Park, FL 34731. Questions must be submitted in writing by Friday, October 17, 2025 at 5:00 P.M.

Related inquiries and additional information shall be directed to Karen Manila at kmanila@fruitlandpark.org.

Responding to the Request for Qualifications

All persons and firms wishing to submit an RFQ must obtain a complete copy of the Request for Qualifications and submit all required forms as outlined in the RFQ document with their response. Proposals and related forms can be accessed on the City's website at www.fruitlandpark.org/rfps or www.demandstar.com.

Submissions by fax, email or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted under any circumstances. Responses may be hand delivered, mailed, or delivered via courier service to the following address:

City Clerk
506 W. Berckman St.
Fruitland Park, FL 34731

The City of Fruitland Park accepts no responsibility for any expenses related to preparation or delivery of proposals. The City of Fruitland Park reserves the right to reject any or all proposals, request additional information, select the firm(s) most qualified for each individual referenced project or for all referenced projects, waive technical errors and informalities, extend the deadline for submittals, and to accept the proposal(s), which, in its sole judgement, best serves the public interest.

The City of Fruitland Park is an Equal Employment Opportunity Employer.

Section 1.0 – Overview and General Discussion

1.1 Overview

The City of Fruitland Park is seeking a Request for Qualifications (RFQ) from qualified engineering firms (may be referred to as “respondent” or “firm”) interested in providing the design and permitting of a new wastewater treatment plant and reclaim water treatment plant to serve the City of Fruitland Park. The plant is anticipated to be required to meet AWT standards due to the City’s location within a BMAP. The project location is at the City’s current Public Works Complex located at 2601 Spring Lake Rd., Fruitland Park, FL 34731. Additional work under this RFQ may include upgrades to the City’s proposed reclaimed water distribution system, and related wastewater collection system. These projects are further described and depicted in the city’s Wastewater and Reclaimed Water Master Plan (September 2025) prepared by Halff Associates, Inc.

1.2 Background

In 2016 the City of Fruitland Park entered into an agreement with the Town of Lady Lake (Town) to purchase bulk treatment capacity at the Town’s wastewater treatment facility located on Skyline Drive. This original agreement was for ten (10) years and expires on September 8, 2026. An amendment to the original agreement is pending approval and will have an expiration date of September 8, 2028, unless extended by mutual agreement. An additional extension will be required until 2030 to allow for the design and construction of the new wastewater treatment plant. The city pumps wastewater via a transfer pump station to the Town’s facility and pays a bulk rate fee to the Town. The pump station was constructed at the City’s former wastewater treatment facility site located on Spring Lake Road. The pump station was placed into service in September 2018. Subsequently, the City’s 0.098 million gallon per day (MGD) extended aeration wastewater treatment facility was taken out of service, decommissioned and dismantled in October 2018.

1.3 Selection Process

Selection of the firm will be in accordance with Florida Statute 287.055(3), through the following process:

1. Request for Qualifications (RFQ). Selection will be based on the criteria as defined within this Request for Qualifications. The city has the absolute ability to select the firm strictly based on the response to this RFQ together with discussions with no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services. The city may require presentations of no fewer than three firms. The city will select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services.
2. After interviews (if needed), firms will be ranked, and final ranking must be

approved by the city commission with the highest ranked firm selected to enter contract negotiations. If negotiations are unsuccessful, negotiations will begin with the next ranked firm, and so on.

1.4 General Selection Criteria

The City's intent is to minimize the cost to firms who are responding to this request for qualifications; therefore, firms are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not carry favor with the Selection Committee Members. The city is seeking thoughtful, focused qualifications that document the firm's suitability for this project and understanding of the project and city. Experience must be described by each firm if there are multiple firms proposed as one team.

The services being sought under this RFQ are professional in nature. Consequently, the evaluation of the qualifications will be based upon the capabilities of the respondents and will result in an award that is in the best interest of the City. Factors to be considered in the evaluation include:

- Capability of the firm to deliver the proposed services. Relevant past experience and performance, ability and qualifications of the proposed project manager and key personnel, including composition, qualifications, and diversity of the skillset of the project team for the services required by this RFQ.
- Proven experience as demonstrated with recent projects (either completed or underway) of similar project type, size, scope, and complexity for local government agencies with the State of Florida.
- Approach to Project Design and Project Management.
- Willingness to meet time and budget requirements.
- Recent, current and projected workload.
- Location of local office.
- Responses from a minimum of three references.
- Whether firm is a certified minority business enterprise as defined by the FL Small and Minority Business Assistance Act.

