


MEMORANDUM

TO: Honorable Mayor and City Council Members
FROM: Paul Johnson – Public Works Director 
SUBJECT: Engineering Services
DATE: April 8, 2008

STRATEGIC PLAN TRACKING NUMBER: 07 – G4 – OB – 2,3,5

PURPOSE:

The purpose of this Resolution is to update the group of engineering firms that provide various Engineering Services to the City of Orange City. A Continuing Consultant Contract would be extended to each of the recommended firms. This would allow the City the opportunity to have multiple firms under contract in order to ensure the best and most qualified Engineering Services are available. This Resolution is being presented at this time so that the City of Orange City remains fiscally prudent in its securing of Engineering Services.

BACKGROUND

The City of Orange City has advertised a Request for Qualifications for Continuing Consultant Engineering Services (attached). The City currently has eight engineering firms under contract. Over the past few years it has become increasingly difficult to obtain responses from some of the firms for one reason or another. Many of the projects requiring engineering services receive only one or two responses. By expanding our pool of consultant engineers, we would hope to increase the number of responses on specific projects and ensure the best engineering services for the project. This approach should also represent a cost saving for the City as it eliminates the need to advertise for any given request for proposals. The Selection Committee reviewed the submittals that were received in respect to the criteria indicated in the advertisement. The resultant mix of engineering firms provides the City with firms that have varied areas of expertise that can each compliment the City's efforts in the future. The review resulted in the recommendation that we add the following nine (9) firms:

- 1) Kimley-Horne & Associates
- 2) DRMP (Dyer, Riddle, Mills, Precourt)
- 3) Ghayabi and Associates
- 4) Mulkey
- 5) Reiss Environmental
- 6) Wade Trim
- 7) Miller Legg and Associates
- 8) DAO Consultants
- 9) CSI

The addition of these firms will create a pool of consultants large enough to give the City the flexibility of having multiple firms submit proposals on various engineering projects.

RECOMMENDATION

It is recommended that the City Council authorize the City Manager to execute a Continuing Consultant Engineering Services Contract with each of the recommended firms.

**REQUEST FOR QUALIFICATIONS
BY THE CITY OF
ORANGE CITY, FLORIDA
FOR
CONTINUING CONSULTING
ENGINEERING SERVICES**

THE CITY OF ORANGE CITY, a public entity of the State of Florida (the "owner") requests proposals from engineering firms licensed in the State of Florida that are interested in performing continuing consulting services for the City. Qualified firms will be knowledgeable, competent and experienced in planning studies, design, permitting, bidding assistance, construction management, project inspection, and other similar services related to various municipal projects.

PROPOSALS CONTENTS. Written qualifications to perform said engineering services will contain:

- A. The complete legal name and address of the individual, corporation, partnership or other legal entity submitting the proposal and the name and telephone number for a contact person should be stated.
- B. The experience and qualifications for performing the engineering services for the above identified services.
- C. List of experiences to include but not limited to municipal civil engineering, plans review, project design, water, wastewater, land stormwater projects.
- D. Resumes for key persons who will be responsible for performing or supervising the required engineering services.
- E. Location of the office which will conduct the City's work.
- F. Present and projected work load of the firm and individuals to be assigned.
- G. List of municipal and client references with contact names and current phone numbers.
- H. Proof of professional liability insurance.
- I. Standard forms 254/255.
- J. Such other information as the qualifier may deem appropriate.
- K. Hourly rate schedule for any or all personnel working on any City Projects i.e., Principals, Managers, Engineers, Word Processors, etc.

QUALIFICATION SUBMISSION. Four (4) copies of the qualifications will be sealed in an envelope or envelopes marked: “Request for Qualifications – City of Orange City Continuing Consulting Engineering Services.” Hand delivered RFQ’s may be submitted to the City of Orange City, Attention: Paul Johnson, Public Works Director. Mailed RFQ’s may be sent to 205 E. Graves Avenue, Orange City, Florida 32763. All RFQ’s must arrive no later than 4:00 P.M. on Tuesday, February 26, 2008.

