**TOWN OF MANGONIA PARK**

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING SERVICES RFQ NO. 2023-01**

Pursuant to Section 287.055, Florida Statutes, the Town of Mangonia Park desires to procure professional services for the following:

**PROFESSIONAL ENGINEERING SERVICES FOR VARIOUS TOWN PROJECTS**

The purpose of this Request for Qualifications (RFQ) is to enlist engineering services on a continuing contract basis for the Town of Mangonia Park for the design and construction management of water distribution, stormwater/drainage management, GIS, roadway, sidewalk, curb and gutter, parks and recreation facilities, infrastructure facilities, general municipal engineering services, plat and plan review services, and building design services, consultation for emergency water/stormwater/roadway Repairs, Inspection Services for emergency water/stormwater/roadway repairs. Consulting firms may be requested to assist the Town in internal studies and for future capital improvement projects.

RFQ packages shall be submitted to the Town Clerk, 1755 East Tiffany Drive, Mangonia Park, Florida, 33407, no later than **10:00 A.M. EST on February 28, 2023**. No responses will be accepted after that time. RFQ packages shall include one (1) original, six (6) copies, and an electronic .pdf copy on a CD or thumb drive, submitted in sealed envelope/package addressed to the Town Clerk, Town of Mangonia Park, and marked **“SEALED RFQ FOR PROFESSIONAL ENGINEERING SERVICES”**

A public meeting of the Town’s Selection Committee will convene at **2:00 P.M. EST on February 28, 2023** in the Town Hall Council Chambers at 1755 East Tiffany Drive, Mangonia Park, Florida, 33407 to review and discuss rankings of respondents.

At the time of RFQ submission, respondents must be properly certified/licensed in the State of Florida for the purpose of providing the specified services.

Requests for Qualification Packages may be obtained from the Town’s website or the Town of Mangonia Park’s, Town Clerk’s Office, 1755 East Tiffany Drive, Mangonia Park, Florida, 33407. Call the Town Clerk at (561) 848-1235 to ensure sufficient supply.

All questions and requests for additional information in connection with this Request for Qualifications and selection shall be directed in writing or email only to the Town Clerk, 1755 East Tiffany Drive, Mangonia Park, Florida, 33407. Email [salbury@tompfl.com](mailto:salbury@townofmangoniapark.com).

Sherry Albury, Town Clerk

Dated: January 13, 2023

Published: Palm Beach Post

# PURPOSE AND GENERAL INFORMATION:

The Town of Mangonia Park is interested in entering into agreements with one (1) or more Engineering Firms to assist the Town in the implementation of projects that may relate to, but not be limited to, the design and construction management of water distribution, water quality issues, stormwater/drainage management, stormwater rate study and master plan, GIS, Geo-Tech, survey, roadway, sidewalk, curb and gutter, parks and recreation facilities, infrastructure facilities, general municipal engineering services, plat and plan review services, and building design services, consultation for emergency water/stormwater/roadway repairs, inspection services for emergency water/stormwater/roadway repairs. Consulting firms may be requested to assist the Town in internal studies and studies for future capital improvement projects.

Florida law requires the Town of Mangonia Park to make a determination of a consultant's qualification to perform the above-described work prior to their employment. The information submitted in response to this RFQ will be used by the Town to make this determination. Selected firms may then be invited to make presentations to a selection committee at a future date if the Town feels additional information about a firm is necessary.

Assignment of tasks to the selected consultant(s) will be at the sole discretion of the Town. The Town may choose to select any firm with which it has a continuing contract, another firm altogether, or use in-house staff to perform any of the above-described work in whole or in part, depending on the scope of work and other circumstances. Task assignments will be subject to scope definition on a task-by-task basis. No minimum amount of professional service or compensation is guaranteed to the firm or firms selected to enter into continuing contracts.

* 1. No Oral Interpretations of the RFQ

No person is authorized to give oral interpretations of, or make oral changes to, this RFQ. Therefore, oral statements about the RFQ by the Town’s representatives will not be binding on the Town and should not be relied upon by a Proposer. Any interpretation of, or change to, this RFQ will be made in the form of a written addendum to the RFQ. Any addendum to this RFQ will be posted on the Town’s website. A Proposer can only rely upon those interpretations of, or changes to, this RFQ that are issued by the Town in an addendum. By submitting a proposal, a Proposer certifies that its proposal is made without reliance on any oral representation by the Town, its agents, or employees.

