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PALMETTOCOMMUNITY REDEVELOPMENT AGENCY

REQUEST FOR QUALIFICATIONS

Architect/Engineers and Other Professional Services

Jeff Burton
11/1/2010

**CITY OF PALMETTO
COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR QUALIFICATIONS**

PART I – SELECTION PROCESS

A. SUBMISSION DOCUMENTS

List of standard forms included in exhibits is as follows:

1. Exhibit A – THE COMMUNITY REDEVELOPMENT AGENCY CCNA Check List
2. Exhibit B – THE COMMUNITY REDEVELOPMENT AGENCY CCNA Request for Qualifications - RFQ #1
3. Exhibit C – THE COMMUNITY REDEVELOPMENT AGENCY CCNA Location Rating Table

B. MEETINGS

Notice of the selection process meetings shall be posted and advertised according to normal City of Palmetto meeting procedures. Meeting minutes will be recorded.

C. REVIEW

THE COMMUNITY REDEVELOPMENT AGENCY (CRA) staff will review all submittals received on or before the advertised time and date, to ensure the submitted package meets the submission requirements. Submittals which include all required information shall be deemed qualified.

D. SHORT LISTING

In the event ten (10) or more qualified submittals are received in response to this Request for Qualifications for each profession, The CRA staff, after thorough review and discussion of all qualified submittals with regard to the designated criteria, may choose to eliminate one or more firms from further consideration and to designate the balance of the firms as warranting further consideration.

E. CRITERIA

This process will be available at Palmetto City Hall for all firms interested in submitting qualifications.

The COMMUNITY REDEVELOPMENT AGENCY CCNA Short List Evaluation Criteria consists of items A – E with a maximum total of 100 points. The individual criteria are as follows:

- a. Location of Responsible Office Maximum 25 Points
If no office is provided on the form, the applicant will be given zero (0) points.
See EXHIBIT D
 - b. Architectural/Engineering/Professional Staff Maximum 15 Points
Maximum 15 Points
 - c. Consulting Staff Maximum 10 Points
 - d. Current/Past Performance Maximum 25 Points
 - e. Related Development/Redevelopment Experience Maximum 25 Points
-
- Maximum 100 Points

F. SCORE AND RANK

The CRA staff shall be thoroughly familiar with the Selection Process for Architect/Engineers and Other Professional Services. The CRA Staff shall preliminarily score and rank the prospective professional services candidates for review by the CRA Advisory Board for a recommendation to the CRA Board of Commissioners as hereinafter provided.

Each CRA Advisory Board Member shall record an Evaluation Sheet and scores each firm designated as warranting further consideration according to the points indicated on the Evaluation Sheet. Upon completing the scoring of each firm, the numerical scoring is converted to an ordinal rank, i.e., the firm with the highest score is ranked 1st (1), the firm with the next highest score is ranked 2nd (2), and so on until all firms designated as warranting further consideration have received an ordinal rank. The CRA staff shall collect and tabulate the ranking results. The firm receiving the lowest total ordinal ranking will be ranked first.

The results are then presented to CRA Board of Commissioners as the CRA Advisory Board recommendation. The CRA Board of Commissioners determines by vote how many firms, if any, are to be interviewed. A minimum of three firms must be selected unless fewer than three firms submitted. The CRA Board of Commissioners may accept the CRA Advisory Board recommendation for each professional service (architectural, engineering, surveying and appraising) in a consent agenda item.

The Executive Administrative Assistant to the CRA Director will issue a letter to each respondent, indicating the ranking of each firm and indicating which firms will be

involved in the interview process if any, as determined by the CRA Board of Commissioners.

In the event interviews are determined, The CRA Board of Commissioners shall score and rank the prospective professional services candidates as hereinafter provided scores received from the CRA Advisory Board are not cumulative with the scores of the Interview Evaluation.

G. INTERVIEW EVALUATION

The Agency staff will schedule the interview date(s). The Executive Administrative Assistant to the Agency Director will issue a letter to each of the firms selected for Interview Evaluation, confirming the date and time for their interview. The time schedules for each firm are selected by draw.

The shortlisted firms will be informed of the time allotted for each Interview Evaluation. This will be adjusted as appropriate from project to project. An example would be 15 minutes for presentation, 10 minutes for questions and answers and 5 minutes for transition from one firm to the next.

