



**REQUEST FOR QUALIFICATIONS FOR CONTINUING
CONTRACT FOR ENGINEERING CONSULTING SERVICES
RFQ #12-1**

Homosassa Special Water District

Submittals Due

June 14, 2012 by 5:30 p.m.

**REQUEST FOR QUALIFICATIONS FOR CONTINUING CONTRACT FOR
ENGINEERING CONSULTING SERVICES
RFQ #12-1**

I. The Homosassa Special Water District, ("District"), is seeking proposals from Florida certified engineering firms interested in providing engineering and other related services to the District under a continuing contract conforming to the stipulations outlined within Chapter 287.055 of the Florida Statutes, also known as the "Consultant's Competitive Negotiation Act." These services may include, *but are not limited to*, performing any or all of the following tasks related to the construction, improvement or maintenance of the District's potable water system.

- a. Feasibility analysis
- b. Cost estimating
- c. Funding research
- d. Design, including site design
- e. Permitting
- f. Contract and construction management
- g. Inspections
- h. Testing
- i. Other similar civil engineering work
- j. Meeting with elected officials and District staff to consult on issues and projects requiring professional engineering analysis and evaluation.
- k. Advising elected officials and District staff on such matters as may materially affect the District's physical infrastructure and public assets.

II. Any firm wishing to be considered is requested to submit the following documentation:

- a. Letter of interest.
- b. A description of firm's personnel who will be assigned to handle the engineering needs of the District, including each individual's professional qualifications (education, registrations and professional affiliations) and pertinent experience.
- c. Additional information, which should (at a minimum) address:
 - i. The firm's past experience providing engineering services of the type required by the District to other public-sector clients.
 - ii. The ability of the firm to adhere to time and budget requirements, and its past record meeting project deadlines.
 - iii. The location of staffing and firm resources expected to be made available to serve the District.
 - iv. The firm's ability to assist the District with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies.

- v. The basis on which compensation will be determined (but not dollar amounts), and the method by which payment for services rendered is to be made.
- vi. Whether the firm is a certified minority business as defined by the Florida Small and Minority Business Assistance Act of 1985.
- vii. An inclusive list of all current public agencies who are clients, as well as those who have been clients of the firm within the past three (3) years, together with contact information for each client (name & telephone number of an individual familiar with the company's work).

III. The District's evaluation criteria shall include, but not be limited to, consideration of the following, which are listed in no particular order:

- a. Verification of availability of qualified personnel
- b. Past records of performance and reputation
- c. Location of the firm
- d. Recent, current and projected workloads of the firms
- e. Whether the firm is a certified minority business enterprise
- f. Willingness to meet time and budget requirements
- g. Experience and depth of variety in various engineering disciplines
- h. The volume of work previously awarded to the firms by the City
- i. Experience in the State of Florida, and
- j. Interviews with and input from references

IV. Following the closing date for receiving proposals, a Review Committee will convene to review each proposal that has been submitted. The Review Committee will evaluate all submitting firms based on the information contained within each firm's proposal, and select the three most qualified firms for further consideration. Interviews will be scheduled with the three firms selected as most qualified at the discretion of the Review Committee. The Review Committee will rank each of the top three firms in order, and then proceed to negotiate a contract with the number one-ranked firm (including compensation to be paid for services rendered). Should the District be unable to satisfactorily negotiate a contract with the number one-ranked firm, the District will then attempt to negotiate a contract with the next highest-ranked firm. *The District reserves the right to reject any and all proposals for any reason whatsoever, to waive any informalities or irregularities in the proposal process, and to award a contract in the best interest of the District.* The grant of a continuing contract pursuant to this RFQ does not guarantee any particular volume, level, or amount of work, nor shall any respondent who is granted a contract pursuant to this RFQ have an exclusive or sole right to perform the work as

described in this RFQ.

V. Qualification Packages must be received at the District's Offices, 7922 W. Grover Cleveland Blvd., Homosassa, Florida no later than **5:30 p.m., June 14, 2012**. Qualification Packages received after that time will not be accepted under any circumstances. No Pre-Submittal conference will be scheduled. Qualification packages may be obtained at the District office or may be obtained electronically by making a written request via email to hswd@tampabay.rr.com. Qualification Packages may be submitted electronically in .pdf format to hswd@tampabay.rr.com or may delivered to the District by submitting one (1) original package and two (2) copies.

For any clarification regarding this request for qualifications, please contact, in writing:

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