

RESOLUTION NO. 21-02-14

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, APPROVING THE FINAL
RANKINGS AND RECOMMENDATIONS OF THE RFQ 20-11
EVALUATION COMMITTEE FOR SELECTION OF A FIRM TO
DESIGN AND ENGINEER PORTABLE EMERGENCY GENERATOR
CONNECTION PANELS AND FLOOD PROOFING AT SIX (6)
WASTEWATER LIFT STATIONS; AUTHORIZING THE VILLAGE
MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE AND ENTER
INTO AN AGREEMENT FOR THE REQUESTED SERVICES;
AUTHORIZING THE VILLAGE MANAGER TO EXPEND BUDGETED
FUNDS; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, Islamorada, Village of Islands (the "Village") was impacted by Hurricane Irma on September 10, 2017; and

WHEREAS, the Village began expending funds for the benefit of the public's health and safety and in total spent approximately \$10 million for emergency response and recovery operations; and

WHEREAS, the Village applied for and was awarded federal hazard mitigation funds through the State of Florida Department of Emergency Management ("FDEM") to purchase three (3) emergency portable generators, install connections for emergency portable generators at the Village's six (6) wastewater lift stations, and flood proof the Village's six (6) wastewater lift stations (the "Project"); and

WHEREAS, on March 5, 2020, the Village Council passed Resolution 20-03-20, thereby approving the grant award and authorizing Village officials to implement the terms and conditions of the grant agreement; and

WHEREAS, the Village needs the services of an engineering consultant capable of providing design and engineering services for the Project; and

WHEREAS, on November 17, 2020, the Village issued Request for Qualifications (RFQ) 20-11 (Exhibit "A") to solicit competitive proposals for the Project; and

WHEREAS, the Acting Village Manager established an Evaluation Committee (the "Committee") to review responsive proposals and make a recommendation to the Village Council for the selection of an engineering firm; and

WHEREAS, the Committee reviewed the five (5) proposals received using the selection criteria detailed in RFQ 20-11 and recommends selection of the highest-ranked proposal, CPH, Inc., for the requested services; and

WHEREAS, the Village Council finds that approval and selection of CPH, Inc. is in the best interest of the Village and its residents.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. **Approval of Selection.** The Village Council hereby approves the selection of CPH, Inc., to provide the requested engineering services in response to RFQ 20-10.

Section 3. **Authorization of Village Officials.** The Acting Village Manager and/or her designee and the Village Attorney are authorized to negotiate and enter into an agreement with CPH, Inc. for the services. If an agreement cannot be reached with CPH, Inc., the Acting Village Manager and/or her designee and the Village Attorney are authorized to enter into an agreement with the second-ranked proposer, CSA Group.

Section 4. **Authorization of Fund Expenditures.** Notwithstanding the limitations

imposed upon the Acting Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Acting Village Manager is hereby authorized to expend budgeted funds for the services.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

Motion to adopt by Vice Mayor Pete Bacheler, seconded by Councilman David Webb.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Joseph B. Pinder III	YES
Vice Mayor Pete Bacheler	YES
Councilman Mark Gregg	YES
Councilman Henry Rosenthal	YES
Councilman David Webb	YES

PASSED AND ADOPTED THIS 25TH DAY OF FEBRUARY, 2021.



JOSEPH B. PINDER III, MAYOR

ATTEST:



KELLY S. TOTH
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF
ISLAMORADA, VILLAGE OF ISLANDS:



ROGER V. BRYAN, VILLAGE ATTORNEY

EXHIBIT "A"



Islamorada, Village of Islands, Florida

REQUEST FOR QUALIFICATIONS

**DESIGN AND ENGINEERING SERVICES FOR PORTABLE EMERGENCY GENERATOR
CONNECTION PANELS AND FLOOD PROOFING AT SIX (6) WASTEWATER LIFT
STATIONS
(RFQ 20-11)**

Issue Date: November 17, 2020

Islamorada, Village of Islands (the "Village"), will receive formal proposals for Design and Engineering services for portable emergency generator connection panels and flood proofing at six (6) Wastewater Lift stations in Islamorada, Florida, per the scope of services, until **3:00 p.m. Eastern Standard Time on December 21, 2020**.

Interested firms must submit sealed proposal packages by mail or in person to:

Islamorada, Village of Islands
Attn: Village Clerk
86800 Overseas Highway
Islamorada, Florida 33036

It is the sole responsibility of proposing firms to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

I. PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit sealed proposals to establish a term contract with one qualified firm for design and engineering services for the installation of portable emergency generator connection panels and flood protection at six (6) wastewater lift stations in Islamorada, Florida.

II. OBJECTIVES

The objective of this RFQ is to secure the services of an experienced engineering consultant that is capable of efficiently providing all necessary expertise, personnel, tools, materials, equipment, transportation, supervision, and overall services for design, construction plans, competitive bid assistance and construction engineering services for the installation of portable generator connection panels and flood protection at six (6) wastewater lift stations. These services should be performed in accordance with the regulations and standards of the Federal Emergency Management Agency ("FEMA") Hazard Mitigation Grant Program ("HMGP") administered by the Florida Department of Emergency Management ("FDEM").

