

**CITY OF HIALEAH
FLORIDA**

REQUEST FOR QUALIFICATIONS

**FOR GENERAL CONSULTANTS FOR ENGINEERING AND
ARCHITECTURAL SERVICES**

RFQ NO. 2009/10-9500-00-007



**SPECIFICATIONS
PREPARED BY:
WATER AND SEWERS**

**BID DOCUMENTS
PREPARED BY:
PURCHASING DIVISION**

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PUBLIC ANNOUNCEMENT

RFP 2009/10-9500-00-007

NOTICE UNDER THE CONSULTANT'S COMPETITIVE NEGOTIATION ACT: Florida Statutes: 287.055

The City of Hialeah, desires to interview engineering and architectural consultants, for competitive selection for continuing services as General Consultants for Engineering and Architectural Services to the City of Hialeah, Florida. Consultants may be assigned to the various departments of the City including but not limited to Facilities Maintenance, Parks and Recreation, Building, Zoning, Streets, Community Development and water and Sewers.

The scope of services include, but are not limited to, providing general engineering and architectural services for miscellaneous planning, design and/or construction management projects; such as roadways, drainage, structural, bridge, electrical, mechanical, traffic engineering, civil/site planning, water and sewer, pump stations, lining of sewer mains, environmental assessments and engineering, land use and zoning, architectural design and space planning, construction management, and project management. The City may also require the selected consultants to perform CEI, threshold inspections, plans review and landscaping.

A copy of the Scope of Services may be obtained at the Purchasing Office, City Hall, 501 Palm Avenue, Hialeah, Florida by calling Carlos F. Lopez 305-883-5846, or by email to:

CLopez@hialeahfl.gov.

In order to be considered, consulting firms or individuals must have extensive experience in all or some of the related areas described above and be particularly familiar with the design criteria and standard used within each area of expertise and in particular the practices of Miami-Dade County Public Works Department, Miami Dade County Department of Resources Management and Miami Dade County Department of Water and Sewers, the State of Florida Department of Health, the State of Florida Department of Environmental Regulations and the South Florida Water Management District as well as the State of Florida Department of Transportation and applicable building codes. Consultants should also be familiar with the standards, practices and requirements of the City of Hialeah. The City understands that not all of the interested firms provide services for all of the different disciplines mentioned therefore, the City may consider joint ventures.

Qualified firms desiring consideration should submit (ten (10) hard copies and one (1) electronic copy) of their letter of interest in addition to their standard form 254 and 255, and a statement of relevant qualifications and experience of both the firm(s) and staff proposed to be involved in this project to: City Clerk, City of Hialeah, 501 Palm Avenue, Hialeah, Florida 33010. **Responses must be received on or before Tuesday, April 6, 2010 prior to 11:00 A.M.**

CITY OF HIALEAH

Advertisement Date:

Monday, March 8, 2009

Michael Flores

Purchasing Director

SCOPE OF SERVICES CONTINUING SERVICES CONTRACT ENGINEERING AND
ARCHITECTURAL SERVICES FOR THE CITY OF HIALEAH

1.0 PURPOSE

The City of Hialeah desires to retain one or more professional consultant(s) or joint ventures to provide professional services "as required" under a continuing services contract. Interested consultant firms, individuals and/or joint ventures shall be qualified pursuant to state law. The selected consultant(s) must be presently located or willing to establish an office in Miami-Dade County or Broward County. This statement describes and defines in general the services required.

2.0 SCOPE

The services to be provided by the consultant(s) will be (1). general consulting services whereby the consultant(s) may serve as advisor, administrative consultant or technical consultant to the City. The consultant(s) will be asked to act as a technical resource supporting and supplementing City Staff. (2). Services could also be project specific and will be assigned on a work-order basis, whereby the consultant(s) will be asked to prepare planning documents, construction plans and specifications and/or provide construction management services for specific projects as defined by the City. The construction management services or CEI may be provided for projects completed by the consultant(s), completed by another consultant(s) or in support of projects completed by City staff. Other professional services to be provided may include and not be limited to architectural services for miscellaneous projects; planning including land and/or space planning; design and/or construction management projects; such as roadways, drainage, structural, bridge, electrical, mechanical, traffic engineering, civil/site planning, water and sewer, pump stations, lining of sewer mains, environmental assessments and engineering, land use and zoning, architectural design, landscaping design, economic analysis including life-cycle costs and value engineering, construction management, and project management. From time to time consultants may be asked to assist the City in negotiations with other municipalities, regulatory agencies, and developers, local and state governments.

The selected consultant(s) shall provide the City of Hialeah the following services.

