THE CITY OF PALM COAST, FLORIDA

REQUEST FOR LETTER OF INTEREST (LOI) – CD-18-31

FOR

PROFESSIONAL SERVICES

FOR

Citation Parkway Improvements
A. **INVITATION TO RESPOND**

The City of Palm Coast is seeking Letters of Interest (LOI-CD-18-31) from firms selected by the City to provide Engineering Design Services per RFQ-CD-CM-14-08 and RFQ-CD-CM-14-04. Costs for responding to this (LOI) are entirely the obligation of the consultant(s) and shall not be chargeable in any manner to the City of Palm Coast.

- **Scope of Services:**
  Responses shall be prepared based upon the Continuing Services Agreement and this Scope of Services. Bid/Proposal submittals shall be received electronically through the City’s Procurement Portal Web Page (https://palmcoastgov.bonfirehub.com/portal) by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered). Any emailed, mailed, or hand delivered submittals will be returned to the sender and not be considered. Your submission must be uploaded, submitted, and finalized through the City’s Procurement Portal Web Page prior to the specified time and date. We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. No submissions through the City’s Procurement Portal Web Page will be allowed or considered after the specified time and date. If you need general assistance, please contact Central Services Division staff at least one business day in advance. For technical questions related to your submission, please contact Bonfire at Support@GoBonfire.com. There shall be a maximum page limit of 40 pages not including the front and back cover.

- **Due Date/Time:**
  Your submission must be uploaded, submitted, and finalized prior to the Closing Time of April 12, 2018 2:00 PM EST. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission. Upload your submission at: https://palmcoastgov.bonfirehub.com/opportunities.

- **Requests for Clarifications or Interpretations:**
  All Bidders/Proposers shall carefully examine the bid/proposal documents. Any ambiguities or inconsistencies shall be brought to the attention of the City Central Services Division prior to the due date in writing through the City’s Procurement Portal Web Page (https://palmcoastgov.bonfirehub.com/portal); failure to do so, on the part of the Bidder/Proposer, will constitute an acceptance by the Bidder/Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the attached draft agreement, shall be requested in writing through the City’s Procurement Portal Web Page (https://palmcoastgov.bonfirehub.com/portal) at least three (3) calendar days prior to the due date. The City shall not be responsible for any oral statement or instructions
made by any employee(s) of the City in regard to this bid/proposal. Any oral statements or instructions given before the bid/proposal due date will not be binding. Note: All prospective proposers are hereby cautioned not to contact any member of the City of Palm Coast staff other than Central Services Procurement. Failure to adhere to this requirement shall result in disqualification.

- **Issuance of Addenda:**
  Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City’s Procurement Portal Web Page (https://palmcoastgov.bonfirehub.com/portal). All Bidders/Proposers should check the City’s Procurement Portal Web Page at least one (1) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal. Addenda information will be posted on the City’s Procurement Portal Web Page. It is the sole responsibility of the Bidder/Proposer to ensure he/she obtains information related to Addenda.

- **Award of Contract:**
The City reserves the right to accept or reject any or all proposals with or without cause, to waive technicalities, or to accept the LOI, which, in its judgment, bests serves the interest of the City. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Personnel Office ADA Coordinator (386) 986-3718 forty-eight (48) hours in advance of the meeting(s). The City shall rank all Proposers in order of preference and submit this ranking as its’ final recommendation to the City Manager. The City Manager will make a recommendation to the City Council. The City Council’s decision will be final.

- **Evaluation of Proposals:**
  In the event a Work Order is to be awarded, it will be to the consultant who has the highest overall score after the Evaluation Team ranking as indicated in section below, who will thereafter enter into a written Agreement with the City. Fees will be negotiated with the firm that is selected as most qualified. Should the City be unable to agree to a fee with the selected firm the City reserves the right to formally terminate negotiations with the selected firm, and after a seventy-two (72) hour cooling off period, to contact the next closest ranked firm.

- **Evaluation Method:**
The City shall negotiate the award to the responsive and responsible proposer who submits a proposal package that is most advantageous to the City. The City Manager will appoint an Evaluation Committee to evaluate proposals. In determining the most advantageous proposal, the City reserves the right to consider criteria such as, but not limited to, cost, customer service, quality, and standardization, past experience, delivery,
discount, past performance and/or service reputation, and service capability. The City may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

Each Evaluation Committee member will evaluate the below factors to determine which Proposers will be short-listed. Each member will assign a criterion score ranging from the minimum points scale allowed to the maximum points scale allowed for each rating factor.