1.5 Additional Conditions

- Upon receipt of qualifications by the city, the qualifications shall become the property of the city without compensation to the firm, for disposition or usage by the city at its discretion. The details of the qualification documents will remain confidential as permitted by s.119.071(1)(b), Florida Statutes.
- When the qualifications package is opened, it becomes a public record, except as listed below. All material submitted may be returned only at the city's option. The city has the right to use any or all ideas presented in any reply to this RFQ. Selection or rejection of a qualifications package does not affect this right.

- The city is governed by the Public Record Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081, F.S., will be exempt from disclosure. If a respondent submits trade secret information, the information must be segregated, and each pertinent page must be clearly labeled “trade secret.” The city will maintain the confidentiality of such trade secrets to the extent provided by law. If a respondent labels all or most pages “trade secret”, the respondent may not be considered for award.
- Also pursuant to Section 119.071(1)(c), F.S., financial statements will be exempt from examination by anyone other than legally authorized city employees or agents. The city will maintain the confidentiality of such financial data to the extent provided by law.
- During the performance of any contract with the city, the firm agrees as follows: The firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, place of birth, or physical handicap.
- The contract between the city and the selected consultant(s) will include limitations on markup of subcontracted services.

SECTION 2.0 – SCOPE OF WORK AND SPECIFIC CONTRACT REQUIREMENTS

2.1 Scope of Work

The provision of professional services for the design and permitting, from all applicable agencies, for the new wastewater treatment plant, new reclaim water treatment plant and associated facilities. Deliverables shall include fully completed and certified construction plans and specifications sufficient for bidding & construction, along with all necessary permits. Design services shall include, at a minimum, the following:

Surveying

- Boundary survey of the new plant site and other plant sites
- Topographic surveys, including overhead and underground utilities, of the new plant site and existing plant sites

Environmental

- Phase 1 environmental assessment
- Wildlife survey of endangered/threatened/protected/listed species.

Geotechnical

- Geotechnical survey for structures and stormwater pond design.

Site Improvements

- Site paving, grading, drainage, & utilities
- Landscaping & irrigation
- Site lighting, security, & electrical systems

Buildings

- On-site office and plant buildings design

Plant Improvements

- 0.6 mgd Phase I wastewater treatment plant, with provisions for expansion to 1.2 mgd, and ultimately, 1.8 mgd, over an anticipated three phases of design and construction. Final wastewater process is to be determined in coordination with City staff.
- Yard piping
- Headworks with screening and grit removal
- Biological Treatment Process
- Solids Settling
- Filtration
- Disinfection Improvements
- Solids Treatment, Dewatering and Handling
- Reclaimed Water Storage
- Reclaimed Water Pumping
- Electrical and controls
- SCADA system

Cost Estimate

- Engineers estimate of the probable cost of construction.

Bid Documents and Bidding Services

- Fully conformed set of construction plans and specifications sufficient for bidding and construction.
- Prepare and issue bid advertisement notice and associated documents.
- Oversight of bid process for construction.

Construction Oversight

- Construction oversight of the contractor building the project, including contract management.

Funding Assistance

- Assist the City with applying for funding from FDEP, SJRWMD and other funding agencies

2.2 Period of Performance / Term of Contract

The term of Agreement developed from this Request for Qualifications Statement will be for the period of time to complete the terms and conditions from the date of Agreement execution.

2.2.1 Cost Criteria

After the approval of the short-listed firms, compensation will be negotiated to an amount which the city determines is fair, competitive, and reasonable. The city will require any and all firms receiving an award for this contract to execute a truth-in-negotiations certificate stating that the direct labor costs supporting the compensation are current at the time of negotiations.

2.2 Key Personnel

In submitting a qualifications package, the respondent is representing that each person listed or referenced in the qualifications package shall be available to perform the services described for the city, barring illness, accident, or other unforeseeable events of a similar nature in which case the respondent must be able to promptly provide a qualified replacement. In the event the respondent wishes to substitute personnel, the respondent shall propose a person with equal or higher qualifications and each replacement person is subject to prior written city approval. In the event the requested substitute person is not satisfactory to the city and the matter cannot be resolved to the satisfaction of the city, the city reserves the right to cancel the contract for cause.