PROPOSAL EVALUATION. Duly submitted qualification packages will be evaluated by an evaluation/selection committee appointed by the City Manager. The top ranked proposers will then be identified and recommended to the City Council for authorization for the City Manager to negotiate a City of Orange City Continuing Consulting Engineering Services Agreement with the accepted qualifier(s). Proposals will be evaluated and ranked based on the following criteria:

- (A) Capability of firm
- (B) Adequacy of personnel
- (C) Past experience and references
- (D) Location of office
- (E) Current and projected workloads
- (F) Cost of professional services

NEGOTIATED AGREEMENT. The negotiated agreement will include the provisions of this request for qualification, the accepted proposal, the compensation to be paid for the services, and provisions relating to indemnification of the City, insurance coverage, and other provisions applicable to consulting engineering services for a public entity. No contractual arrangement will be deemed to exist between the City and said qualifier until said agreement has been duly executed by both parties.

RESERVATION. All potential respondents are hereby notified that the selection process will be in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act. The City reserves the right to reject any or all of the submitted qualifications and to waive irregularities or omissions in the proposals.

ADDITIONAL INFORMATION. For additional information, contact Mr. Paul Johnson, Public Works Director at (386) 775-5447, recognizing that the City is not bound by oral interpretations or representation.

1 **ADDENDUM NO. 1**
2
3 **ISSUE DATE: February 19, 2008**
4
5 **RE: RFQ for Continuing Consulting Engineering Services**
6
7 **DEADLINE: Tuesday, February 26, 2008 at 4:00pm**
8
9 **FROM: City of Orange City**
10
11 **TO: All Prospective Responders**
12
13 This addendum forms a part of the Request for Qualifications (RFQ) for Continuing Consulting Engineering
14 Services and modifies the original RFQ as noted below.
15
16 This Addendum consists of one (1) page.
17
18 **CHANGES TO PROPOSAL CONTENTS:**
19 Section I of Proposal Contents. Changed from Standard Forms 254/255 to Standard form 330.
20 Section K of Proposal Contents deleted.
21
22 **CHANGES TO PROPOSAL EVALUATION:**
23 Section F of Proposal Evaluation deleted.
24
25 **END OF ADDENDUM**

RESOLUTION NO. 476-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTINUING CONSULTANT SERVICES AGREEMENT WITH A POOL OF ENGINEERING FIRMS TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO THE CITY OF ORANGE CITY; REPEALING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, THE City is in need of cost-effective professional engineering services to maintain and adequate level of service to its residents; and

WHEREAS, a Request for Qualifications was properly advertised ten (10) firms responded and were evaluated by City staff, and

WHEREAS, City staff recommends that the City expand its pool of continuing consultant engineers by entering into continuing consultant services agreements, and

NOW, THEREFORE, BE IT RESOLVED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA:

SECTION 1. That a continuing professional services agreement be drafted and provided to the firms listed on attached "Exhibit A".

SECTION 2. That the City Manager is hereby authorized to enter into a contract with any or all of the professional engineers listed on Exhibit A, to provide professional engineering services to the City of Orange City.

SECTION 3. That all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 4. That this resolution shall take effect immediately upon its adoption by the City Council of the City of Orange City, Florida.

ROLL CALL VOTE AS FOLLOWS (Resolution No. 434-07):

Jim Mahoney	_____	Tom Laputka	_____
Donald C. Sherrill	_____	Donald Sandford	_____
Jeff H. Allebach, Vice Mayor	_____	Tom Abraham	_____
Harley Strickland, Mayor	_____		

ADOPTED THIS _____ DAY OF _____, 2008.

ATTEST:

AUTHENTICATED:

Deborah J. Renner, CMC, City Clerk

Harley Strickland, Mayor

This Resolution approved
as to form and legal sufficiency:

W. E. Reischmann, City Attorney

EXHIBIT A

CSI
605-C W. New York Avenue
DeLand, Fl. 32720
386-740-1454

DAO
1110 East Marks Street
Orlando, Fl 32803
407-898-6872

DRMP
941 Lake Baldwin Lane
Orlando, Fl 32814
407-896-0594

Ghayabi and Associates
1459 North US Highway 1
Ormond Beach, Fl 32174
386-677-5499

Kimley-Horne & Associates
851 Dunlawton Avenue Suite 302
Port Orange, Fl 32127
386-761-2256

Miller Legg and Associates
631S. Orlando Avenue Suite 200
Winter Park, Fl 32789
407-629-8880

Mulkey
10175 Fortune Parkway, Suite 405
Jacksonville, Fl 32256
904-302-7701

Reiss Environmental
12001 Research Parkway, Suite 228
Orlando, Fl 32826
407-679-5358

Wade Trim
3790 Dixie Highway, N.E., Suite D
Palm Bay, Fl 32905
321-728-3389