1. The COMMUNITY REDEVELOPMENT AGENCY CCNA Interview Evaluation consists of Items F – J with a maximum total of 100 (or 125) points. The items used for the AE (or other professional services) Interview Evaluation are as follows:

- | | | |
|----|--|-------------------|
| a. | <u>Quality Assurance, Drawings and Specifications</u>
Discuss how you ensure that your drawings and details have been thoroughly checked for conformity with your firm and any consultants to eliminate discrepancies in location, dimension and elevation. Explain how specifications are created for the specific project and all required items for the project are defined. | Maximum 15 Points |
| b. | <u>Time Lines, Budgets and Value Engineering</u>
Define your efforts to produce timely documents to meet the proposed building schedule. Discuss your methods for estimating and budgeting for the project and your involvement in the value engineering procedure. | Maximum 35 Points |
| c. | <u>Knowledge of Site and Location Conditions</u>
Discuss knowledge of proposed sites for construction from any previous City of Palmetto experience. Identify your ideas on locally available materials, methods and suitability for the project. | Maximum 10 Points |
| d. | <u>Approach to Program, Design and Construction Administration</u>
Discuss your firm's overall approach to the specific project including the development of municipal project scope. | Maximum 40 Points |

Define your role in contract administration in regard to the CM and Owner, and your involvement with Requests for Information and Contract Amendments and Change Orders.

Maximum 100 Points

e. Site Visitation

In the event a mandatory site visitation is made to examine a completed re-use facility, an existing facility or other special conditions, a maximum of 25 additional points shall be scored.

Maximum 25 Points

Maximum 125 Points
(If Site Visit is required)

2. Evaluation Sheets, with each firm's name, previously used for the Short List, are distributed to The CRA Board of Commissioner. Presentations are followed by a question and answer period. After each interview, the CRA Board of Directors will use its best judgment to rate the firm using appropriate points for each of the interview items. Scoring is converted to an ordinal ranking.

When all Interview Evaluations are complete, the Evaluation Sheets are completed, totaled, signed and tabulated for the ranking results. Upon tabulation the ranking results are announced.

The CRA staff scores each firm according to the points indicated on the Evaluation Sheet. Upon completing the scoring of each firm, the numerical scoring is converted to an ordinal rank, i.e., the firm with the highest score is ranked 1st (1), the firm with the next highest score is ranked 2nd (2), and so on until all firms scheduled for Interview Evaluation have received an ordinal rank. The Committee Chairman shall collect and tabulate the ranking results. The firm receiving the lowest total ordinal ranking will be ranked first. The results are then presented to the staff and they determine by vote the ranking to be submitted to the Commission. The Executive Administrative Assistant to the CRA Director will issue a letter to each firm interviewed, indicating the ranking.

The CRA staff will negotiate with the top ranked firm or firms and prepare a contract for the Board of Commissioners approval. The CRA Commission may authorize contract negotiations with as many firms as it deems in the best interests of the CRA.

EXHIBIT A

THE COMMUNITY REDEVELOPMENT AGENCYCNA CHECK LIST

The checklist is a short form list of requirements needed for the qualifications submission and it forms a table of contents for your proposal. This listing also serves as a checklist for the personnel who review your presentation for completeness prior to its review by the CRA staff.

Applicant	CRA Staff	Requirements
		1. Letter of interest stating continuing contract service being applied for.
		2. Completed Request for Qualification - RFQ #1. In the event a Joint Venture is proposed, each member of that Joint Venture shall complete a RFQ #1 and a RFQ #2, detailing the Joint Venture.
		3. Resumes of key personnel.
		4. State of Florida, corporate and professional, registration certificates.
		5. Proof of general and professional liability insurance.
		6. List of five (5) client references including name, title, phone number and project identification.
		7. A listing of government experience.
		8. Current volume of work and number of projects.
		9. Submission of other corporate data (pictures, brochures, letters)

The completion of items #1 through #8 are mandatory. Failure to complete items #1 through #8 shall automatically deem your submittal incomplete and eliminate it from further consideration.

Item #9 is optional and is not a requirement under this submittal process.

