

Meeting Date: 4/26/2011



Agenda Item # 7-A

CITY COUNCIL AGENDA ITEM

Contact Name: Paul Johnson

Department Director: Paul Johnson

Department/Contact # 775-5446

City Manager: Jamie Croteau

Type of Item:

Public Hearing
Ordinance First Reading
Ordinance Second Reading

Resolution
Discussion & Action
Council Approval

Subject: Continuing Consultant Engineering Services

BACKGROUND: The City of Orange City has advertised a Request for Qualifications for Continuing Consultant Engineering Services (attached). The City currently has a number of firms under contract. It has been over three years since those firms were selected. Several of those firms are no longer in business and staff believes it is time to update our continuing consultant engineer's pool. Eighteen firms responded to the Request for Qualifications. 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 six (6) firms: CPH, McKim and Creed, Pegasus, Miller Legg, Reiss, and Quentin Hampton. These firms will create a pool of consultants large enough to give the City the flexibility of having multiple firms available for various engineering projects. Upon the approval of City Council, The City Manager will negotiate and execute Continuing Consultant Contracts with each of the recommended firms.

RECOMMENDATIONS: It is recommended that the City Council approve the recommended pool of Continuing Consultant Engineers and authorize the City Manager to negotiate and execute a Continuing Consultant Engineering Services Contract with each of the recommended firms.

ATTACHMENTS: Copy of RFQ, List of responders, Exhibit "A" - List of recommended firms, Scoring tabulation sheet

FINANCIAL IMPACT: None at this time

Reviewed by City Attorney

Reviewed by Finance Dept.

Reviewed by:

1st Discussion Date: 4/26/2011	2nd Discussion Date: date.	Third Discussion Date: date.	Other Dates: date.
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ADOPTED THIS _____ DAY OF _____, 2011.

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

RESOLUTION NO. 639 - 11

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 an adequate level of service to its residents; and

WHEREAS, a Request for Qualifications was properly advertised and eighteen (18) firms responded and were evaluated by City staff, and

WHEREAS, City staff recommends that the City secure the services of the recommended 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. 639 - 11):

Gary A. Blair	_____	O. William Crippen, Vice Mayor	_____
Jeff H. Allebach	_____	Tom Abraham	_____
Anthony Pupello	_____	Tom Laputka	_____
Harley Strickland, Mayor	_____		

ADOPTED THIS _____ DAY OF _____, 2011.

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

**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, stormwater systems, potable water systems, wastewater systems, transportation planning, and other similar services related to various municipal projects.

PROPOSAL 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 be 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 engineering services.
- E. Location of the primary 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 form 330.
- 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: Three (3) 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, City Clerk. Mailed RFQ’s may be sent to 205 E. Graves Avenue, Orange City, Florida 32763. All RFQ’s must arrive no later than 2:00 P.M. on March 29, 2011.

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

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) 775-5446, recognizing that the City is not bound by oral interpretations or representation.

Consultant Engineer RFQ Responders

Neel Schaffer

Parker Mynchenber & Assoc.

Quentin Hampton

Bowyer Singleton

Robin Matson

Brindley Pieters & Assoc.

Kimley-Horn and Assoc.

Tetra Tech

Miller Legg

Dyer, Riddle, Mills and Prcourt

Wade Trim

CPH

Ghayabi and Assoc.

Johnson, Mirmiran and Thompson

VHB Miller Sellen

Reiss

Pegasus

Recommended Firms

Exhibit "A"