* 1. Reviewing the RFQ and Addenda

Each Proposer should closely examine all of the documents and requirements in this RFQ. It is the sole responsibility of the Proposer to ensure that he or she has received and understands all of the pages of the RFQ, including any and all addenda that may be issued by the Town. In accordance with the provisions of the Americans with Disabilities Act (ADA), this RFQ may be requested in an alternate format.

No later than **10:00 A.M. on February 21, 2023,** each Proposer shall deliver to the Town all of the Proposer's questions concerning the intent, meaning and interpretation of this RFQ. Each Proposer shall be deemed to have waived all questions that are not submitted to the Town in compliance with this Section. A Proposer's questions may be delivered to the Town by hand, mail or e-mail but all such submittals shall be in writing and addressed to:

Town of Mangonia Park

Town Clerk

1755 East Tiffany Drive Mangonia Park, FL 33407

If revisions to this RFQ become necessary, the Town will issue written addenda. All addenda must be acknowledged by each Proposer. A proposal may be rejected as non-responsive if the Proposer fails to submit an "Acknowledgement of Addendum" form with its proposal. Addenda may be downloaded from the Town’s website at [www.tompfl.com](http://www.townofmangoniapark.com). The Town provides this website as a courtesy only and assumes no responsibility for errors or omissions that may affect a proposal submitted in response to this RFQ.

* 1. Schedule and Deadlines for the RFQ

A summary schedule of the major activities associated with this RFQ is presented below. The Town, in its sole discretion, may modify the schedule as the Town deems appropriate. The Town will provide notification of any changes to the schedule by issuing written addenda.

The following is an estimated schedule to be followed for this RFQ: Issue of RFQ Package: January 17, 2023

Deadline for Written Questions: February 21, 2023-10:00 A.M.

RFQ Packages Due: February 28, 2023-10:00 A.M.

Selection Committee Meeting: February 28, 2023 - 2:00 P.M.

* 1. Award of Contract by Town Council

As soon as practicable after the Selection Committee completes its assessment of the proposals, the Selection Committee's recommendation shall be presented to the Town Council at a duly noticed public meeting. It is anticipated that the Town Council will award continuing contracts to the Proposer(s) that submits the best overall proposal(s), based on the Town Council's determination of the Town 's best interests and the best overall value for the Town. The Town Council shall have the exclusive authority to select the best overall proposal(s) and make any determinations concerning the responsiveness of the Proposers, the value of their proposals, the Proposers' respective abilities to satisfactorily perform the work specified in the Town 's RFQ, and all other related matters. After the Town Council selects the Successful Proposer(s), the Successful Proposer(s) and the Town's designated representative shall execute the Agreement(s). **It is anticipated that the Town could award Continuing Contracts to multiple Proposers.**

* 1. Legal Requirements

Each Proposer must comply with all federal, state, and local laws, ordinances, rules and regulations that are applicable to this RFQ and the work to be performed under the Agreement. The Proposer's lack of knowledge about the Applicable Law shall not be grounds for relief from such laws or constitute a defense against the enforcement of such laws.

By submitting a proposal in response to this RFQ, the Proposer represents that the Proposer is familiar with all federal, state, and local laws, ordinances, rules and regulations that are applicable to the services required under this RFQ. If a Proposer discovers any provision in this RFQ that is contrary to or inconsistent with any law, ordinance, rule, or regulation, the Proposer shall promptly report it to the Town Clerk.

* 1. Litigation Concerning the RFQ and Agreement

By submitting a proposal, the Proposer agrees that: (a) any and all legal actions necessary to interpret or enforce this RFQ or the Agreement shall be governed by the laws of the State of Florida; and (b) the exclusive venue for any litigation concerning this RFQ or the Agreement shall be the state and federal courts in and for Palm Beach County, Florida.

