

**RFQ 14-004 – General Consulting Services Prequalification & Selection  
Pre-Proposal Meeting – February 19, 2014  
Minutes**

The Pre-Proposal meeting for RFQ No. 14-004 was held on Wednesday, February 19, 2014 with the following in attendance:

Paul Eubanks, FWB Purchasing Agent	Mike Dombrowski, MRD Associates
Tim Bolduc, FWB Eng/Utilities Director	Charley Cotton, PRI
Daniel Payne, FWB City Engineer	Tonia Nation, AVCON
Barry Henderson, FWB Building Official	Keith Jacobs, Larry M Jacobs Assoc, Inc.
Estella Wilson, FWB Planning Manager	Erica Floyd, Gulf Civil Engineering, LLC
Sam Wilson, FWB Stormwater Supervisor	Daniel Keck, Hatch Mott MacDonald
Giuliana Scott, FWB Purch. Coordinator	Joey Crews, Constantine Engineering
Walt Rode, WAR Management	J.R. Stokes, Stokes Architecture
Shane Bergin, Neel-Schaffer	Mike Standley, Baskerville-Donovan
Beth Brant, Polyengineering	Joe Klaus, CH2M Hill
Lee Lewis, AVCON	Jeff Crigler, HDR
Jack Baker, DAG Architects	Kevin Morgan, Atkins
Joe Rector, DRMP, Inc.	Jeff Helms, Atkins
Neill O'Connell, Wallace O'Connell & Assoc.	Bill Klepac, Genesis

The Non-mandatory Pre-Proposal meeting began at 10:00 a.m. in the Training Room, City Hall Annex Building. Paul Eubanks, Purchasing Agent, welcomed all the participants and introduced City staff.

Before opening the floor to questions, Mr. Eubanks reminded the participants:

- The RFQ Opening is scheduled for March 11, 2014 at 2:30 p.m. LOCAL TIME.
- All submitted proposals must be received and date-stamped **at the City Clerk's Office** before that deadline to be considered for the project. **All proposals should be sent directly to the City Clerk only as indicated in the bid document.**
- Questions - Point of Contact (POC): Questions after this meeting may be submitted up to 10 days prior to the RFQ Opening, and should be directed only to Paul L. Eubanks – Purchasing Agent – [peubanks@FWB.org](mailto:peubanks@FWB.org). All questions or concerns unanswered here at this meeting will be addressed in an addendum.
- All documents and addenda issued will be posted & available from either the City website – [www.fwb.org](http://www.fwb.org) (thru the Purchasing Dept link) or from [www.FloridaBidSystem.com](http://www.FloridaBidSystem.com). Please be sure to either check the websites, or to call Purchasing directly.

**PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE PROPOSER TO CHECK THESE SITES FOR CHANGES BEFORE SUBMITTING A PROPOSAL.**

**Comments:** Before opening the floor to questions, City staff provided some general guidance:

Administrative items:

- Proposals should not exceed fifty (50) pages (Sec 3.4.2)
- Be sure to indicate your email address clearly, so that a copy of the attendee sheet can be forwarded to your address.
- Other staff who will sit on the Evaluation Committee include the City Finance Director, and the City Recreation Services Director.

Submittals:

- The City is looking for two basic categories of firms, based on size as defined in the RFQ (large & small). Some firms may wish to submit proposals as a group of firms, and/or submit individually to qualify in a particular category. The RFQ language allows that flexibility.

Overview:

Since the number of pages is limited, please keep in mind your target audience. The Evaluation Committee will be looking for information that is relevant to the anticipated work to be performed for the City in the next few years. To assist firms in focusing on the areas that the evaluation committee will be looking for, city staff suggests:

- Provide relevant information which demonstrates that your firm is capable of providing the specific services noted in the RFQ, and that you have provided these services in the past.
- Demonstrate that your firm has worked with municipalities, and with Public Works background.
- Demonstrate that your staff will be available and accessible to city staff on an ongoing basis.
- Provide references that relate to the type of work which this RFQ includes (rather than references on Federal projects and large state projects).
- Choose projects that relate to the type of work this city is anticipating. (The City is looking at a wide array of projects such as water / sewer improvements; utilities – stormwater quality / quantity issues; boardwalk construction funded through BP Oil award [\$4.6M]; possible City Hall Master Plan project.
  - Keep in mind that the City also has ongoing smaller projects that are unplanned (storm damage; flooding, etc).
  - Keep in mind that the City will also be reviewing the Stormwater Master Plan, which will include potential new projects.
- Include information regarding your familiarity of our modeling software program, if applicable. If you know how to use it, let us know.
- The City has a Utilities Rate Study project at this time, which may result in new projects for the City during the next few years.
- The City's Stormwater Master Plan has been in effect for five years now, and the infrastructure has been stabilized. The City will now be looking into projects that upgrade the infrastructure.

The City needs both large & small firms to respond to these needs. The small firms should show they are quick, cost-effective & responsive in their areas of expertise; the large firms should show their comprehensive experience in handling larger projects, either in-house or with collaboration.

### General Questions regarding the RFQ & process:

**Q. To confirm what has been stated earlier, as a small geotechnical firm, it is okay to participate with a large firm and also separately submit a proposal for the Small Firm category.**

A. Yes.

**Q. Since this RFQ includes both large & small firms, will the large projects also be pieced together, using smaller firms?**

A. No. Large projects will be assigned to the large firms awarded on this RFQ, Those firms can indicate if they intent to work with a smaller firm on particular specialties(if any).

**Q. Regarding Sec 2.3.1 (Pg 6 of Bid Doc) indicates qualifying as a small firm must include general civil engineering services AND Architectural Services. Can it be only general civil engineering services?**

A. Yes.

**Q. Regarding Sec 2.2 (Pg 6 of Bid Doc) states large firms SHALL be able to provide architectural services. Must that be done in-house, or may the large firm sub-contract those services?**

A. The City's intent is that large firms be self-sufficient to provide a full compliment of disciplines & services.

**Q. How many firms will be selected for each section?**

A. Please refer to Sections 2.1.1 and 2.1.2 (Pg 6 of Bid Document).

**Q. Regarding Sec 3.2.10 – Fee Schedule – is the City looking for a straight rate for the entire term of the contract, or can the proposal include a multiplier rate?**

A. Proposals should include any multiplier rates.

**Q. Regarding Sec 2.1.1 – Large firms being retained per year – how will that be set up?**

A. Each year, the City will fund certain projects within the fiscal year budget. A company will be assigned based on the number & type of projects scheduled for that year.

**Q. Would the City please clarify the Parking Lot project – Will this be a surface lot with stormwater, or a multi-level parking lot?**

A. Surface lot.

**Q. Will the City Hall Complex include the Master Plan & actual design?**

A. One of the possible projects in the upcoming years will include a request for a master plan for City Hall. If that project is later approved by City Council, at that time a separate RFQ would be issued for the actual design.

**Q. Will firms be short-listed and presentations required?**

A. The City anticipates a strong response to this RFQ and the need for short-listing & presentations. Please refer to Sec. 5.4 & 5.5 (Pp 13-14 of Bid Document) for details.

There being no further questions or concerns, Mr. Eubanks closed the meeting, reminding all participants that if they have additional questions, to send their inquiries directly only to him at [peubanks@fwb.org](mailto:peubanks@fwb.org). The meeting adjourned at 10:25AM.

Minutes submitted by: G Scott, Purchasing Division