



# REQUEST FOR QUALIFICATIONS (RFQ)

**FOR PLANS REVIEW AND INSPECTION SERVICES TO PROVIDE  
PROFESSIONAL SERVICES FOR THE BUILDING DEPARTMENT**

**RFQ No. 2015-BZ01**

**RFQ ISSUANCE DATE: JANUARY 16, 2015**

**STATEMENTS OF QUALIFICATIONS DUE: JANUARY 28, 2015**

**ISSUED BY:**

**CITY OF FLORIDA CITY  
404 WEST PALM DRIVE  
FLORIDA CITY, FLORIDA 33034**

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**SECTION 0200**

**INSTRUCTIONS TO RESPONDENTS & GENERAL CONDITIONS**

**1.GENERAL.** This Request for Qualifications (RFQ) is issued by the City of Florida City, Florida (the “City”), as the means for prospective Proposer to submit their qualifications, proposed scope of work and Statement of Qualifications (the “response”) to the City for the City’s consideration as an option in achieving the required scope of services and requirements as noted herein. All documents released in connection with this solicitation, including all appendixes and addenda, whether included herein or released under separate cover, comprise the solicitation, and are complementary to one another and together establish the complete terms, conditions and obligations of the Proposer and, subsequently, the successful proposer(s) (the “contractor[s]”) if this RFQ results in an award.

**2.PURPOSE.** The City of Florida City is accepting Statement of Qualifications for Professional Building Inspection, Plans Review Services in various disciplines for the City of Florida City Building Department. The RFQ seeks responses from firms employing staff with qualifications in the following specialized areas: Building Inspector; Roofing Inspector; Electrical Inspector; Plumbing Inspector; Mechanical Inspector; Building Plans Examiner; Electrical Plans Examiner; Plumbing Plans Examiner; Mechanical Plans Examiner; Structural Plans Examiner.

The firms awarded under this RFQ shall provide professional building inspection and plans review services on an “as-needed basis” and an “on-going basis” for the Building Department. The price and terms for the contracts will be negotiated after City Commission approves authorization to negotiate. Each proposed contract shall be for a two (2) year term, with two (2) one-year renewal options at the City’s option.

**NOTE TO ANY FIRMS PROVIDING PRIVATE PROVIDER SERVICES IN THE CITY OF FLORIDA CITY TO PRIVATE CLIENTS:** Proposers selected under this RFQ will not be able to perform Private Provider Inspections and Plans Review services for private clients in the City of Florida City for the duration of the contract with the City of Florida City. Responders must provide a statement indicating that the Responder understands and accepts this requirement and either does not provide Private Provider services in the City of Florida City or will divest itself of all such services at the time it is selected.

**NOTE:** Firms selected under this RFQ may not sell or transfer their interests in this agreement to any other parties without the express written approval of the City of Florida City. Any unauthorized sale or transfer of interests will result in the immediate termination of the Agreement.

This RFQ is issued pursuant to Chapter 287.055, Florida Statutes, the Consultants Competitive Negotiations Act (CCNA).

**3.SOLICITATION TIMETABLE.** The tentative schedule for this solicitation is as follows:

Solicitation Issued	January 16, 2015
Responses Due	January 28, 2015 @ 3:00 PM
Evaluation Committee Review	TBD
Proposer Presentations	TBD
Tentative Commission Approval Authorizing Negotiations	TBD
Contract Negotiations	Following Commission Approval

**4.PROCUREMENT CONTACT.** Any questions or clarifications concerning this solicitation shall be submitted to the City Clerk's Office, Jennifer Evelyn, via e-mail at flacityclerk@aol.com or facsimile: 305-242-8133. The Response title/number shall be referenced on all correspondence. All questions or requests for clarification must be received no later than seven (7) calendar days prior to the date Statement of Qualifications are due as scheduled in Section 0200-3. All responses to questions/clarifications will be sent to all prospective Proposers in the form of an addendum.

Procurement Contact:  
Jennifer Evelyn

Telephone:  
305-247-8221

Email:  
flacityclerk@aol.com

**5.PRE-STATEMENTS OF QUALIFICATIONS MEETING OR SITE VISIT(S).** Only if deemed necessary by the City, a pre-proposal meeting or site visit(s) may be scheduled.

**6.PRE-STATEMENTS OF QUALIFICATIONS INTERPRETATIONS.** Oral information or responses to questions received by prospective Proposer are not binding on the City and will be without legal effect, including any information received at pre-submittal meeting or site visit(s).

Any communication or inquiry in reference to this solicitation with any City employee or City official is strictly prohibited with the of exception communications with the Procurement Director, or his/her administrative staff responsible for administering the procurement process for this solicitation providing said communication is limited to matters of process or procedure regarding the solicitation. Communications regarding this solicitation are to be submitted in writing to the City Clerk, Jennifer Evelyn, via email at [flacityclerk@aol.com](mailto:flacityclerk@aol.com) or facsimile: 305-242-8133.

