



**CITY OF PALM COAST
REQUEST FOR STATEMENT OF QUALIFICATIONS**

**RFSQ-CD-18-41
DESIGN SERVICES FOR LEHIGH TRAIL TRAILHEAD AT BELLE TERRE PARKWAY**

GENERAL DESCRIPTION: The purpose of this Request for Statement Qualifications (RSFQ) is for The City of Palm Coast to receive responses from qualified firms capable of providing Design and Engineering Services for the Lehigh Trail Trailhead at Belle Terre Parkway Project (the Trailhead). The design of the Trailhead is part of a city program to expand the recreational opportunities at the Palm Coast Tennis Center and Lehigh Trail site.

SCOPE: The Consultant shall prepare a complete set of construction plans and specifications, including a construction cost estimate, for the Trailhead and associated parking lot, multi-use path, signing and pavement markings, landscaping and lighting. The consultant shall apply for and obtain all required permits, including but not limited to SJRWMD, USACOE, FDEP, and FDOT, as applicable. Please note that portions of the trailhead will be within a Florida Power & Light (FPL) Easement with the underlying land owned by the City of Palm Coast. The City has coordinated with FPL on a conceptual master plan with an understanding that the final FPL approval for design will not be granted until construction plans are 100% complete. Therefore, coordination with FPL is essential to the completion of 100% construction plans. Additionally, the City is coordinating with Flagler County (the managing entity for the Lehigh Trail) and the Office of Greenways and Trails (the Lehigh Trail is on state lands) on ensuring that the facility will serve the needs of the users of the Lehigh Trail as well as the use of State Lands to develop portions of the trailhead facility. The primary elements of the work will include trailhead and amenities design, storm water design, utility plans, landscape and irrigation plans, proposal documents, surveys, geotechnical investigation, and maintenance of traffic, cost estimates and all necessary incidental items to complete the project. Preparation of utility relocation plans will require close coordination with FPL and the City of Palm Coast.

QUALIFICATIONS:

- Proposer shall have experience providing professional consulting services for at least five (5) years under the current business name.
- Proposer's firm has not defaulted on a contract within the past five (5) years or declared bankruptcy within the past three (3) years.
- Proposers are required to be FDOT pre-qualified in the following work types required for the Project

3.2 Major Highway Design

The Proposer or the Proposer's Sub consultant(s) are required to be FDOT pre-qualified in the following work types:

7.1 Signing, Pavement Marking and Channelization

7.2 Lighting

8.2 Design, Right of Way Construction Surveying

9.1 Soil Exploration

9.4.1 Standard Foundation Studies

14. Architect

15. Landscape Architect

DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION: Proposal documents are available at no-cost through the City's Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Proposal submittals shall be received electronically through the City's Procurement Portal by the specified time

and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

CONTACT: All prospective Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than the noted contact person(s) regarding this request at any time prior to the request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your request submittal.

QUESTIONS: Any questions concerning the intent, meaning and interpretations of the proposal documents including the draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

ADDENDA: Should revisions to the proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Proposers should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their proposal submittal.

AWARD OF CONTRACT: All submittals will be evaluated by City staff in accordance with the criteria set forth in the proposal documents. The City reserves the right to reject all submittals, to waive any formalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety.

QUESTION DEADLINE: May 10, 2018 at 2:00 PM

PRE-BID/PROPOSAL MEETING: N/A

PROPOSAL DEADLINE: May 17, 2018 at 2:00 PM

PUBLIC OPENING: The public opening shall take place May 17, 2018 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

ADA INFORMATION: Persons with disabilities needing assistance to participate in any of the proceedings should contact the Human Resources Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this proposal.

FOR PUBLICATION ON WEDNESDAY, April 18, 2018

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CENTRAL SERVICES DIVISION – PURCHASING
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