The City Central Services Division will compile the scores from each Evaluation Committee member for each Proposer.

After accumulating the members’ scores, the firm with the highest score shall be ranked first, the next highest shall be ranked second, and so on.

The City reserves the right to contact references provided by the Proposer or visit projects listed in the proposals. Information supplied by client references or obtained upon site visits may be used in determining the relative merits of the Proposer under any and all of the Evaluation Criteria.

The right is reserved to make a separate award of each item, group of items or all items, and to make an award, in whole or in part, whichever is deemed in the best interest of the City.

- **Formal Oral Presentations (if required):**
  If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee.

- **Proposal Submission requirements:**
  **Letter of Introduction:** The letter of introduction shall be addressed to the City of Palm Coast Central Services Division of no more than two (2) pages and shall include at a minimum the following:

  Name of Individual, Partnership, Company, or Corporation submitting LOI; (If a Proposer is a corporation, it must be certified with the Florida Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in the State of Florida & the City of Palm Coast.)

  City’s LOI Name: **LOI-CD-18-31 Citation Parkway Improvements Design Services**
Statement that all terms and conditions of the LOI are understood and acknowledged by the undersigned.

The letter shall name the person or persons authorized to make representations for the Proposer and give address(es) and telephone number(s) for same.

Signature(s) of representative(s) legally authorized to bind the Proposer.

A brief history of your company

Core services you provide

A brief organizational structure of your firm

Years in business

**Table of Contents:** There shall be a Table of Contents for material included in the Proposal. Include section numbers, section names, and page numbers.

**Project Team:** Submit a staffing plan, which clearly illustrates the key elements of the organizational structure of the entire design team. Identify the project team members, including major and minor sub-consultants, and provide their contact information and technical resumes. Project management and key personnel within each area of required services shall be identified and past experience of each, as it relates to this project, shall be discussed. The City must approve any changes to the Project Management & Key Personnel. This section should include information only on the individuals who will perform work on this project.

**Qualifications and Experience with Similar Projects:** Describe your staff and team’s capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization.

Provide a listing of projects, maximum of five, by a team member who is specifically part of the team proposed in the response. Identify the team member(s) specific role & responsibilities on each project.

Provide client references.

**Project Understanding:** Indicate knowledge of the scope of the project. Provide identification of unique project issues. Describe the management and quality assurance process to be undertaken.
**Schedule & Availability:** Provide a realistic, comprehensive and logical schedule that minimizes contract duration. Proper attention should be provided to the project’s critical path elements. Schedule should take into consideration City of Palm Coast 14-day design review at 30%, 60%, 90%, and 100% completion.

*End of proposal submission requirements section*

**Evaluation Criteria for Ranking of Consultants:** The award subsequent to the opening and evaluation of this qualification will be made to the Consultant who in the opinion of the City of Palm Coast is selected as most qualified per the following criteria:

- **Project Team (maximum of 30 Points)**

  Credit shall be given for organization of the Proposer’s team, including sub-consultants for the staffing of the project, including the key staff’s experience (must denote specific roles & responsibilities with past projects) and skills relevant to the proposed assignments and teams that have worked together on previous projects.

- **Qualifications and Experience with Similar Projects (maximum of 30 Points)**

  Describe your staff and team’s capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization.

  Provide a listing of projects, maximum of five, by a team member who is specifically part of the team proposed in the response. Identify the team member(s) specific role & responsibilities on each project.

  Provide client references.

- **Project Understanding (maximum of 30 Points):**

  Understanding of the scope of the project up to 10 points.
  Identification of unique project issues up to 10 points.
  Management and Quality Assurance up to 10 points.