**7. POSTPONEMENT OF DUE DATE FOR RECEIPT OF QUALIFICATIONS.** The City reserves the right to postpone the deadline for submittal of Statement of Qualifications and will make a reasonable effort to give at least three (3) calendar day's written notice of any such postponement to all prospective Proposers.

**8. PROTESTS.** Protests concerning the specifications, requirements, and/or terms; or protests after the proposal due date shall be barred. Protests not submitted within 3 days of a decision by the City shall be barred.

(1) **DETERMINATION OF AWARD.** The final ranking results of Step 1 & 2 outlined in Section V, Evaluation of Statement of Qualifications, will be considered by Mayor who may recommend to the City Commission the proposer(s) s/he deems to be in the best interest of the City or may recommend rejection of all Statement of Qualifications. The Mayor's recommendation need not be consistent with the scoring results identified herein.

The City Commission shall consider the Mayor's recommendation and may approve such recommendation. The City Commission may also, at its option, reject the Mayor's recommendation and select another Proposer (s) which it deems to be in the best interest of the City, or it may also reject all Statement of Qualifications. Upon approval of selection by the City Commission, negotiations between the City and the selected Proposer (s) will take place to arrive at a mutually acceptable Agreement, including cost of services.

**9. ACCEPTANCE OR REJECTION OF RESPONSES.** The City reserves the right to reject any or all Statement of Qualifications prior to award. Reasonable efforts will be made to either award the Contract or reject all Statement of Qualifications within one-hundred twenty (120) calendar days after Statement of Qualifications opening date. A proposer may not withdraw its Statement of Qualifications unilaterally before the expiration of one hundred and twenty (120) calendar days from the date of Statement of Qualifications opening.

**10. PROPOSER'S RESPONSIBILITY.** Before submitting a Statement of Qualifications, each Proposer shall be solely responsible for making any and all investigations, evaluations, and examinations, as it deems necessary, to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements, and/or failure to make such evaluations, investigations, and examinations, will not relieve the Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract, and will not be accepted as a basis for any subsequent claim whatsoever for any monetary consideration on the part of the Proposer.

**11. COSTS INCURRED BY RESPONDENTS.** All expenses involved with the preparation and submission of Statement of Qualifications, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the Proposer, and shall not be reimbursed by the City.

**12. RELATIONSHIP TO THE CITY.** It is the intent of the City, and Proposals hereby acknowledge and agree, that the successful Proposer is considered to be an independent contractor, and that neither the Proposer, nor the Proposer's employees, agents, and/or contractors, shall, under any circumstances, be considered employees or agents of the City.

**13.TAXES.** The City of Florida City is exempt from all Federal Excise and State taxes.

**14.MISTAKES.** Proposals are expected to examine the terms, conditions, specifications, delivery schedules, proposed pricing, and all instructions pertaining to the goods and services relative to this RFQ. Failure to do so will be at the Proposer's risk and may result in the Statement of Qualifications being non-responsive.

**15.PAYMENT.** Payment will be made by the City after the goods or services have been received, inspected, and found to comply with contract, specifications, free of damage or defect, and are properly invoiced. Invoices must be consistent with Purchase Order format.

**16.PATENTS & ROYALTIES.** Proposer shall indemnify and save harmless the City of Florida City, Florida, and its officers, employees, contractors, and/or agents, from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Florida City, Florida. If the proposer uses any design, device or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**17.MANNER OF PERFORMANCE.** Proposer agrees to perform its duties and obligations in a professional manner and in accordance with all applicable Local, State, County, and Federal laws, rules, regulations and codes. Lack of knowledge or ignorance by the proposer with/of applicable laws will in no way be a cause for relief from responsibility. Proposer agrees that the services provided shall be provided by employees that are educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish to the City any and all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Proposer further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this contract. Failure of proposer to comply with this paragraph shall constitute a material breach of this contract.

Where contractor is required to enter or go on to City of Florida City property to deliver materials or perform work or services as a result of any contract resulting from this solicitation, the contractor will assume the full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance, and assure all work complies with all applicable laws. The contractor shall be liable for any damages or loss to the City occasioned by negligence of the proposer, or its officers, employees, contractors, and/or agents, for failure to comply with applicable laws.

**18.ANTI-DISCRIMINATION.** The proposer certifies that he/she is in compliance with non- discrimination laws, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin.

**19.DEMONSTRATION OF COMPETENCY.**

- A. Pre-award inspection of the Proposer's facility may be made prior to the award of contract.
- B. Statement of Qualifications will only be considered from firms which are regularly engaged in the business of providing the goods and/or services as described in this solicitation.
- C. Proposals must be able to demonstrate a good record of performance for a reasonable period of time, and have sufficient financial capacity, equipment, and organization to ensure that they can satisfactorily perform

the services if awarded a contract under the terms and conditions of this solicitation.

