

RESOLUTION NO. 18-05-41

**A RESOLUTION OF THE VILLAGE COUNCIL OF
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA
APPROVING THE SELECTION AND
RECOMMENDATIONS OF THE RFP 18-12 EVALUATION
COMMITTEE FOR GENERAL SUPPORT SERVICES FOR
THE BUILDING SERVICES AND CODE COMPLIANCE
DEPARTMENTS; AUTHORIZING THE VILLAGE
MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE
PROFESSIONAL SERVICES AGREEMENTS FOR THE
REQUESTED SERVICES; AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, Islamorada, Village of Islands (the “Village”) prepared and advertised a Request for Proposals (“RFP”) for General Support Services for the Building Services and Code Compliance Departments (“RFP-18-12-Exhibit “A”); and

WHEREAS, the Village Manager created an Evaluation Committee (the “Committee”) to review the proposals and make a recommendation for selection of responsive proposers to the Village Council; and

WHEREAS, the Committee reviewed the two (2) proposals received; and

WHEREAS, the Committee has recommended both proposals for selection and inclusion in the library of Professional Contractors Services for the Building Services and Code Compliance departments; and

WHEREAS, the Village Council has determined that the procurement and utilization of these services is in the best interest of the Village and its residents

WHEREAS, the Village Council desires to approve the selection and recommendation of the Committee; and

**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 Ranking.** The Village Council of Islamorada, Village of Islands, hereby approves the Committee's selection and recommendations to include the following two (2) firms in the library of Professional Contractors Services for General Support Services for the Building Services and Code Compliance departments:

- (1) David Douglas & Associates for Code Compliance Department services.
- (2) M.T. Causley for Building Department services

Section 3. **Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are hereby authorized to negotiate the terms and conditions of an Agreement with the firms listed herein, to be subsequently presented to the Village Council for its approval.

Section 4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

Motion to adopt by Vice Mayor Deb Gillis, second by Councilman Mike Forster.

FINAL VOTE AT ADOPTION

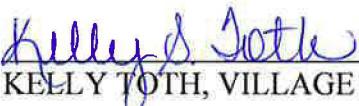
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Chris Sante	YES
Vice Mayor Deb Gillis	YES
Councilman Mike Forster	YES
Councilwoman Cheryl Meads	YES
Councilman Jim Mooney	YES

PASSED AND ADOPTED ON THIS 24TH DAY OF MAY, 2018.


CHRIS SANTE MAYOR

ATTEST:


KELLY J. TOTH, VILLAGE CLERK

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


ROGET V. BRYAN, VILLAGE ATTORNEY



ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

REQUEST FOR PROPOSALS

**GENERAL SUPPORT SERVICES FOR THE
BUILDING SERVICES AND CODE COMPLIANCE DEPARTMENTS
(RFP 18-12)**

Issue Date: March 16, 2018

Islamorada, Village of Islands (the "Village") will receive formal proposals from qualified firms to provide licensed, professional services in support of the Village's Building Services Department and Code Compliance Department.

Interested firms are invited to submit Proposals for consideration in accordance with this RFP to the Village Clerk. Original signed Proposal Documents, an electronic copy in Adobe Acrobat PDF format, and five (5) hard copies of the Proposal Documents must be received prior to **3:00 P.M. Eastern Standard Time (EST) on March 30, 2018** by:

Attention : Village Clerk
Islamorada, Village of Islands
Village Administrative Center, 3rd Floor
86800 Overseas Highway
Islamorada, Florida 33036
Telephone: (305) 664-6412
Fax: (305) 664-6466

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 of offices shall be deemed non-responsive and will be rejected.

I. PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit sealed proposals from qualified firms to augment and support the Village's Building Services and Code Compliance Departments in order to provide timely, effective and responsive inspections and plans review and to meet the needs of our citizens, our unique community and our environment while

maintaining strict adherence to all federal, state and local laws and specific rules and ordinances of the Village.

II. BACKGROUND AND HISTORY

Description of the Village

Islamorada, Village of Islands (the “Village”) is a municipality located in the upper Florida Keys and is comprised of four (4) islands spanning approximately eighteen (18) miles. The Village was incorporated in 1997, and the current population is approximately 6,200. As a Florida municipality, the Village must operate within the guidelines of Florida Statutes relating to public records, public meeting 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.