Name of Firm

Quentin Hampton

Miller Legg

CPH

Reiss

Pegasus

McKim & Creed

Name of Firm	Capability 10 points max.	Adequacy of Personnel 10 points max	Past Experience & References 15 points max	Location 5 points	Work Load 10 points max	Total Points Composite Total	
Neel Schafer	7, 8, 8, 8	7, 9, 7, 8	11, 8, 13.5, 13	2, 2, 4, 2	7, 6, 7, 6	143.5	
Parker Mynchenber	5, 3, 7, 6	7, 3, 6, 7	10, 3, 13.5, 8	4, 4, 4, 4	4, 2, 6, 0	106.5	
Quentin Hampton	8, 9, 10, 8	9, 9, 8, 9	13, 10, 15, 15	4, 4, 4, 4	8, 6, 7, 8	168	*
Bowyer Singleton	7, 8, 9, 7	7, 8, 9, 7	11, 8, 13.5, 10	5, 5, 5, 5	7, 7, 7, 8	153.5	
Robin Matson	5, 4, 6, 6	7, 4, 6, 7	9, 5, 12, 8	3, 3, 3, 3	6, 5, 6, 5	113	
Brindley Pieters	5, 4, 7, 7	6, 3, 6, 7	11, 5, 12, 7	5, 5, 5, 5	6, 2, 7, 0	115	
Kimley Horn	8, 8, 9, 9	7, 9, 6, 8	11, 10, 14, 10	4, 2, 3, 2	4, 7, 5, 4	140	
Tetra Tech	8, 8, 8, 8	9, 9, 8, 8	13, 10, 13, 8	2, 2, 3, 2	6, 7, 6, 5	143	
Miller Legg	7, 9, 9, 9	8, 8, 10, 9	12, 12, 13, 15	2, 2, 4, 2	8, 6, 8, 9	162	*
DRMP	6, 8, 8, 8	7, 8, 8, 7	10, 8, 12, 10	2, 2, 2, 2	7, 6, 6, 5	132	
Wade Trim	6, 7, 7, 9	8, 7, 8, 8	10, 8, 12, 12	4, 4, 4, 4	5, 6, 6, 8	143	
CPH	8, 9, 9, 9	8, 11, 10, 9	13, 11, 15, 13	5, 5, 5, 5	8, 8, 5, 7	173	*
Ghayabi & Assoc.	7, 7, 8, 7	7, 7, 8, 6	10, 8, 13, 8	4, 4, 4, 4	7, 8, 5, 5	137	
Johnson, Mirmiran	7, 7, 8, 6	8, 6, 7, 7	10, 8, 12, 8	3, 3, 4, 3	4, 6, 7, 5	129	
VHB Miller Sellen	6, 10, 10, 9	7, 7, 5, 9	9, 9, 14, 14	2, 2, 3, 2	4, 8, 7, 8	145	
Reiss	7, 10, 10, 8	9, 8, 9, 9	12, 11, 14.5, 13	3, 3, 4, 3	6, 7, 9, 8	163.5	*
Pegasus	8, 10, 9, 8	8, 8, 9, 8	13, 12, 14, 14	3, 3, 4, 3	9, 7, 8, 9	167	*
McKim & Creed	8, 10, 10, 9	8, 10, 9, 9	12, 10, 14, 14	4, 4, 4, 4	7, 8, 8, 8	170	*

Name of Firm	Capability 10 points max.	Adequacy of Personnel 10 points max	Past Experience & References 15 points max	Location 5 points	Work Load 10 points max	Total Points Composite Total
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Parker Mynchenber	5, 3, 7, 6	7, 3, 6, 7	10, 3, 13.5, 8	4, 4, 4, 4	4, 2, 6, 0	106.5
Quentin Hampton	8, 9, 10, 8	9, 9, 8, 9	13, 10, 15, 15	4, 4, 4, 4	8, 6, 7, 8	168 *
Bowyer Singleton	7, 8, 9, 7	7, 8, 9, 7	11, 8, 13.5, 10	5, 5, 5, 5	7, 7, 7, 8	153.5
Robin Matson	5, 4, 6, 6	7, 4, 6, 7	9, 5, 12, 8	3, 3, 3, 3	6, 5, 6, 5	113
Brindley Pieters	5, 4, 7, 7	6, 3, 6, 7	11, 5, 12, 7	5, 5, 5, 5	6, 2, 7, 0	115
Kimley Horn	8, 8, 9, 9	7, 9, 6, 8	11, 10, 14, 10	4, 2, 3, 2	4, 7, 5, 4	140
Tetra Tech	8, 8, 8, 8	9, 9, 8, 8	13, 10, 13, 8	2, 2, 3, 2	6, 7, 6, 5	143
Miller Legg	7, 9, 9, 9	8, 8, 10, 9	12, 12, 13, 15	2, 2, 4, 2	8, 6, 8, 9	162 *
DRMP	6, 8, 8, 8	7, 8, 8, 7	10, 8, 12, 10	2, 2, 2, 2	7, 6, 6, 5	132
Wade Trim	6, 7, 7, 9	8, 7, 8, 8	10, 8, 12, 12	4, 4, 4, 4	5, 6, 6, 8	143
CPH	8, 9, 9, 9	8, 11, 10, 9	13, 11, 15, 13	5, 5, 5, 5	8, 8, 5, 7	173 *
Ghayabi & Assoc.	7, 7, 8, 7	7, 7, 8, 6	10, 8, 13, 8	4, 4, 4, 4	7, 8, 5, 5	137
Johnson, Mirmiran	7, 7, 8, 6	8, 6, 7, 7	10, 8, 12, 8	3, 3, 4, 3	4, 6, 7, 5	129
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Reiss	7, 10, 10, 8	9, 8, 9, 9	12, 11, 14.5, 13	3, 3, 4, 3	6, 7, 9, 8	163.5 *
Pegasus	8, 10, 9, 8	8, 8, 9, 8	13, 12, 14, 14	3, 3, 4, 3	9, 7, 8, 9	167 *
McKim & Creed	8, 10, 10, 9	8, 10, 9, 9	12, 10, 14, 14	4, 4, 4, 4	7, 8, 8, 8	170 *