- D. The terms "equipment and organization", as used herein shall, be construed to mean a fully equipped and well established company in line with the best business practices in the industry, and as determined by the City of Florida City.
- E. The City may consider any evidence available regarding the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience), in making an award that is in the best interest of the City.
- F. The City may require proposer to show proof that they have been designated as authorized representatives of a manufacturer or supplier, which is the actual source of supply. In these instances, the City may also require material information from the source of supply regarding the quality, packaging, and characteristics of the products to be supply to the City.

**20.ASSIGNMENT.** The successful proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, including any or all of its right, title or interest therein, or his/her or its power to execute such contract, to any person, company or corporation, without the prior written consent of the City.

**21.LAWS, PERMITS AND REGULATIONS.** The proposer shall obtain and pay for all licenses, permits, and inspection fees required to complete the work and shall comply with all applicable laws.

**22.DISPUTES.** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:

- G. Any contract or agreement resulting from the award of this solicitation; then
- H. Addendum issued for this solicitation, with the latest Addendum taking precedence; then
- I. The solicitation; then
- J. The proposer's proposal in response to the solicitation.

**23. INDEMNIFICATION.** The contractor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorney's fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of the agreement by the contractor or its employees, agents, servants, partners, principals or subcontractors. The contractor shall pay all claims and losses in connection therewith, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may be incurred thereon. The contractor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the contractor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided. The above indemnification provisions shall survive the expiration or termination of this Agreement.

**24.CONTRACT EXTENSION.** The City reserves the right to require the Contractor to extend contract past the stated termination date for a period of up to 120 days in the event that a subsequent contract has not yet been awarded. Additional extensions past the 120 days may occur as needed by the City and as mutually agreed upon by the City and the contractor.

**25.FLORIDA PUBLIC RECORDS LAW.** Proposals are hereby notified that all Responses including, without limitation, any and all information and documentation submitted therewith, are exempt from public records requirements under Section 119.07(1), Florida Statutes, and s. 24(a), Art. 1 of the State

Constitution until such time as the City provides notice of an intended decision or until thirty (30) days after opening of the proposals, whichever is earlier. Additionally, Contractor agrees to be in full compliance with Florida Statute 119.0701 including, but not limited to, agreement to (a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the services; (b) provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law; (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

**26.MODIFICATION/WITHDRAWALS OF QUALIFICATIONS.** A Proposer may submit a modified Statement of Qualifications to replace all or any portion of a previously submitted Statement of Qualifications up until the Statement of Qualifications due date and time. Modifications received after the Statement of Qualifications due date and time will not be considered. Statement of Qualifications shall be irrevocable until contract award unless withdrawn in writing prior to the Statement of Qualifications due date, or after expiration of **120** calendar days from the opening of Statement of Qualifications without a contract award. Letters of withdrawal received after the Statement of Qualifications due date and before said expiration date, and letters of withdrawal received after contract award will not be considered.

**27.EXCEPTIONS TO RFQ.** Proposals must clearly indicate any exceptions they wish to take to any of the terms in this RFQ, and outline what, if any, alternative is being offered. All exceptions and alternatives shall be included and clearly delineated, in writing, in the Statement of Qualifications. The City, at its sole and absolute discretion, may accept or reject any or all exceptions and alternatives. In cases in which exceptions and alternatives are rejected, the City shall require the Proposer to comply with the particular term and/or condition of the RFQ to which Proposer took exception to (as said term and/or condition was originally set forth on the RFQ).

**28.ACCEPTANCE OF GIFTS, FAVORS, SERVICES.** Proposals shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City, for the purpose of influencing consideration of this Statement of Qualifications.

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**SECTION 0300**

**SUBMITTAL INSTRUCTIONS AND FORMAT**

**1. SEALED RESPONSES.** One original Statement of Qualifications (preferably in 3-ring binder) must be submitted in an opaque, sealed envelope or container on or before the due date established for the receipt of proposals. Additionally, two (2) bound copies and one (1) electronic format (CD or USB format) are to be submitted. The following information should be clearly marked on the face of the envelope or container in which the proposal is submitted: solicitation number, solicitation title, proposer name, proposer return address. Statement of Qualifications received electronically, either through email or facsimile, are not acceptable and will be rejected.

**2. LATE RESPONSES.** Statements of Qualifications are to be received on or before the due date established herein for the receipt of Responses. **Any Responses received after the deadline established for receipt of Statement of Qualifications will be considered late and not be accepted or will be returned to proposer unopened.** The City does not accept responsibility for any delays, natural or otherwise.

**3. STATEMENTS OF QUALIFICATIONS FORMAT.** In order to maintain comparability, facilitate the review process and assist the Evaluation Committee in review of Statement of Qualifications, it is strongly recommended that Statement of Qualifications be organized and tabbed in accordance with the sections and manner specified below. Hard copy submittal should be tabbed as enumerated below and contain a table of contents with page references. Electronic copies should also be tabbed and contain a table of contents with page references. Statement of Qualifications that do not include the required information will be deemed non-responsive and will not be considered.