2.3 Prohibition Against Contingent Fees

Any contract entered into as a result of this request for response shall contain the following statement.

"I, as an authorized agent of _____ (type firm name) warrant that _____ (type firm name) has not employed or retained any company or person, other than a bona fide employee working solely for _____ (type firm name) to solicit or secure this agreement and that _____ (type firm name) has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for _____ (type firm name) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement."

2.4 Insurance Requirements

Each respondent shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the respondent must have the coverage prior to submittal, but, that the coverage must be in effect prior to a contract being executed by the city.]

An original certificate of insurance, indicating that the awarded respondent has coverage in accordance with the requirements of this section, shall be furnished by the respondent to the contracting officer within five (5) working days of such request and must be received and accepted by the city prior to contract execution and/or before any work begins.

The respondent shall provide and maintain at all times during the term of any contract, without cost or expense to the city, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the city, insuring the respondent against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the respondent under the terms and provisions of the contract. The respondent is responsible for timely submitting certificate(s) of insurance to the city at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall ensure the respondent is in accordance with the following minimum limits:

- General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form
- Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:
 - Each Occurrence/General Aggregate \$1,000,000/2,000,000
 - Products-Completed Operations \$2,000,000
 - Personal and Advertising Injury \$1,000,000
 - Fire Damage \$50,000
 - Medical Expense \$5,000
 - Contractual Liability Included
- Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:
 - Combined Single Limit \$1,000,000
- Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers' compensation insurance, the respondent must provide a notarized statement that if he or she is injured; he or she will not hold the city responsible for any payment or compensation.
- Employers' Liability insurance with the following minimum limits and coverage:
 - Each Accident \$1,000,000
 - Disease-Each Employee \$1,000,000
 - Disease-Policy Limit \$1,000,000
- Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

The City of Fruitland Park, a municipality of the State of Florida, shall be named as additional insured as their interest may appear on all applicable liability insurance

policies.

The certificate(s) of insurance shall provide for a minimum of thirty (30) days prior written notice to the city of any change, cancellation, or nonrenewal of the provided insurance. It is the respondent's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

Certificate(s) of insurance shall identify the applicable solicitation Request for Qualifications (RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:
CITY OF FRUITLAND PARK, a Florida
municipality
506 West Berckman Street
FRUITLAND PARK, FLORIDA 34731

Certificates of insurance shall evidence a waiver of subrogation in favor of the city, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the city.

For any sub consultants comprising respondent's team, the respondent shall be responsible for obtaining and providing to the City certificates of insurance meeting the requirements of this section.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the city. At the option of the city, the insurer shall reduce or eliminate such self-insured retentions, or the respondent or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The city shall be exempt from, and in no way be liable for any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the respondent and/or sub-contractor providing such insurance. Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the city of any insurance supplied by the respondent or subcontractor(s), nor a failure to disapprove that insurance, shall relieve the respondent or subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

SECTION 3.0 – GENERAL TERMS AND CONDITIONS

3.1 General Qualification Guidance

Receipt of this document does not indicate that the City of Fruitland Park has pre-

determined your company's qualifications to receive a contract award. Such determination will be made after the opening and will be based on our evaluation of your qualifications package compared to the specific requirements and qualifications contained in this document.

Florida Statutes Section 287.055 "The Consultants' Competitive Negotiation Act" will be followed to secure the required firm. The contracting officer listed on the face page will be responsible for the selection process and will be the sole point of contact for all respondents. In addition to the materials provided in the written responses to this RFQ, the city may utilize site visits or may request additional material, information, presentations or references from the respondent(s) that submitted qualifications packages.

3.2 Incurred Expenses

This RFQ does not commit the city to make an award or shall the city be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a qualifications package or offer, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement. By submitting a qualifications package, the respondent agrees that all costs associated with the preparation of the qualifications package will be solely the respondent's responsibility. You also agree that the city bears no responsibility for any costs associated with the preparation of the qualifications package, preparing and delivering presentations, and/or any administrative or judicial proceedings resulting from this solicitation process.