The Village is located within the Florida Keys Area of Critical State Concern. Pursuant to Chapter 380, Section 380.0552 of the Florida Statutes, the “Florida Keys Area Protection Act” was adopted by the Florida legislature to establish a land use management system that protects the natural environment of the Florida Keys, that promotes orderly and balanced growth and that ensures that the population of the Florida Keys can be safely evacuated in the event of a hurricane or other emergency. Comprehensive plans and land development regulations and administration of such plans and regulations must be at a service level considered adequate to protect the Florida Keys Area, must fulfill the legislative intent of the Act and must be consistent with and further the principles guiding development.

Project History

Beginning in March 2015, the Village has experienced an increase in building permit activity as a result of the completion of its central wastewater collection and transmission project and as service to residential and non-residential properties becomes available. Building Services Department inspection and plan review staff consists of one (1) Chief Building Official and three (3) Building Inspector positions, with one of the inspectors performing plumbing inspections only. Support staff consists of two (2) Building Permit Clerks, one (1) Building Services Coordinator and one (1) Clerical Support.

The Code Compliance Department is currently staffed with two (2) Code Compliance Officers. The Code Compliance Department works with other Village departments to ensure compliance with the Village’s Code of Ordinances and Land Development Regulations, including its building standards, zoning, licensing and turtle nesting season regulations and vacation rental ordinance. The Village holds monthly code Compliance hearings before a Code Compliance Hearing Magistrate contracted by the Village.

The Village recently implemented CityView 2014 permits and inspections software that is utilized primarily by Building Services Department staff to automate the permitting and inspection process within the Village. The Planning and Development Services Department and the Code Compliance Department also utilize the permits and inspections module in

addition to modules designed more specifically for planning and code Compliance activities. Implementation of a Code Compliance and Planning module for CityView is complete.

III. PROJECT SCOPE

The primary purpose of the Project is augment and support the Village's Building Services Department and Code Compliance Department by providing timely, effective and responsive inspections and reviews, to address impending staffing changes, to minimize the effects of fluctuating activity levels on remaining staff and on annual budgets, and to enhance the internal relationships that the Departments have with each other and the external relationships that those departments have with the community. Firms responding to this RFP may propose to provide general support services only to the Building Services Department or to provide general support services only to the Code Compliance Department or to provide general support services to both Departments.

Examples of the work performed in the Building Services Department, while not all inclusive, may include physical on-site structural/building, mechanical, plumbing, electrical, and flood plan/permitting reviews and inspections, accepting and processing building permit applications, and other functions relating to issuance of building and construction permits, certificates of occupancy and other duties as determined by the Village's Building Official in accordance with the Florida Building Code; the Village's Land Development Code and other applicable regulations. Special project support services, assistance with contractor registrations and licensing, disaster response and building official-level services may be requested.

Examples of work performed in the Code Compliance Department, while not all inclusive, may include physical on-site investigation of complaints submitted by residents of the Village. Confirming that proper permits and development approvals have been obtained prior to proceeding with construction work, land clearing, tree removal and dumping of fill. Assisting with enforcement of the Village's vacation rental ordinance through review of advertising on relevant web sites. Issuing citations and notifications of warning, violation and hearing as cases progress through the code compliance process.

Service delivery, remotely or through co-location of contract staff within Village offices would be determined based on service to be provided. Use of the Village's CityView software and other software applications would be required.

IV. PROPOSAL REQUIREMENTS AND SUBMITTAL

To be eligible for selection consideration, interested proposers must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy provided by e-mail or on CD or flash drive. The electronic copy should be identical to the original printed package, in natively converted PDF format and should be labeled "General Support Services for the Building Services and Code Compliance Departments (RFP 18-12).

Proposal packages must contain the following information:

- 1. Cover Letter:** Provide a cover letter introducing your firm and proposal, summarizing in a brief and concise manner the Proposer's understanding of the work to be

performed, the commitment to perform the work within the anticipated time period, a statement why the firm believes itself to be best qualified to perform the engagement, and a statement that the proposal remains in effect for ninety (90) days. An authorized agent of the Proposer must sign the Letter of Transmittal indicating the agent's title or authority.