<b>TAB 1</b>	<b>Cover Letter &amp; Minimum Qualifications Requirements</b>
<p><b>1.1 Cover Letter and Table of Contents.</b> The cover letter must indicate Proposer and Proposer Primary Contact for the purposes of this solicitation.</p> <p><b>1.2 Response Certification, Questionnaire &amp; Requirements Affidavit (Appendix A).</b> Attach Appendix A fully completed and executed.</p> <p><b>1.3 Minimum Qualifications Requirements.</b> Submit verifiable information documenting compliance with the minimum qualifications requirements <b>established in Appendix C</b>, Minimum Requirements and Specifications.</p> <p><b>1.4</b> This RFQ is issued pursuant to Chapter 287.055, Florida Statutes, the Consultants Competitive Negotiations Act (CCNA).</p>	

<b>TAB 2</b>	<b>Experience &amp; Qualifications</b>
<p><b>2.1 Qualifications of Proposing Firm.</b> Submit detailed information regarding the firm's history and relevant experience and proven track record of providing the scope of services similar as identified in this solicitation, including experience in providing similar scope of services to public sector agencies. This experience should include at least ten (10) years with government agencies in Miami-Dade County. For each project that the proposer submits as evidence of similar experience, the following is required: project description, agency name, agency contact, contact telephone &amp; email, and year(s) and term of engagement.</p>	

**2.2 Qualifications of Project Manager.** Submit detailed and verifiable information regarding the Project Manager which demonstrates at least five (5) years' experience acting in said capacity in Miami-Dade County.

**2.3 Qualifications of Proposer's Inspectors/Examiners/Reviewers.** Submit verifiable evidence, which shall include resumes, copies of licenses and certifications, for the Proposer's employees under the Areas of Specialization / Building Trades listed in Appendix C, sub-section C.2 of the RFQ. It's encouraged that Firms who have several professional trades specializations in-house, provide their qualifications and experienced for every discipline that is listed in Appendix C, sub-section C.2 of the RFQ.

1. Provide an organizational chart of all personnel and consultants to be used on this project, their qualifications, and their relationship to the proposer. A resume of each individual, including education, experience, and any other pertinent information shall be included for each team member to be assigned to this project.
2. Respondent must provide documentation which demonstrates their ability to satisfy all of the minimum qualifications requirements.
3. The Consultant shall be licensed by the State of Florida Department of Professional Regulation to provide the services required under this RFQ.

**TAB 3      Approach and Methodology**

Submit detailed information on how proposer plans to accomplish the required scope of services, including detailed information, as applicable, which addresses, but need not be limited to: implementation plan, project timeline, phasing options, testing and risk mitigation options for assuring project is implemented on time and within budget.

**Note:** After proposal submittal, the City reserves the right to require additional information from Proposer (or proposer team members or sub-consultants) to determine: qualifications (including, but not limited to, litigation history, regulatory action, or additional references); and financial capability (including, but not limited to, annual reviewed/audited financial statements with the auditors notes for each of their last two complete fiscal years).

**SECTION 0400**

**STATEMENTS OF QUALIFICATIONS EVALUATION**

**1. Evaluation Committee.** An Evaluation Committee, appointed by the Mayor, shall meet to evaluate each Statement of Qualifications in accordance with the requirements set forth in the solicitation. If further information is desired, Proposals may be requested to make additional written submissions of a clarifying nature or oral presentations to the Evaluation Committee. The evaluation of Statement of Qualifications will proceed in a two-step process as noted below. It is important to note that the Evaluation Committee will score the qualitative portions of the Statement of Qualifications only. The Evaluation Committee does not make an award recommendation to the City Manager. The results of Step 1 Evaluations will be forwarded to the Mayor who will utilize the results to make a recommendation to the City Commission.

**2. Evaluation.** The first step will consist of the qualitative criteria listed below to be considered by the Evaluation Committee. An Evaluation Committee, appointed by the Mayor, shall meet to evaluate each Statement of Qualifications in accordance with the qualifications criteria established below for Step 1, Qualitative Criteria. In doing so, the Evaluation Committee may:

- Review and score all Statement of Qualifications received, with or without conducting interview sessions; or
- Review all Statement of Qualifications received and short-list one or more Proposer to be further considered during subsequent interview session(s) (using the same criteria).