* 1. Public Records

Any material submitted in response to this RFQ will become a public record and shall be subject to public disclosure consistent with the Florida Public Records Law (Chapter 119, Florida Statutes), except as may be provided by the Public Records Law or other applicable state or federal law. If a Proposer contends that part of its proposal is not subject to disclosure, the Proposer shall identify specifically any information contained in the proposal that the Proposer considers confidential or otherwise exempt from disclosure under the Public Records Law, and the Proposer shall cite the specific section of the law creating the exemption for such information. The Town reserves its right to make all determinations concerning the applicability of the Florida Public Records Law to any documents submitted in response to this RFQ. The Town shall have no liability to a Proposer for the public disclosure of any material submitted to the Town in response to this RFQ.

* 1. Drug-Free Work Place

Preference shall be given to a business with a Drug-Free Work Place (DFW) program. Whenever the Town receives two (2) or more proposals that are equal with respect to price, quality, and service, the Town may give preference to a proposal received from a business that completes the attached DFW form, see “Exhibit D”, and certifies it is a DFW.

* 1. Cone of Silence

A cone of silence is hereby imposed and made applicable to this RFQ and in accordance with the "Palm Beach County Lobbyist Registration Ordinance”, a copy of which can be accessed at: [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com/), is in effect. The Proposer shall read and familiarize themselves with all of the provisions of said Ordinance, but for convenience the provisions relating to the Cone of Silence have been summarized here. "Cone of Silence" means a prohibition on any non-written communication regarding this RFQ between any Proposer or Proposer’s representative and any Town of Mangonia Park employee. The Cone of Silence is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, and contract negotiations during any public meeting. The Cone of Silence shall terminate at the time that the Town of Mangonia Park Council awards or approves an agreement, rejects all proposals or otherwise takes action which ends the solicitation process. A Proposer’s representative shall include, but not be limited to, the Proposer’s employee, partner, officer, director or consultant, lobbyist, or any, actual or potential subcontractor or consultant of the Proposer.

* 1. Lobbying

All Proposers are advised that the Town falls under the Palm Beach County Lobbyist Registration Ordinance and all Proposers must comply with that ordinance. Any violation of this requirement may cause the Proposer to be disqualified and prohibited from participating further in the RFQ process.

* 1. Prohibition on Scrutinized Companies

As provided in Section 287.135, Florida Statutes, by entering into any agreement with the Town, or performing any work in furtherance hereof, the Successful Proposer/Consultant certifies that Consultant and Consultant's affiliates, suppliers and subcontractors that will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes. If the Town determines, using credible information available to the public, that a false certification has been submitted by the Successful Proposer/Contractor, the Town's Agreement may be terminated and a civil penalty equal to the greater of $2 million or twice the amount of the Agreement shall be imposed, pursuant to Section 287.135, Florida Statutes.

* 1. Cost of Proposal Preparation

The Proposer assumes all risks and expenses associated with the preparation and submittal of a proposal in response to this RFQ. The Town shall not be liable for any expenses incurred by the Proposer when responding to this RFQ, including but not limited to the cost of making presentations to the Town.

* 1. Inspector General

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General’s authority includes but is not limited to the power to review past, present and proposed municipal contracts, transactions and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of Local Government, its officers, agents, employees, and lobbyists in compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second-degree misdemeanor.

* 1. Reserved.
  2. Non-collusion

Proposer certifies that this proposal is made without prior understanding, agreement, or connection with any individual, firm, partnership, corporation or other entity submitting a proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted with, prior to, or after any delivery of material or provisions of services. Any violation of this provision may result in contract cancellation, return of materials or discontinuation of services, and the possible inability of Proposer to bid on future projects.

* 1. Code of Ethics

If any Proposer violates or is a party to a violation of the Code of Ethics of the Town, Palm Beach County, and/or of the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this RFQ or from furnishing the goods or services for which this RFQ is submitted and may be further disqualified from bidding on any future RFQ’s for work or for goods or services for the Town.

* 1. Conflict of Interest

The award is subject to any and all applicable conflict of interest provisions found in the policies or Code of Ordinances of the Town, the Palm Beach County Code of Ethics, and found in the Florida Statutes. All Proposers must complete the Conflict of Interest Form attached hereto as “Exhibit C”.