I. ENGINEERING DESIGN

a. Roadway Design and Drainage:

Includes roadway design and drainage analysis needed to prepare a complete set of roadway construction plans including drainage calculations and design, traffic control, maintenance of traffic, street lighting, permits applications and processing, and technical specifications and bid documents and tabulations. All documents are to be signed and sealed by a Professional Engineer registered in the State of Florida.

b. Structural Design:

Includes the design calculations and analysis needed to prepare a complete set of construction documents for bridge structures, retaining wall, culverts, building structures, as needed including foundation designs. All documents to be signed and sealed by a Professional Engineer registered in the State of Florida.

c. Traffic and Transportation Engineering:

Includes field data collection and analysis for the preparation of traffic studies including, but not limited to: Intersection and roadway capacity analysis, signal warrants studies, signal timing analysis and design, traffic circulation studies, trip generation, forecasting and assignment, pavement markings and signing. All documents to be signed and sealed by a Professional Engineer registered in the State of Florida.

d. Civil site planning and design including land use:

Includes the preparation of site plans as required by the City. Consultant should be able to prepare comprehensive land use and zoning studies and recommendations as requested by the City Planning Department. All documents to be signed and sealed by a Professional Engineer or Architect registered in the State of Florida.

e. Sanitary Engineering:

Includes the planning, modeling, analysis and design of water distribution lines, pump stations, sewer force mains. Consultant(s) should also be familiar with the requirements of trench-less construction methodologies including CIP, fold and form, pipe bursting. All documents to be signed and sealed by a Professional Engineer registered in the State of Florida.

f. Environmental Engineering:

Includes field data collection, site investigations, environmental assessments and design as needed to prepare remediation plans for underground storage tanks, hazardous waste materials, asbestos removal, and permit applications. All documents to be signed and sealed by a Professional Engineer registered in the State of Florida.

g. Land use and zoning:

May include the preparation and revision of amendments to the City's comprehensive master plan to guide development within the City. Review development proposals to verify compatibility with the City's concurrency thresholds and requirements to meet the comprehensive plan. All documents to be signed and sealed by a Professional Engineer or Architect registered in the State of Florida.

h. Building Remodeling and/or New Construction:

Includes the conceptual design, structural, mechanical, electrical calculations and final design layouts and sketches necessary to prepare a complete set of building plans and specifications (bid documents) for municipal buildings, parking structures, maintenance facilities, recreational buildings and facilities, family and elderly housing facilities. All documents to be signed and sealed by a Professional Engineer and/or Registered Architect registered in the State of Florida.

i. Plans Review and Permitting:

Includes the architectural and engineering reviews necessary to conform plans prepared by individuals or consultants to applicable building and zoning codes, fire codes and Americans with Disabilities Act requirements. Consultant personnel would work under the supervision of the Building official of the City. Provides recommendation of approval to City's Building Official charged with issuing permits.

j. Building/Threshold Inspections:

Includes specialized architectural and engineering services required for the inspection of construction projects including but not limited to structural, building, plumbing, mechanical, electrical, roofing in accordance with the requirements of the applicable building codes. Personnel assigned by the consultant(s) to this function must be qualified in accordance to State law.

k. Renovation and Historic Preservation:

Includes the site investigation, design, analysis coordination with others and preparation of plans for the renovation of existing municipal buildings, residential complexes and maintenance buildings including structures designated as architecturally significant or included in the National Register of Historic Structures.

l. Contract Administration:

Includes engineering services necessary for the analysis of construction schedules, construction delay claims, change orders, preparation of progress and final payment estimates, contract correspondence, preparation of minutes for various meetings and public information programs.

m. Construction Inspection (CEI):

Includes detailed inspections during the construction process, certification of pre-manufactured materials, testing of materials, monitoring conformance to construction plans and specifications, review and approval of shop drawings, review and recommend progress payments, preparation of progress reports.

n. Material Inspection:

Includes laboratory analysis of asphalt, mineral aggregates, concrete, soils and steel, water, sewage, field sampling for laboratory analysis, report writing as required by the City.

o. Project Management:

Includes engineering management services necessary for the management, supervision of design and construction schedules, analysis of design concepts which may include value engineering responsibilities, supervise the preparation of engineering studies, engineering plans and specifications, contract coordination and correspondence, preparation of minutes for various meetings including but not limited to utility coordination and pre-construction meetings, and public information programs.

II. NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

1. He is _____ of _____, the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the prices in the attached Bids or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the _____ (Local Public Agency) or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public - State of Florida

My Commission Expires: _____

Print, Type or Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____

*Post office box addresses not acceptable.

III. PURCHASING DIVISION CITY OF HIALEAH DISCLOSURE AFFIDAVIT

_____ being first duly sworn, state:

The full legal name and business address* of the person or entity contracting or transacting business with the City of Hialeah are:

If the contract or business transaction is with a corporation, the full legal name and business address* shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a partnership, the full legal name and business address* shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name and address* shall be provided for each trustee and each beneficiary. All such names and addresses are:

The full legal names and business address* of any other individual (other) than subcontractors, material men, suppliers, laborers, or lenders who have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with the City of Hialeah are:

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public - State of Florida

My Commission Expires: _____

Print, Type or Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____

*Post office box addresses not acceptable.

IV. SWORN STATEMENT PURSUANT TO SECTION 287.133 FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO BE THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
(Print name of the public entity)
by _____
(Print individual's name and title)
for _____
(Print name of entity submitting sworn statement)
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Section 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Section 287.133(1) (b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Section 287.133 (1) (a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Section 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 from the date of being placed on the convicted vendor list.
7. Based on information and belief, the statement that I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The Entity submitting this sworn statement, or one or more of its officers, directors, executive, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

LEGAL SIGNATURE OF AFFIANT

(Print or Type Legal Name of Affiant)

Sworn to and subscribed before me this _____ day of _____, 2_____

Notary Public - State of Florida

My Commission Expires: _____

Print, Type or Stamp commissioned name of Notary Public

NOTARY SEAL

Personally known _____ OR Produced Identification _____

Type of Identification Produced _____

*Post office box addresses not acceptable.