Step 1 - Qualitative Criteria	Maximum Points
<ul style="list-style-type: none"><li>• Qualifications of Firm and Key Personnel &amp; Financial Capability</li><li>• Understanding of the Project/Project Approach</li><li>• Prior Work History as a Team</li><li>• Willingness to meet time and budget requirements as demonstrated by past performance</li><li>• Certified disadvantage business enterprise (DBE)</li><li>• Recent, current, and projected workload of the Firm</li><li>• The Volume of work previously awarded to each Firm by the City</li></ul>	<p><b>100</b> Maximum Total for all Factors</p>
<b>TOTAL AVAILABLE STEP 1 POINTS</b>	<b>100</b>

# APPENDIX A

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## Response Certification, Questionnaire & Requirements Affidavit

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### **RFQ 2015-BZ01**

### Plans Review and Inspection Services

City of Florida City  
Florida City, Florida 33034

Solicitation No: RFQ 2015-BZ01	Solicitation Title: Plans Review and Inspections Services	
Procurement Contact: Jennifer Evelyn, City Clerk	Tel: 305-247-8221	Email: flacityclerk@aol.com

**STATEMENTS OF QUALIFICATIONS CERTIFICATION, QUESTIONNAIRE & REQUIREMENTS AFFIDAVIT**

**Purpose:** The purpose of this Response Certification, Questionnaire and Requirements Affidavit Form is to inform prospective Proposals of certain solicitation and contractual requirements, and to collect necessary information from Proposals in order that certain portions of responsiveness, responsibility and other determining factors and compliance with requirements may be evaluated. **This Statement of Qualifications Certification, Questionnaire and Requirements Affidavit Form is a REQUIRED FORM that must be submitted fully completed and executed.**

1. General Proposer Information.

FIRM NAME:		No of Employees
No of Years in Business:	No of Years in Business Locally:	
OTHER NAME(S) PROPOSER HAS OPERATED UNDER IN THE LAST 10 YEARS:		
FIRM PRIMARY ADDRESS (HEADQUARTERS):		
CITY:		
STATE:	ZIP CODE:	
TELEPHONE NO.:		
TOLL FREE NO.:		
FAX NO.:		
FIRM LOCAL ADDRESS:		
CITY:		
STATE:	ZIP CODE:	
PRIMARY ACCOUNT REPRESENTATIVE FOR THIS ENGAGEMENT:		
ACCOUNT REP TELEPHONE NO.:		
ACCOUNT REP TOLL FREE NO.:		
ACCOUNT REP EMAIL:		
FEDERAL TAX IDENTIFICATION NO.:		

The City reserves the right to seek additional information from proposer or other source(s), including but not limited to: any firm or principal information, applicable licensure, resumes of relevant individuals, client information, financial information, or any information the City deems necessary to evaluate the capacity of the proposer to perform in accordance with contract requirements.

1. **Conflict Of Interest.** All Proposals must disclose, in their Statement of Qualifications, the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Florida City. Further, all Proposals must disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates.

**SUBMITTAL REQUIREMENT:** Proposals must disclose the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the City of Florida City. Proposals must also disclose the name of any City employee who owns, either directly or indirectly, an interest of ten (10%) percent or more in the Proposer entity or any of its affiliates

2. **Litigation History.** Respondent shall submit a statement of any litigation or regulatory action that has been filed against your firm(s) in the last five years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. If “No” litigation or regulatory action has been filed against your firm(s), please provide a statement to that effect. **Truthful and complete answers to this question may not necessarily disqualify a firm from consideration but will be a factor in the selection process. Untruthful, misleading or false answers to this question shall result in the disqualification of the firm for this project.**

**SUBMITTAL REQUIREMENT:** Prime Respondent shall submit history of litigation or regulatory action filed against respondent, or any respondent team member firm, in the past ten (10) years. If Respondent has no litigation history or regulatory action in the past 10 years, submit a statement accordingly.

3. **References & Past Performance.** Proposer shall submit at least three (3) references for whom the proposer has completed work similar in size and nature as the work referenced in solicitation.

**SUBMITTAL REQUIREMENT:** For each reference submitted, the following information is required: 1) Firm Name, 2) Contact Individual Name & Title, 3) Address, 4) Telephone, 5) Contact’s Email and 6) Narrative on Scope of Services Provided.

4. **Suspension, Debarment or Contract Cancellation.** Has proposer ever been debarred, suspended or other legal violation, or had a contract cancelled due to non-performance by any public sector agency?

YES       NO

**SUBMITTAL REQUIREMENT:** If answer to above is “YES,” Proposer shall submit a statement detailing the reasons that led to action(s).

5. **Public Entity Crimes.** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a proposal, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals, Statement of Qualifications, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. [287.017](#) for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

**SUBMITTAL REQUIREMENT:** No additional submittal is required. By virtue of executing this affidavit document, proposer agrees with the requirements of Section 287.133, Florida Statutes, and certifies it has not been placed on convicted vendor list.