# THE SUBMITTAL PACKAGE:

The RFQ is designed to provide the necessary information about your firm. RFQ packages shall include one (1) original, six (6) copies, and an electronic .pdf copy on a CD or thumb drive. Each submittal must include the attached checklist labeled “Exhibit A”. This checklist must appear immediately after the cover letter. To ensure that all submittals can be evaluated on an equitable and equal basis, the RFQ requires each respondent to provide the requested information in a prescribed format and organization that excludes supplemental materials. Any supplemental information included with the response must appear **after** the required materials and tabbed “Additional RFQ Information”, or under separate cover. The submittal package should be organized as listed below with one tab for each item.

The submittal package must be organized in the following manner:

* 1. Cover Letter (Please address firm’s resources, personnel availability and commitment in cover letter.)
  2. This Checklist (Exhibit A)
  3. Firm/Team organizational chart which includes:
     1. Individuals Name and Position
     2. Name of Firm
     3. Clear designation of one (1) person who will be the main authorized contact for the respondent
  4. Firm description (Include Exhibit B)
  5. Key Staffing (Name, Title and years with firm only. **Do not include a resume here.** All resumes, if included, should be included under “Additional RFQ Information” tab.)
  6. Project Management. Describe project management approaches to address: communication needs of the team, how key decisions will be made, how conflicts will be resolved, how schedule and budget will be managed and the accessibility and responsiveness to Town staff.
  7. Conflict of Interest (Include Exhibit C)
  8. Drug Free Workplace (Include Exhibit D)

One (1) original, six (6) copies, and an electronic .pdf copy on a CD or thumb drive of the RFQ must be received in the office of the Town Clerk, Town Hall, 1755 East Tiffany Drive, Mangonia Park, FL 33407, **no later than by than 10:00 A.M. EST time on February 28, 2023**, at which time a list of respondents will be made public.

In accordance with the ADA, this document may be requested in an alternate format.

# EVALUATION AND SCORING:

Selection will be in accordance with the Consultant’s Competitive Negotiations Act, as amended, Section 287.055, Florida Statutes. The selection process consists of evaluation and scoring by the Selection Committee, as appointed by the Town Manager. Each category will be scored and when the scores awarded for all categories are totaled, the scores will be tabulated and added to achieve the Total Points and Weighted Score awarded to each firm. Both criteria will be used to rank each firm 1,2,3,4, etc. The ranking of each firm will be tabulated from each Committee Member and combined with other Committee Members to determine the total score and weighted score for the firm.

* 1. Firm experience in Palm Beach County with local government agencies.
  2. Firm’s personnel qualifications.
  3. Firm’s approach to project management.
  4. Firm’s resources, personnel availability and commitment.

Failure to respond to all the items listed above will result in a lower overall score and may hinder your chances of being selected.

The Scoring Criteria is made up of the categories above that collectively represent a Grand Total Point Value of 100 points, as described herein. The points indicated below as "Points Possible" are the maximum that can be allocated for each category. The point value shall be the basis of establishing a finalist list of the top ranking RFQ submittals.

**Firm’s Experience in Palm Beach County with Local Government Agencies**: The firm will be expected to demonstrate its experience with other local governments. Particular attention should be given to projects completed with other local government agencies in Palm Beach County, and those of a similar size and composition as the Town of Mangonia Park.

**Firm’s Personnel Qualifications:** The firm shall name the actual Project Manager assigned to the Town and other key staff to be assigned to projects, describe their ability and experience and indicate the function of each individual within the organization and their proposed role on Town projects.

**Firm’s Approach to Project Management:** The firm shall detail their approach to be utilized in managing projects including, but not limited to, coordination with other governmental agencies as well as the accessibility and responsiveness to Town staff.