3.3 Collusive Responses

The respondent certifies, by submission of a response, that its response is made without any previous understanding, agreement or connection with any person, firm or corporation making a response for the same service with prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action. Any evidence of collusion among respondents and prospective respondents acting to illegally restrain freedom of competition by agreement to offer a fixed price, or otherwise, will render the responses of such responders void. An executed Non-Collusion Affidavit must be submitted with a response to this RFQ.

3.4 Conflict of Interest

If any officer, director, or agent of your organization is also an employee of the city or it's commission, then you shall clearly identify in your response the name of the individual(s) and the position he or she holds in your organization. Further, you shall disclose the name(s) of any city employee(s) who owns, directly or indirectly, any interest in your organization or any of its branches. This does not include stock in a publicly traded organization unless the individual holds more than a ten percent (10%) stake. You shall complete and have notarized a Conflict of Interest Form (Form A-1) and include it in your qualifications package.

If there is a conflict of interest as defined above and by Florida Statutes, Chapter 112, Part III, and Code of Ethics for Public Officers and Employees, the issue will be addressed to the Office of the city attorney for review and opinion whether or not the respondent can be considered for award. An executed Public Entity Crimes Statement must be submitted with a response to this RFQ.

3.5 Public Entity Crimes

Pursuant to Section 287.132 and 287.133 Florida Statutes, the city, as a public entity, may not consider a qualifications package from, award any contract to, or transact any business in excess of the threshold amount set forth in Section 287.017 Florida Statutes with any person or affiliate on the convicted contractor list for the time periods specified unless such person has been removed from the list pursuant to law. By submitting a qualifications package in response to this RFQ, the respondent is certifying that it is eligible for award under this solicitation pursuant to Section 287.132 and 287.133 Florida Statutes. An executed Public Entity Crimes Statement must be submitted with a response to this RFQ.

SECTION 4.0 – SUBMITTAL OF RESPONSE AND AWARD

4.1 Response Closing Location, Date, and Time

The firm's response to this solicitation, along with the specified number of copies, shall be received at the specified location, date, and time specified on the front page of this solicitation. Any original response package received at the specified location after the specified date and time will not be considered and will be returned unopened to the respondent at the respondent's expense.

4.2 Delivery of Qualifications Packages

Each package shall be clearly marked with RFQ number, title, and company name.

Please submit your response to:
CITY OF FRUITLAND PARK
City Clerk
506 West Berckman Street
Fruitland Park, FL 34731

NOTE: Facsimile (fax) or electronic submissions will not be accepted.

4.2 Public Opening

At the date and time specified, all timely qualifications packages that have been accepted by the city will be formally opened and conditionally accepted for consideration. The names of the firms submitting packages will be read aloud and recorded. Individuals

covered by the Americans with Disabilities Act of 1990 in need of accommodations to attend public openings or meetings should contact the city hall in Fruitland Park (352) 360-6790 at least forty-eight (48) hours prior to the scheduled opening date.

4.3 Questions Concerning RFQ

Questions concerning any portion of this RFQ shall be directed in writing to the below named individual who shall be the official point-of contact for this RFQ. Questions should be submitted by October 17, 2025, at 5:00 PM.

Karen Manila, City Manager
City of Fruitland Park
506 West Berckman Street
Fruitland Park, Florida 34731
Email: kmanila@fruitlandpark.org

Failure by a potential respondent to ask questions or request clarifications by the dates indicated above shall constitute the respondent's acceptance of the requirements set forth in this RFQ. No answers provided by any party given in response to questions submitted shall be binding upon this RFQ unless released in writing as an addendum to the RFQ by the City of Fruitland Park.

4.4 Respondents Responsibility / Clarification and Addenda

While the city has used considerable efforts to ensure an accurate representation of information in this RFQ, each prospective respondent is urged to conduct its own investigations into the material facts and the city shall not be held liable or accountable for any error or omission in any part of this RFQ. It is incumbent upon each prospective respondent to carefully examine these requirements, terms, and conditions. A respondent, by submitting a qualifications package, represents that the respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the respondent is familiar with the local conditions under which the awarded respondent must perform. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing to kmanila@fruitlandpark.org in accordance with procedures and deadline set forth above for asking questions or seeking clarifications. The city will not be responsible for any oral representation given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If the city revises (amends) this RFQ, notice will be posted on the city's website at www.fruitlandpark.org/rfps and on www.demandstar.com.

You must acknowledge each addendum in your proposal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. It is solely your responsibility to ensure that you have received all addenda to this RFQ before submitting your proposal.