6. **Acknowledgement of Addendum.** After issuance of solicitation, the City may release one or more addendum to the solicitation which may provide additional information to Proposer or alter solicitation requirements. The City will strive to reach every Proposer having received solicitation. However, Proposers are solely responsible for assuring they have received any and all addendum issued pursuant to solicitation. This Acknowledgement of Addendum section certifies that the Proposer has received all addendum released by the City pursuant to this solicitation. Failure to obtain and acknowledge receipt of all addenda may result in proposal disqualification.

Initial to Confirm Receipt	Initial to Confirm Receipt
Addendum 1	Addendum 6
Addendum 2	Addendum 7
Addendum 3	Addendum 8
Addendum 4	Addendum 9
Addendum 5	Addendum 10

If additional confirmation of addendum is required, submit under separate cover.

## **DISCLOSURE AND DISCLAIMER SECTION**

The solicitation referenced herein is being furnished to the recipient by the City of Florida City (the "City") for the recipient's convenience. Any action taken by the City in response to Statement of Qualifications made pursuant to this solicitation, or in making any award, or in failing or refusing to make any award pursuant to such Statement of Qualifications, or in cancelling awards, or in withdrawing or cancelling this solicitation, either before or after issuance of an award, shall be without any liability or obligation on the part of the City.

In its sole discretion, the City may withdraw the solicitation either before or after receiving Statement of Qualifications, may accept or reject Statement of Qualifications, and may accept Statement of Qualifications which deviates from the solicitation, as it deems appropriate and in its best interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting Statement of Qualifications in response to this solicitation.

Following submission of Statement of Qualifications, the applicant agrees to deliver such further details, information and assurances, including financial and disclosure data, relating to the Statement of Qualifications and the applicant including, without limitation, the applicant's affiliates, officers, directors, shareholders, partners and employees, as requested by the City in its discretion.

The information contained herein is provided solely for the convenience of prospective Proposals. It is the responsibility of the recipient to assure itself that information contained herein is accurate and complete. The City does not provide any assurances as to the accuracy of any information in this solicitation.

Any reliance on these contents, or on any permitted communications with City officials, shall be at the recipient's own risk. Proposals should rely exclusively on their own investigations, interpretations, and analyses. The solicitation is being provided by the City without any warranty or representation, express or implied, as to its content, its accuracy, or its completeness. No warranty or representation is made by the City or its agents that any Statement of Qualifications conforming to these requirements will be selected for consideration, negotiation, or approval.

The City shall have no obligation or liability with respect to this solicitation, the selection and the award process, or whether any award will be made. Any recipient of this solicitation who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer, is totally relying on this Disclosure and Disclaimer, and agrees to be bound by the terms hereof. Any Statement of Qualifications submitted to the City pursuant to this solicitation are submitted at the sole risk and responsibility of the party submitting such Statement of Qualifications.

This solicitation is made subject to correction of errors, omissions, or withdrawal from the market without notice. Information is for guidance only, and does not constitute all or any part of an agreement.

The City and all Proposals will be bound only as, if and when a Statement of Qualifications, as same may be modified, and the applicable definitive agreements pertaining thereto, are approved and executed by the parties, and then only pursuant to the terms of the definitive agreements executed among the parties. Any response to this solicitation may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City.

The City is governed by the Government-in-the-Sunshine Law, and all Statement of Qualifications and supporting documents shall be subject to disclosure as required by such law. All Statement of Qualifications shall be submitted in sealed proposal form and shall remain confidential to the extent permitted by Florida Statutes, until the date and time selected for opening the responses. At that time, all documents received by the City shall become public records.

Proposals are expected to make all disclosures and declarations as requested in this solicitation. By submission of a Statement of Qualifications, the Proposer acknowledges and agrees that the City has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Statement of Qualifications, and authorizes the release to the City of any and all information sought in such inquiry or investigation. Each Proposer certifies that the information contained in the Statement of Qualifications is true, accurate and complete, to the best of its knowledge, information, and belief.

Notwithstanding the foregoing or anything contained in the solicitation, all Proposals agree that in the event of a final un-appealable judgment by a court of competent jurisdiction which imposes on the City any liability arising out of this solicitation, or any response thereto, or any action or inaction by the City with respect thereto, such liability shall be limited to \$10,000.00 as agreed-upon and liquidated damages. The previous sentence, however, shall not be construed to circumvent any of the other provisions of this Disclosure and Disclaimer which imposes no liability on the City.

In the event of any differences in language between this Disclosure and Disclaimer and the balance of the solicitation, it is understood that the provisions of this Disclosure and Disclaimer shall always govern. The solicitation and any disputes arising from the solicitation shall be governed by and construed in accordance with the laws of the State of Florida.

**PROPOSER CERTIFICATION**

I hereby certify that: I, as an authorized agent of the Proposer , am submitting the following information as my firm's proposal; Proposer agrees to complete and unconditional acceptance of the terms and conditions of this document, inclusive of this solicitation, all attachments, exhibits and appendices and the contents of any Addenda released hereto, and the Disclosure and Disclaimer Statement; proposer agrees to be bound to any and all specifications, terms and conditions contained in the solicitation, and any released Addenda and understand that the following are requirements of this solicitation and failure to comply will result in disqualification of proposal submitted; Proposer has not divulged, discussed, or compared the proposal with other Proposals and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal, inclusive of the Statement of Qualifications Certification, Questionnaire and Requirements Affidavit are true and accurate.