**Firm’s Resources, Personnel Availability and Commitment:** The firm shall demonstrate a commitment to ensuring the Town’s interests are met by completing projects on time and within budget. The firm must also demonstrate flexibility to complete projects per the Town’s specifications.

|  |  |
| --- | --- |
| **EVALUATION CATEGORIES** | **POINTS POSSIBLE** |
| Firm's experience in Palm Beach County with local government agencies | 30 |
| Firm’s personnel qualifications | 20 |
| Firm’s approach to project management | 30 |
| Firm’s resources, personnel availability and commitment | 20 |
| **GRAND TOTAL OF POINTS** | **100 POINTS** |

If you have any questions concerning the RFQ Package or these instructions, please submit your questions in writing or email only to Town Clerk, 1755 East Tiffany Drive, Mangonia Park, Florida, 33407. Email [salbury@tompfl.com.](mailto:salbury@townofmangoniapark.com.)

# AWARD OF CONTRACT

Based on final rankings resulting from the above described process, the Selection Committee will make a recommendation to the Town Council for the award of a contract or contracts. **It is anticipated that the Town could award Continuing Contracts to multiple Proposers.**

The Town intends to initially award one (1) three-year (3 yr.) contract with an option to renew annually for additional three-year (1yr.) renewals.

EXHIBIT A

CONSULTANT CHECKLIST

Note:

1. This Exhibit must be included in RFQ immediately after the cover letter.
2. RFQ Package must be put together in order of this checklist.
3. Any supplemental materials must appear after those listed below and tabbed “Additional RFQ Information”

|  |  |  |
| --- | --- | --- |
|  | Cover letter |  |
| Copy of this Check List (Exhibit A) |
| Firm/Team Organizational Chart |
| Firm’s Description(s) (Include Exhibit B) |
| Key Staffing (Name, title and years with firm only. **Do not include a resume here.** | All |
| resumes, if included, should be included under “Additional RFQ Information” tab.) |  |
| Approach to Project Management |  |
|  | Conflict of Interest Statement (Exhibit C) |  |
|  | Drug Free Workplace Form (Exhibit D) |  |

EXHIBIT B

ACKNOWLEDGEMENT OF BUSINESS TYPE AND INSURANCE

1. SUBMITTING FIRM NAME:
2. TYPE OF FIRM:

CORPORATION INDIVIDUAL OTHER

1. IF CORPORATION, COMPLETE THE FOLLOWING:
   1. Date Incorporated:
   2. State Incorporated:
   3. Date Authorized in Florida:
   4. President:
   5. Vice President:
2. IF PARTNERSHIP, COMPLETE THE FOLLOWING:
   1. Date Organized:
   2. Type: General Limited
   3. Name of Partners:
3. SECRETARY OF STATE'S CHARTER NUMBER: (Attach Copy)
4. FLORIDA STATE BOARD OF PROFESSIONAL ENGINEERING REGISTRATION NUMBER: (DATE: Attach Copy)
5. FEDERAL EMPLOYERS IDENTIFICATION NUMBER:
6. PROFESSIONAL LIABILITY INSURANCE? YES IF YES, ANSWER THE FOLLOWING:

NO

* 1. Policy Number:
  2. Company Name:
  3. Amount:
  4. Expiration Date:

EXHIBIT C

CONFLICT OF INTEREST STATEMENT

This Request for Qualifications is subject to the conflict of interest provisions of the policies and Code of Ordinances of the Town of Mangonia Park, the Palm Beach County Code of Ethics, and the Florida Statutes. The Proposer shall disclose to the Town any possible conflicts of interests. The Proposer’s duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of the Town.

CHECK ALL THAT APPLY.

[ ] To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ due to any other clients, contracts, or property interests.

[ ] To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ as set forth in the policies and Code of Ordinances of the Town of Mangonia Park, as amended from time to time.

[ ] To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ as set forth in the Palm Beach County Code of Ethics, as amended from time to time.

[ ] To the best of our knowledge, the undersigned business has no potential conflict of interest for this RFQ as set forth in Chapter 112, Part III, Florida Statutes, as amended from time to time.

IF ANY OF THE ABOVE STATEMENTS WERE NOT CHECKED, the undersigned business, by attachment to this form, shall submit information which may be a potential conflict of interest due to any of the above-listed reasons or otherwise.

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, IF ONE IS ENTERED INTO.

COMPANY OR INDIVIDUAL NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE, IF A COMPANY

EXHIBIT D

CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two (2) or more bids are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement on behalf of , I certify that complies fully with the above requirements.

Authorized Representative’s Signature Date

Name Position