Before submitting a qualifications package, each respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the city upon which the respondent will rely. If the respondent receives an award because of its submission, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, or will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

4.5 Restricted Discussions

From the date of issuance of this solicitation until final city action, respondents should not discuss the solicitation or any part thereof with any employee, agent, city commissioner, or any other representative of the city except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the respondent to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

4.6 Specific Directions Regarding Format and Contents of Response

Firms, organizations, joint ventures, or individuals interested in submitting a qualifications package (offer) in response to this RFQ shall submit five (5) originals and one (1) electronic copy in PDF format of their qualifications package for review and evaluation by the city. Failure to provide the required copies and information may result in the qualifications package not being considered.

To facilitate analysis of its qualifications package, the respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the respondent's qualifications package deviates from these instructions, such response may, in the city's sole discretion, be rejected. The city emphasizes that the respondent concentrates on accuracy, completeness, and clarity of content.

4.6.1 Economy of Presentation

Each qualifications package shall be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities regarding the conditions and requirements of the specific work to be performed pursuant to this RFQ. Elaborate bindings, colored displays, and any superfluous promotional material are not desired, and at a level considered unwarranted by assigned evaluators, may serve as evidence of cost inefficiency supportive of a lower technical rating. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is mandatory that respondent follow the format and instructions

contained herein. The city retains the prerogative to reject any response that does not essentially conform to the stated requirements.

4.6.2 Qualifications Package Guidelines

Cross Referencing - To the greatest extent possible, each section shall be written on a stand- alone basis so that its contents may be evaluated with a minimum of cross- referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.

Abbreviations and Acronyms – All abbreviations and acronyms used in the qualifications package shall be explained and/or defined upon their first usage in each section of the qualifications package.

Page Limitation, Size, and Format – Responses are limited to a total page count not to exceed 50 pages. This count includes all response content to include completed city forms A-1, and 1 through 5. Page size shall be 8.5 x 11 inches, not including foldouts. Pages may be single-spaced. The text size should be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins.

Pages shall be numbered sequentially by section. Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics, and not for pages of text.

Binding and Labeling – The entirety of the qualifications package should be spiral bound on the left margin to permit the qualifications package to lie flat when opened. All response sections must be appropriately separated and tabbed. Staples shall not be used.

4.6.3 Qualifications Package Sections

The respondent shall organize its qualifications package into the following major sections.

- CITY'S RFQ COVER SHEET
- TAB A – STATEMENT OF INTEREST: To be submitted on the firm's letterhead. The statement of interest shall:
 - Concisely state the firm's understanding of the services required by the city.
 - Include additional relevant information not requested elsewhere in the

RFQ.

- The signature on the statement shall be that of a person authorized to bind the firm.
- Tab A shall also contain a properly completed, signed, and notarized Form A-1, Conflict of Interest Disclosure Form.
- Tab A shall also contain a properly completed signed and notarized Non-Collusion Affidavit.
- Tab A shall also contain a properly completed, signed and notarized Public Entity Crimes Statement.
- Tab A shall also contain a properly completed, signed and notarized Drug-Free Workplace Certification.
- TAB B – FIRM PROFILE: Include completed Form 1 and a copy of the respondent's current State of Florida Board of Professional Regulation License.
- TAB C – TEAM COMPOSITION AND SUBCONSULTANTS: Complete Form 2. List the key people proposed for the city's project along with any proposed sub consultants. Include a copy of each person's current State of Florida Board of Professional Regulation License.
- Additional resumes and/or information about the individuals proposed on this team may be attached but will be included in the total page count. Respondents are advised their location, and that their listing of subcontractors, to include location and respective percentage of use, are a listed evaluation factor under CCNA, and that this information will be considered and documented throughout the evaluation and award process.
- TAB D – LOCATION AND PERCENTAGE OF WORK TO BE COMPLETED: Complete Form 3.
- TAB E – PROFESSIONAL PERSONNEL FOR SIMILAR PROJECTS: Complete Form 4. This form may be reproduced.
- TAB F – ADDITIONAL INFORMATION: Complete Form 5.

4.7 Withdrawal of Qualifications Package

You may withdraw your qualifications package or modify it at any time prior to the official closing date and time. You shall be required to produce photo identification that satisfies the city prior to withdrawal or modification of your qualifications package. Negligence upon your part in preparing your qualifications package confers no right of withdrawal after the time fixed for the submission of qualifications packages.