Name of Proposer 's Authorized Representative:	Title of Proposer 's Authorized Representative:
Signature of Proposer 's Authorized Representative:	Date:

State of FLORIDA                    )  
   )  
           County of \_\_\_\_\_)        On this \_\_\_ day of \_\_\_\_\_, 20\_\_ , personally  
   )        appeared before me \_\_\_\_\_ who  
   )        stated that (s)he is the \_\_\_\_\_  
   )        of \_\_\_\_\_, a corporation, and that the instrument was signed in behalf of  
   )        the said corporation by authority of its board of directors and acknowledged said  
   )        instrument to be its voluntary act and deed. Before me:

\_\_\_\_\_  
 Notary Public for the State of Florida  
 My Commission Expires: \_\_\_\_\_.

# APPENDIX B

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## Minimum Requirements & Specifications

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### **RFQ 2015-BZ01**

### Plans Review and Inspection Services

CITY OF FLORIDA CITY  
FLORIDA CITY, FL 33034

**C1. MINIMUM REQUIREMENTS.** The Minimum Eligibility Requirements for this solicitation are listed below. Proposer shall submit detailed verifiable information affirmatively documenting compliance with each minimum requirement. Proposals that fail to comply with minimum requirements will be deemed non-responsive and will not be considered.

- Proposer must demonstrate at least ten (10) years of experience in providing all professional trade specialization services in this RFQ to governmental entities in Miami-Dade County;
- Proposer must demonstrate that they have provided similar services to at least five (5) other governmental entities in Miami-Dade County and must present a highly qualified project team that is available on a full time and/or part time basis.
- The Project Manager must demonstrate at least five (5) years' experience acting in such a capacity, providing similar services to other governmental entities in Miami-Dade County.
- Proposer's must demonstrate that its Inspectors / Examiners / Reviewers / hold all necessary licensure as specified in the RFQ and have at least five (5) years previous experience in their field,

**C2. SCOPE OF SERVICES REQUIREMENTS.** Firms are to submit qualifications for each category, if applicable, and shall not be limited to one (1) category.

#### **1. AREAS OF SPECIALIZATION / BUILDING TRADES:**

This RFQ seeks proposals from firms employing staff with qualifications in the following building trade specialized areas. **Firms must agree to have staff available in all specialties below to work either full or part time for the City within 10 days of a request for such specialty being made by the City:**

- **Building Inspector** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);
- **Building Plans Examiner** with the State of Florida Certification & Certification for the Miami-Dade County Board of Rules and Appeals (BORA);
- **Electrical Inspector** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);
- **Electrical Plans Examiner** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA) Certification;
- **Mechanical Inspector** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);
- **Mechanical Plans Examiner** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);
- **Plumbing Inspector** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);

- **Plumbing Plans Examiner** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);
- **Roofing Inspector** with the State of Florida Certification & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);
- **Structural Plans Examiner** with the State of Florida Registration a Professional Engineer (PE) in the Structural discipline & Certification by the Miami-Dade County Board of Rules and Appeals (BORA);

## 2. TASKS:

- Conduct technical field inspections of buildings, equipment's and installations during various phases of plumbing construction, installation and operation and grant inspection approvals, if found in compliance with applicable codes and regulations, and provide written comments, if found not in compliance with applicable codes and regulations.
- Review plumbing, electrical or mechanical installation plans, specifications and materials listed for residential and commercial projects, and grant approvals, if found in compliance with applicable codes and regulations, and provide written comments, if found not in compliance with applicable codes and regulations.
- Evaluate alternate methods, procedures, materials and products for compliance with the Florida Building Code requirements, whichever is applicable, depending on the date of the application or construction.
- Approve and disapprove proposed plans in accordance with the applicable Code and other regulatory requirements and discuss disapproved items with architects, engineers, contractors and/or owner builders to obtain plan changes necessary for approval.
- Render information concerning the applicable Code and make interpretations of its contents. Make decisions as to the feasibility of deviations from the Codes under various conditions.
- Perform related work as required by the Building Department

## 3. POWERS AND DUTIES

All Inspectors/Examiners/Reviewers-proposed for service in response to this RFQ must meet all requirements for their specialties established by the Miami-Dade County Code of Ordinances, Chapter 8, Article II, where applicable, and have been certified by the Miami-Dade County Board of Rules of Appeals (BORA), where applicable.