EXHIBIT B

THE COMMUNITY REDEVELOPMENT AGENCY CCNA REQUEST FOR QUALIFICATION – RFQ #1

Date of Advertisement _____ Project _____

1. Name and Address of Responding Office:

Fax at Responding Office: _____

Email Contact at Responding Office: _____

2. Submittal For: Parent Company Branch or Subsidiary Office

3. Date Firm Established: _____

4. Date Prepared: _____

5. Type of Ownership: Minority Corporation Small Business
 Small Disadvantaged Business Woman Owned Business

6. Branches that may supply personnel (list branch name and location):

7. Two (2) Principals: Title: Telephone Number:

8. Number of Employees by Discipline:

Accounting	Estimators	Project Engineer
Administrative	Foreman	Project Managers
Architects	Geologists	Sanitary Engineers
Chemical Engineers	Hydrologists	Soils Engineers
Civil Engineers	Interior Designers	Specification Writers
Construction Inspectors	Landscape Architects	Structural Engineers
Draftsmen	Mechanical Engineers	Superintendents
Ecologists	Mining Engineers	Surveyors
Economists	Oceanographers	Transportation Engineers
Electrical Engineers	Planners: Urban/Regional	Other – List as attachment

9. Service Fees for Last Five Years, per Index Below: (indicate one letter from A – H for each year)

	2010	2009	2008	2007	2006
Index:					
Less than \$100,000	A.		\$ 1 million to \$ 2 million	E.	
\$ 100,000 to \$ 250,000	B.		\$ 2 million to \$ 5 million	F.	
\$ 250,000 to \$ 500,000	C.		\$ 5 million to \$10 million	G.	
\$ 500,000 to \$ 1 million	D.		\$ 10 million or greater	H.	

10. Examples of Projects from Last Five (5) Years: (List School Related Projects First)

a. Name & Location	b. Owner/Rep Name, Address & Phone	c. Cost	d. Year
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Additional projects from last 5 years may be listed as an attachment placed after this page.

EXHIBIT C

THE COMMUNITY REDEVELOPMENT AGENCY CCNA LOCATION RATING
TABLE

CITY OF PALMETTO, FLORIDA

<u>LOCATION OF RESPONDING OFFICE</u>	<u>RATING</u>
Palmetto Community Redevelopment Area	25
City of Palmetto	20
Manatee County	15
Sarasota, Charlotte, De Soto, Hardee, Hillsborough, Lee and Pinellas Counties	10
All other Florida counties	5
Out of state	1

FY 2010 ALLOCATIONS (TRANSFERS) TO GENERAL FUND

Cost Allocations

Methodology of Allocating Cost Centers

Information Technology	The cost center services the entire city through services provided: Computer services and support. It is allocated by the total number of computer users per cost center as a percentage of the whole.
Human Resources	The cost center services the entire city through services provided: Human Resources, Benefits and Payroll. It is allocated by the total number of employees per cost center as a percentage of the whole.
Finance	The cost center services the entire city through services provided: Accounts Payable, Purchasing, Accounts Receivable, Payroll, General Ledger Accounting, Warehouse. Allocated by the total number of employees per cost center as a % of total.
Public Works Administration	The cost center services all other Public Works cost centers through administrative services. It is allocated by the total number of employees per cost center as a percentage of the total number of Public Works employees.
Fleet	The cost center services other cost centers with vehicles except Police Department. It is allocated by the total number of vehicles, and their associated cost, for the cost centers they service as a percentage of the total.
Engineering	This cost center services the entire city as needed. A review was done by the Deputy Director of Project Management and Engineering who provided estimated percentages of time provided to the cost centers normally serviced.

Costs are assigned to all cost centers accordingly, however only the costs assigned to non-General Fund cost centers are entered into the budget as transfers. These include Building Department, Road and Bridge, Enterprise Funds, and CRA.