- **Schedule and Availability (maximum of 10 Points):**

  Credit shall be given based upon the availability of the proposed staff as well as for a realistic, comprehensive and logical schedule that minimizes contract duration. Proper attention should be provided to the project’s critical path elements.
B. PROJECT DESCRIPTION – Citation Parkway Improvements Design Services

Project description/Invitation to respond

The City of Palm Coast is seeking professional engineering services for design and construction plans for the Improvements along Citation Pkwy and a portion of Sesame Boulevard. The project area is approximately 0.3 miles long. The current intersection of Citation Boulevard & Sesame Boulevard is not deemed safe due to the confusing layout and deteriorating bridge conditions. The objective is to eliminate the stop sign at the existing intersection and convert Citation Pkwy into the extension of Sesame Boulevard to the intersection with Seminole Woods Pkwy. Responses should be prepared based upon the Continuing Services Agreement and the provided Scope of Services. All plans and design documents are to be prepared with Standard English values in accordance with all applicable FDOT manuals and guidelines.

Design shall include, but not limited to:

- Extension of Sesame Boulevard to Seminole Woods Pkwy by elimination of intersection at Citation Pkwy and Sesame Boulevard
- Replacement of deficient culvert/bridge on Sesame Boulevard
- Access road to City Property at Dry Lake
- Intersection Improvements at Citation Boulevard and Seminole Woods Parkway including the addition of turn lanes. Drainage and utility design work
- Multi-use path/passive linear park along Southside of Sesame Boulevard
- Temporary pedestrian crossing and path from Sesame Boulevard to Seminole Woods Parkway

A concept sketch of the proposed improvements is attached per Exhibit ‘A’.

Scope of work:

Services should include:

- Specifications Package Preparation – prepare specifications package based on FDOT Standard Specifications and City of Palm Coast Standards.
- Survey work necessary to prepare and complete design of the project.
- Roadway design and analysis to include new path construction in accordance with ADA regulations, existing path extension & modification.
- Roadway Plans to include plan drawings, pay items, quantities, computations, details, typical sections, design calculations.
- Drainage – drainage design necessary to accommodate proposed improvements.
- Utility Coordination – provide all utility coordination for project and any final utility relocation/adjustment plans and utility work schedules necessary to complete construction.
• Signing and Pavement Markings – provide analysis and plans for all necessary signing and pavement markings.
• Design for removal and replacement of bridge at Citation Boulevard and Sesame Boulevard.

• MOT Plans, Project specific, construction phased if necessary – Citation to remain open during construction and new bridge to be placed per realigned roadway so existing bridge can remain open during construction with access to Citation.

• Apply for and obtain all necessary permits.

• Post-Design Services including:
  1. Attend pre-bid meeting
  2. Assist with Addenda preparation
  3. Respond to Contractor RFI’s
  4. Review bid tabs
  5. Attend pre-construction meeting
  6. Review and approve shop drawings
  7. Attend Construction meetings
  8. Approve Pay Applications
  9. Perform Substantial and Final Completion Inspections

Objective

The main objective is for the Consultant to prepare a set of construction plans to be used by the City to seek grant funding from FDOT for the bridge replacement and Contractors to completely construct the proposed improvements, and by the City to ensure the project is built as designed and to specifications.

The Consultant shall provide survey services, analyze the existing roadway and storm water system and include any necessary modifications, pavements design, cost estimate and all necessary incidental items to complete the proposed design. The consultant is expected to apply for and obtain all necessary permits and the City will be responsible for any fees associated with the required permits.

Project Schedule

Below is a tentative schedule for the selection of the Design Team:

1. LOI Published  March 21, 2018
2. Submission of Qualifications Proposals  April 12, 2018
3. Evaluation Committee Meeting and Final Ranking of Firms  April 18, 2018
4. Top Ranked Firm to submit Draft Scope & Fee to City for Review  
   May 2, 2018

5. City to provide comments regarding the Draft Version of Scope & Fee  
   May 11, 2018

6. Top Ranked Firm to submit Final Version of Scope & Fee  
   May 18, 2018

7. City Council Workshop Meeting to discuss proposed Design Contract  
   May 29, 2018

8. City Council Meeting for Award of Design Contract  
   June 5, 2018

9. Anticipated Execution of Contract by Proposer & City  
   June 15, 2018

10. Design Kick-Off Meeting  
    June 18, 2018

11. Design duration  
    Refer to Evaluation Criteria

**City Engineering Contact:**

The City Project Manager for this project is:

Alena Dvornikova, Project Coordinator  
City of Palm Coast – Community Development Department  
Construction Management & Engineering Division  
160 Lake Ave  
Palm Coast, Florida 32164-3216  
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