4.8 Qualifications Package Acceptance / Rejection

The city reserves the right to accept or reject any or all qualifications packages received as a result of this RFQ.. The city reserves the right to waive any informalities, defects, or irregularities in any qualifications package, or to accept that qualifications package, which in the judgment of the proper officials, is in the best interest of the city and the citizens of the city.

4.9 Discussions and/or Presentations

Discussions and/or presentations shall follow the spirit and intent of provision 4.6.1 above. Any formal presentations that are overly elaborate and appear to rely more on the technical manner of presentation rather than on the actual content of presentation will be subject to lesser technical ranking. The discussion and/or presentation shall be focused on the essentials of the project itself, and, unless requested by the respondent and approved by the city, shall include no more than three representatives from the respondent, one of whom shall be the respondent's proposed project manager for the effort to be performed. Any additional attendees requested by a respondent must have a documented direct function in the work to be performed.

After interviews (if needed), firms will be ranked, and final ranking must be approved by the city commission with the highest ranked firm selected to enter contract negotiations. If negotiations are unsuccessful, negotiations will begin with the next ranked firm, and so on in the manner stated in Florida Statute 287.055.

4.10 Evaluation Criteria

Minimum requirements to qualify:

- The consultant must be a licensed engineer in the State of Florida.

This Request for Qualifications includes following all the procedures in this document and sending the sealed RFQ information to the CITY by the due date and time. Once the RFQ's are received, the Selection Committee Members will independently review each submittal and score each RFQ based on the evaluation criteria. All RFQ's received in accordance with this Request for Qualifications will be evaluated using the following criteria.

Evaluation Scoring Criteria

	Possible Points	Points Given
1. Relevant Past Experiences and Performance	25	
2. Ability and Experience of Key Personnel	25	
3. Approach to Project Design and Project Management	20	
4. Willingness to meet time and budget requirements	10	
5. Recent, Current & Projected Workload	5	
6. Location of Local Office	5	
7. Minority Business Enterprise	5	
8. References	5	
	Total:	

Once the Selection Committee Members have independently scored all RFQ submissions using the scoring criteria listed above, scores will be tallied to determine the highest-ranking firms for the short-list.

If the Selection Committee determines firm presentations are necessary, presentations will be limited to no more than 30 minutes. Each firm will have up to 20 minutes for their presentation and 10 minutes for questions and answers with the Selection Committee. Presentations will be timed and may be terminated if they extend beyond 30 minutes. Firm presentations meetings will not be open to the public per F.S.286.0113, however, a complete recording shall be made of the presentation meetings..

The city will provide a computer and monitor for the presentation. Presentations must be provided on a flash drive. Any other equipment needed for the presentation must be provided by the presenting firm. If a firm brings handouts or written materials a total of five (5) are required.

The scoring criteria listed below will be used by the Selection Committee for FIRM presentations:

FIRM Presentations Evaluation Scoring Criteria

	Possible Points	Points Given
1. Qualification and Experience of Proposed Project Staff	40	
2. Approach to the Project to be performed	40	
3. Quality of Presentation	20	
	Total:	

Once the Selection Committee has scored the firms following the presentations the score sheets will be tallied and the firms will be ranked based on the tallied scores with number 1 receiving the greatest number of votes, and so on. The final rankings will be presented to the city commission for consideration.

Any firm attempting to lobby a Selection Committee Member shall be disqualified.

4.11 Award of Contract(s)

The city reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to the city within the selection factors and process cited within Florida Statute 287.055. It is understood that the city is not obligated to make an award under or as a result of this RFQ or to award such contract(s), if any, on one factor alone. The city reserves the right to award such contract(s), if any, to the best qualified respondent(s).

The city has the sole discretion, and reserves the right, to cancel this RFQ, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the city's best interests to do so.

Any qualifications package that is contingent upon an award or a contract for any additional service shall be rejected and not considered for an award.

In the event of default by the awarded Respondent, the city reserves the right to negotiate and award the contract to the next best qualified Respondent without any further competition.