III. BACKGROUND AND HISTORY

Islamorada, Village of Islands (the "Village") is a municipality located within the Florida Keys and is comprised of four (4) islands spanning 18 miles. The population is approximately 6,400 and the Village has about 112 full-time employees. As a Florida municipality, the Village must operate within the guidelines of Florida Statutes relating to public records, public meetings, and Sunshine laws. The Village undergoes an annual financial audit pursuant to Florida Statutes. Additionally, the Village must follow the guidelines of its purchasing ordinance when purchasing capital, supplies and services.

Legislation passed by the Florida Legislature mandated higher wastewater treatment and disposal standards for the Florida Keys, and required that all wastewater treatment systems in the Florida Keys be upgraded and/or replaced to meet Advanced Wastewater Treatment (AWT) or Best Available Technology (BAT) capabilities. The Legislation established a mandatory compliance date of December 31, 2015.

In response to the State's mandate, the Village built and operates a Village wide central wastewater system. The Village Wastewater system includes a vacuum collection system with vacuum pump stations located in Lower Matecumbe Key, Upper Matecumbe Key, South Plantation Key, Middle Plantation Key, and North Plantation Key (2). In areas of the Village where wastewater service cannot be served with vacuum collection systems, low pressure collection systems are utilized. Once collected, all wastewater from the Village's collection system is transmitted via a conveyance force main to the Key Largo Water Treatment District for treatment and disposal.

Request for Qualifications

Design and Engineering Services for Portable Emergency Generator Connection Panels and Flood Proofing at six (6)
Wastewater Lift Stations

RFQ 20-11

Page 2 of 7

IV. PROJECT DESCRIPTION

The project will provide emergency electrical back-up, allowing for continuity of service and operations for the community. The FDEM awarded the Village FEMA HMGP grant funds to pay for capital projects costs to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards to Islamorada's wastewater lift stations. The project will provide protection to the six (6) wastewater lift stations through the purchase of three (3) portable generators that will be used to keep the wastewater lift stations operational in the event of an outage.

Any contract(s) awarded under this RFQ are expected to be funded in part by a federal grant administered by the FDEM. Neither the United States nor any of its departments, agencies or employees is or will otherwise be a party to this RFQ or any resulting contract.

V. SCOPE OF SERVICES

The Scope of Services consists of:

1. Design and Engineered plans for the installation of a portable generator connection cabinet and manual transfer switch in line with existing automatic transfer switch at each of six (6) locations.
2. Design and engineered plans for aluminum stacking panels for flood proofing to 500-year flood event at each of six (6) locations.
3. Preparation of Cost Estimates for Phase II (installation) of the project.
4. Preparation of RFP meeting all requirements of the HMGP for the construction of the designed and engineered plans.
5. Provide CEI services during construction.
6. Consultant shall provide all expertise, personnel, tools, materials, equipment, transportation, supervision and all other services and facilities of any nature necessary to complete the project.

VI. ELIGIBILITY CRITERIA

To be eligible for selection consideration, interested consultants/firms must submit one (1) original printed package, three (3) printed copies, and one (1) electronic copy provided as an email attachment or via link to online storage (i.e., One Drive link) provided through email. **Flash drives will not be accepted.** The electronic copy should be identical to the original printed package, in natively converted PDF format and should be labeled "**Design and Engineering Services for Portable Emergency Generator Connection Panels and Flood Proofing at six(6) Wastewater Lift Stations (RFQ 20-11).**"

Request for Qualifications

Design and Engineering Services for Portable Emergency Generator Connection Panels and Flood Proofing at six (6)
Wastewater Lift Stations

RFQ 20-11

Page 3 of 7

Proposal packages must contain the following information:

1. ***Cover Letter:*** Provide a cover letter introducing your firm and proposal.
2. ***Company Overview:*** Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys. Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring.
 - a) Detail the qualifications and experience of the firm and services offered, including verification of licensure, monitoring and documentation, and the firm's track record in meeting the requirements of Federal Emergency Management Agency (FEMA) and Florida Division of Emergency Management (FDEM), and other agencies providing reimbursement.
 - b) Describe the firm's familiarity with the Village area and any experience with other Florida Keys jurisdictions.
 - c) Provide an organizational chart, identifying key personnel and the reporting relationship of key personnel within the organization. Include other proposed sub-contractors, if any, and describe their roles and availability.
3. ***Project Approach:***
 - a) Present your understanding of the Village's needs and the scope of services required.
 - b) Explain the firm's capability and commitment of resources to meeting the Village's requirements.
 - c) Provide a timeline for the project.
4. ***Firm References:***
 - a) Provide a list and description of at least three (3) of the most recent contracts the firm has had with other local, state, and / or federal government agencies where services like those contemplated by this RFQ were provided.
 - b) Provide the dates of services and the scope of work of the previous contracts. Information provided should illustrate the firm's ability to coordinate and manage the drilling activities as well as demonstrate a history of accurate cost documentation and approved reimbursements by federal and state agencies, if applicable.
 - c) For each contract listed, include contact information for a representative who can verify the firm's performance
5. ***Insurance:*** The Respondent shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Village within

Request for Qualifications

Design and Engineering Services for Portable Emergency Generator Connection Panels and Flood Proofing at six (6)

Wastewater Lift Stations

RFQ 20-11

Page 4 of 7

fifteen (15) days after award of contract, with Village Council listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Respondent/Proposer. Policies shall be written by companies licensed to do business in the State of Florida and having an agent for service of process in the State of Florida. Companies shall have an A.M. Best rating of VI or better.