HISTORY OF ALLOCATIONS/TRANSFERS

Non-General Fund Cost Cen	2001 Actual	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Budgeted	2010 Budgeted	2011 Budgeted
Building Dept	-	-	-	-	16,863	20,281	126,751	82,645	92,645	44,373	44,373
Road and Bridge	-	43,595	-	63,647	147,899	-	189,138	206,053	206,053	206,053	206,053
Solid Waste	480,000	111,546	235,317	183,147	125,626	138,928	285,992	33,354	33,354	33,354	33,354
Water	900,000	600,160	700,837	177,249	188,647	283,321	153,818	98,180	98,180	108,180	108,180
Sewer	-	-	-	200,587	197,437	298,114	143,530	52,313	52,313	62,313	62,313
Customer Service	-	-	-	-	19,387	21,247	13,215	72,553	72,553	72,553	72,553
WWTP	900,000	600,160	700,837	377,836	403,471	602,682	332,442	226,936	226,936	246,336	246,336
Stormwater	-	134,681	58,163	114,848	168,483	185,538	50,134	87,519	57,519	67,519	67,519
Reuse	-	35,048	-	103,179	113,191	139,608	95,630	-	-	-	-
CRA	14,000	8,250	103,710	285,700	305,839	9,000	64,713	43,808	43,812	43,812	43,812
Yearly Totals	1,394,000	933,278	1,098,027	1,148,357	1,281,471	1,087,435	729,800	689,715	659,719	641,447	641,447

*From 2001-2005 amounts for CRA include the allocations and costs assumed by the CRA for General Fund. Starting in 2006, these amounts were separated and only the allocations are shown.

Additional Information	2001 Actual	2002 Actual	2003 Actual	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Actual	2009 Actual	2010 Budgeted	2010 Budgeted
**Trailer Park Trust	-	23,052	141,684	24,477	(12,782)	25,605	73,969	79,004	3,931	63,800	60,000
*** CRA Reimbursable	-	-	-	-	-	616,874	1,073,998	1,012,121	1,449,070	1,338,601	1,336,001

** Trailer Park Trust includes the interest that is transferred to the General Fund each year.
 *** CRA reimbursable includes the costs that the CRA assumes from the General Fund

**Palmetto CRA
CCNA Evaluation - Engineer
EVALUATION**

CCNA: Surveyor _____ Name of Evaluator _____

Evaluation Criteria	Max	Shroyer Drapala	Lombardo, Foley, Kolarik
Criterion A. Location	25.00	0.00	0.00
Criterion B Staff			
Professional diversity of staff for service offered	12.00	0.00	0.00
Minority Ownership	3.00	0.00	0.00
Criterion C Consulting Staff	10.00	10.00	10.00
Criterion D Performance			
Diversity of work	5.00	0.00	0.00
Cost (affordability)	5.00	0.00	0.00
Performance 3	5.00	0.00	0.00
Criterion E Experience			
Experience 1	5.00	0.00	0.00
Experience 2	5.00	0.00	0.00
Experience 3	4.00	0.00	0.00
Total	79.00	10.00	10.00

REMARKS:

Diversity of Work - Mills gave 2 contacts and Clements gave 8 separate contacts

Signature of Evaluator _____

Date _____

CITY OF PALMETTO

Request for Proposals Summary Form

Landscape Architect

Applicant	Costides	Smith	Sellars	Price	Mollanazar	Total
McGee	0	0	0	0	0	0
IBI	0	0	0	0	0	0

Average

0

0

**Palmetto CRA
CCNA Evaluation - Surveyor
EVALUATION**

Name of Evaluator: _____

CCNA: Surveyor	Evaluation Criteria	Max	Leo Mills	Clements	Lombardo
	Criterion A. Location	25.00	25.00	25.00	25.00
	Criterion B Staff				
	Professional diversity of staff for service offered	12.00	0.00	0.00	0.00
	Minority Ownership	3.00	0.00	0.00	0.00
	Criterion C. Consulting Staff	10.00	10.00	10.00	10.00
	Criterion D. Performance				
	Diversity of work	5.00	0.00	0.00	0.00
	Cost (affordability)	5.00	0.00	0.00	0.00
	Performance 3	5.00	0.00	0.00	0.00
	Criterion E Experience				
	Experience 1	5.00	0.00	0.00	0.00
	Experience 2	5.00	0.00	0.00	0.00
	Experience 3	4.00	0.00	0.00	0.00
	Total	79.00	35.00	35.00	35.00

REMARKS:

Diversity of Work - Mills gave 2 contacts and Clements gave 8 separate contacts.

Signature of Evaluator _____

Date _____