#### 4. SUBMITTAL QUALIFICATIONS REQUIREMENT

ALL FIRMS THAT SUBMIT A PROPOSAL FOR CONSIDERATION MUST MEET THE SUBMITTAL QUALIFICATIONS REQUIREMENT AS PROVIDED BELOW. IF THE MINIMUM QUALIFICATIONS ARE NOT MET, THE CONSULTANT'S SUBMITTAL WILL BE DEEMED NON-RESPONSIVE. QUALIFICATIONS WILL BE CONSIDERED ONLY FROM CONSULTANTS THAT ARE REGULARLY ENGAGED IN THE BUSINESS OF PROVIDING THE PROFESSIONAL SPECIALIZATION SERVICES AS DESCRIBED IN THIS RFQ TO OTHER MUNICIPALITIES.

##### A. Proposing Firm's Experience:

- Indicate the Proposer's number of years of experience in providing the requested professional building trade specialization services. This experience should include at least TEN (10) years with governments in Miami-Dade County;
- List all projects undertaken in the past FIVE (5) years, describe the scope of each project in physical terms and by cost, describe the respondent's responsibilities, and provide the name and contact telephone number of an individual in a position of responsibility who can attest to respondent's activities in relation to the project. An SF 330 can suffice this request.
- Provide the name(s) of the person, within your organization who was most actively concerned with managing each project;
- List and describe all legal claims against any member of the team alleging errors and/or omissions, or any breach of professional ethics, including those settled out of court, during in the past ten (10) years.

##### B. Inspectors/Examiners/Reviewers Experience:

- Provide a comprehensive summary of the experience and qualifications of the individual(s) who are proposed and will be selected to serve as inspectors and plans examiners. Include a list of Inspectors/Examiners/Reviewers that will be made available to the City in response to this RFQ. These individuals must have a minimum of (5) five years' experience in their designated professional building trade specialization, Building, Electrical, Mechanical, etc.,
- All personnel proposed in this RFQ must meet the Minimum Qualifications in accordance with the Florida Statutes and the Code of Miami-Dade County. The Minimum Qualifications of the personnel assigned to the tasks to be performed under this RFQ are as provided earlier in this section.

**C. Previous Similar Projects:**

Please provide a list of a minimum of five (5) projects which demonstrate the individual(s) experience in providing the services under each professional building trade specialty category for Municipal Miami-Dade County government. Please provide the following information for each sample project. An SF 330 can suffice this request.

- Clients name, address, phone number, fax and/or e-Mail address.
- Description of the scope of the work.
- Month and Year the project was started and completed.
- Total cost and/or fees paid to your firm.
- Role of the firm and the responsibilities.

**D. Private Providers**

Teams selected under this RFQ will not be able to perform Private Provider Inspections and Plans Review for private clients for the duration of the contract with the City of Florida City. Please provide a statement that the Responder understands and accepts that provision and either does not provide Private Provider services in the City of Florida City or will divest itself of all such services at the time it is selected.

# APPENDIX C

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## Special Conditions

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### **RFQ 2015-BZ01**

### Plans Review and Inspection Services

City of Florida City  
Florida City, Florida 33034

## **SPECIAL CONDITIONS**

1. **TERM OF CONTRACT.** The term of the contract shall be for TWO (2) years
2. **OPTIONS TO RENEW.** Two (2) one (1) year options to renew upon written mutual agreement.
3. **PRICES.** All prices shall be negotiated with the selected PROPOSER(s).
4. **ADDITIONAL FIRMS.** The City may award a minimum of two (2) Firm's, capable of providing all trades services as requested in Appendix C, sub-section C.2 of the RFQ. In the event that there is only one (1) qualified Firm, the City will award and negotiate with the available Firm. However the City reserves the right to select additional Firm's in the event: 1) the contract awarded Firm is unable to provide the inspectors/examiners/reviewers needed; 2) it is deemed to be in the best interest of the City.

## APPENDIX D

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# Insurance Requirements

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### **RFQ 2015-BZ01**

### Plans Review and Inspection Services

City of Florida City  
Florida City, Florida 33034

## INSURANCE REQUIREMENTS PROFESSIONAL SERVICES

The provider shall furnish to the City of Florida City Building Department, 404 West Palm Drive, Florida City, Florida 33034, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- B. Commercial General Liability on a comprehensive basis in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage. **City of Florida City must be shown as an additional insured with respect to this coverage. A waiver of subrogation in favor of the City must be included.**
- C. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
- D. Professional Liability Insurance in an amount not less than \$1,000,000 with the deductible per claim, if any, not to exceed 10% of the limit of liability.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the vendor.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the City Risk Management Division.

or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

**CERTIFICATE HOLDER MUST READ:  
CITY OF FLORIDA CITY  
404 WEST PALM DRIVE  
FLORIDA CITY, FL 33034**

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

**The City of Florida City is self-insured. Any and all claim payments made from self-insurance are subject to the limits and provisions of Florida Statute 768.28, the Florida Constitution, and any other applicable Statutes.**