4.12 Time Limit To Submit Required Award or Initial Performance Related Documentation

Within ten (10) calendar days after city notification of intent to award, or subsequent intent to proceed, any successful respondent must furnish all deliverables or documentation required to specifically support the city intent. If any successful respondent fails to furnish the required deliverables within the required time frame, intent to award or award to that respondent may be withdrawn and award made to the next highest rated respondent.

SECTION 5.0 – Preliminary Schedule

This RFQ is the initial step in the process of selecting a firm for this project. The following is an outline of the steps and tentative schedule that will lead to the selection, negotiation and agreement approval between a respondent and the city.

September 30, 2025	Advertising/post RFQ
October 10, 2025	Mandatory pre-submittal conference and site visit
October 17, 2025	Deadline for submitting questions or requests for clarification
October 28, 2025	RFQ deadline to submit: 2:00 p.m. RFQ opening: 2:05 p.m.
November 7, 2025	Review by committee/determination of short-listed firms
November 10-11, 2025	Presentations to Selection Committee (if needed)
November 13, 2025	Ranking of firms to be recommended to city commission/authorization to negotiate contract
December 11, 2025	City Commission approval of contract

The process and dates shown above may be modified with notice from the city to parties being considered at the time of any changes of procedure or date.

FORM A-1
CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY that

1. I _____ (*printed name*) am the _____ (*title*) and the duly authorized representative of the firm of _____
_____ (*Firm Name*) whose address is _____
, and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the firm have any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project;
and,

3. This proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature:

Printed Name:

Firm Name:

Date: _____

Sworn to or affirmed and subscribed before me by means of [] physical presence or [] online notarization, this _____ day of _____, 2020, by _____
_____ (insert name of person making statement).

Personally known _____ OR Produced identification _____

_____ Notary Public - State of _____ My

Commission expires:

FORM 1
FIRM PROFILE

1. Firm (or joint venture) Name and Primary Corporate Address 	1c. Licensed to do business in the State of Florida _____ Yes _____ No 1c. Registered to do business in the State of Florida _____ Yes _____ No
1a. Firm is _____ National _____ Regional _____ Local FEIN # _____	1d. Name, Title & Telephone Number of Principal to Contact
1b. Firm is a Certified Minority Business Enterprise _____ Yes _____ No	1e. Address of office to perform work, if different from Item 1
2. Please list the number of people by discipline that your firm/joint venture will commit to the City's project. 	
3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm: 3a. Has this joint venture previously worked together? _____ Yes _____ No 	

FORM 2
TEAM COMPOSITION AND SUBCONSULTANTS

Name of Prime Firm: _____

Role	Name and City of Residence of individual assigned to the project	Florida Active Registrations

Sub Consultants:

Role (i.e. Landscape Architectural...)	Company Name & Address of Office Handling this Project	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? _____ Yes _____ No

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.

FORM 3
LOCATION

1. Specify address of Prime Consultant's designated office where the majority of work on this project will be performed:

2. Indicate percentage of total over-all project fees projected to be performed on this project by the Prime Consultant's office specified above. (Do not include percentage of fees anticipated to be performed on this project by sub-consultants)

_____ %

3. Specify address of Prime Consultant's other office(s) where any part of the work on this project will be performed (if applicable):

4. Indicate percentage of total over-all fees projected to be performed on this project by the office specified above. Do not include percentage of fees anticipated to be performed on this project by sub-consultants.

_____ %

5. Indicate percentage of total over-all fees projected to be performed on this project by firms located within the City including the prime consultant and sub-consultants, utilizing information supplied above and on **Form 2**.

_____ %

FORM 4
PROFESSIONAL PERSONNEL FOR SIMILAR PROJECTS

Work by firm or joint venture members which best illustrate current qualifications relevant to the City's project that have been/is being accomplished by personnel that shall be assigned to the City's project. ***List no less than three (3) but no more than ten (10) projects.***

4. Project Name & Location Project Manager:		Project Owners Name & Address
Completion Date (Actual or Estimated)		Project Owner's Contact Person, Title, & Telephone Number
Estimate Cost (In Thousands)		
Entire Project \$	Work for which firm was/is responsible \$	
Scope of Entire Project (Please give quantitative indications wherever possible)		
Nature of Firm's Responsibility in Project (Please give quantitative indications wherever possible)		
Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the City's Project		

FORM 5
ADDITIONAL INFORMATION

Use this space to provide additional information or description of resources supporting your firm's qualifications for the City's project.