Worker's Compensation	Statutory Limits
Employers' Liability Insurance	\$1,000,000 Accident
Disease, policy limits	\$1,000,000
\$1,000,000 Disease each employee	
General Liability, including	\$1,000,000 Combined Single Limit
Premises Operation	
Products and Completed Operations	
Blanket Contractual Liability	
Personal Injury Liability	
Expanded Definition of Property Damage	
Vehicle Liability	\$1,000,000 per Occurrence
(Owned, non-owned and hired vehicles)	\$1,000,000 Combined Single Limit
Pollution Liability	\$1,000,000 per Occurrence
\$2,000,000 Aggregate	
Watercraft Liability	\$1,000,000

The insurance provided by Respondent shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Village shall be excess of, and shall not contribute with, the insurance provided by Respondent.

Except where prior written approval has been obtained hereunder, the insurance maintained by Respondent shall apply on a first dollar basis without application of a deductible or self-insured retention. Respondent shall pay on behalf of the Village or the Village's council members, officials, officers, agents and employees any deductible or self-insured retention applicable to a claim against the Village or the Village's council, officials, officers, agents and employees.

Compliance with these insurance requirements shall not limit the liability of Respondent. Any remedy provided to the Village by the insurance provided by Respondent shall be in addition to and not in lieu of any other remedy (including,

but not limited to, as an indemnitee of Respondent) available to the Village under the Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by Respondent shall relieve Respondent from responsibility to provide insurance as required by this Agreement.

Certificates of Insurance must be completed as follows:

1. **Certificate Holder**
Islamorada, Village of Islands
86800 Overseas Highway, 3rd Floor
Islamorada, Florida 33036
2. **Additional Insured for Commercial General Liability**
Islamorada, Village of Islands and its Council members, officials, officers and employees.
6. ***State Authorization to Transact Business:*** Submit proof of authorization from the Secretary of the State of Florida to transact and conduct business in the State of Florida. Firms must be fully licensed and certified in the State of Florida at the time of submittal for the type of services to be rendered.
7. ***Exhibits A-C:*** Complete Exhibits B, C, and D and attach to the RFP.

VII. EVALUATION SCORING AND TIMELINE

A publicly noticed bid opening will be held at the Village Administrative Center. An Evaluation Committee made up of Village staff will convene in a publicly noticed meeting to evaluate proposals after they are opened. Proposals will be evaluated for responsiveness to the RFQ and to prepare a ranking of recommendations based on a point system to the Village Council for entering into contract negotiations. Negotiations will commence with the first-ranked firm. If the Village and the first-ranked firm are unable to finalize a contract, then the negotiation process will move to the second-ranked firm and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Company Overview	0 – 25 points
Approach	0 – 40 points
Similar Projects	0 – 20 points
References	0 – 15 points
TOTAL POINT RANGE	0 – 100 POINTS

The Village reserves the right to accept or reject any or all proposals, to waive

Request for Qualifications

Design and Engineering Services for Portable Emergency Generator Connection Panels and Flood Proofing at six (6) Wastewater Lift Stations

RFQ 20-11

Page 6 of 7

irregularities, technical errors and formalities, and to select a qualified firm or firms to provide the Services as it deems will best serve the interests of the Village.

VIII. CONFIDENTIALITY AND PUBLIC RECORDS

The Proposal Documents and related materials received from the Firms in response to this RFP will become the property of the Village and will not be returned. The Village is a public agency subject to the Florida Public Records Law. Upon the Village's notice of a decision or intended decisions on selection of a Proposer or within ten (10) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this RFP will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the Village pursuant to this RFP are public records or documents subject to disclosure, except as specifically exempted by Florida law or Applicable Law. The Village reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting their Proposals, each Firm expressly acknowledges and agrees that the Village will not be responsible or liable in any way for any losses that the Firm may suffer from disclosure of information or materials to third parties and the Firm agrees to defend, indemnify, and hold harmless the Village from all costs (including reasonable attorneys' fees) arising from or related to any action under Florida Public Record's Law.

IX. QUESTIONS AND ADDENDA

All inquiries and requests for clarification or interpretation regarding this Request for Proposals shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to ana.hernandez@islamorada.fl.us; or by fax to (305) 664-6464 no later than December 14, 2020.

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village's website at <http://www.islamorada.fl.us>. No oral change or interpretation of the provisions contained in this Request for Proposals is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Letters of Interest and Qualifications document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

(end)

Request for Qualifications

Design and Engineering Services for Portable Emergency Generator Connection Panels and Flood Proofing at six (6)

Wastewater Lift Stations

RFQ 20-11

Page 7 of 7