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.

3. Project Management Experience/Project Examples:

- a) Detail the qualifications and experiences of the firm and services offered, including specific experience in structural/building, mechanical, plumbing, electrical, and flood plan/permitting reviews and inspections, accepting and processing building permit applications, issuance of building and construction permits and certificates of occupancy. Investigation of Code violations complaint including confirmation that proper permits and development approvals have been obtained prior to proceeding with permit required work.
- b) Describe the firm's familiarity with the Village area and any experience with other Florida Keys jurisdictions.
- c) Provide examples of completed similar projects and services rendered.
- d) Provide an organizational chart, identifying key personnel and the reporting relationship of key personnel within the organization.

4. Project Staffing: Detail the number of available staff, experience and qualifications.

5. References: Provide references from at least three (3) clients, preferably municipalities for whom the Firm has completed similar projects within the last two (2) years. The references should include the name, address, telephone number and email address of a contact person for each reference cited. References will be verified.

6. Cost Proposal: Proposal should include a base rate for general building support services, general code support services, a base rate for building permit processing support services and a rate schedule for additional specialized services.

7. Insurance: Provide proof of professional liability insurance, commercial general liability insurance, commercial automobile liability insurance, and worker's compensation insurance coverage as required by laws and as explained in Exhibit A to this RFP.

8. State Authorization to Transact Business: Submit proof of authorization from the Secretary of 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.

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 Administration 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 March 23, 2018.

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 Proposal is valid. Written addenda shall be issued when changes, clarifications or amendments to the RFP document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretations, clarification or additional information can be given.

V. EVALUATION SCORING AND TIMELINE

An Evaluation Committee will convene after the opening of the proposals to evaluate them for responsiveness to the RFP and to prepare a ranking of recommendations 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	0-10 Points
Similar Project Management Experience.....	0-30 Points
Approach.....	0-30 Points
Fee Schedule.....	0-20 Points
References	<u>0-10 Points</u>
TOTAL POINT RANGE	0-100 Points

The Village reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified firm or firms to provide the Services as it deems will best serve the interest of the Village.

EXHIBIT A
REQUIRED INSURANCE

Respondent to the RFP shall, at their own expense, procure and maintain throughout the duration of the Agreement, with insurers acceptable to the Village, the types and amounts of insurance conforming to the minimum requirements set forth herein. With respect to the Professional/Pollution policy(ies), Respondent shall provide to the Village a certified copy of the insurance policy or policies which provide the coverage described below. With respect to all other coverages, as evidence of compliance with the insurance required herein, Respondent shall furnish the Village with:

- A. a fully completed satisfactory Certificate of Insurance evidencing all coverage required herein. Also, a copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying inclusion of the Village and the Village's council members, officials, officers and employees as additional insureds in the Commercial General Liability coverage;
- B. the original of the policy/policies); or
- C. other evidence satisfactory to the Village.

Until such insurance is no longer required by this Agreement, Respondent shall provide the Village with renewal or replacement evidence of insurance at least thirty (30) days prior to the expiration or termination of such insurance.

If requested to do so by the Village, Respondent shall, within thirty (30) days after receipt of a written request from the Village, provide the Village with a certified, complete copy of the policies of insurance providing the coverage required.

Workers' Compensation/Employer's Liability Insurance

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"
Part Two:	\$ 1,000,000.00 Each Accident
	\$ 1,000,000.00 Disease – Policy Limit
	\$ 1,000,000.00 Disease – Each Employee

The Workers' Compensation Policy must be endorsed to waive the insurer's right to subrogate against the Village, and its members, officials, officers and employees in the manner which would result from the attachment of the NCCI Waiver Of Our Right To Recover From Others Endorsement (Advisory Form WC 00 03 13) with the Village, and its council members, officials, officers and employees scheduled thereon.

Commercial General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those required by ISO or the state of Florida or those described below. The coverage may include restrictive endorsements which exclude coverage for liability arising out of:

- Mold, fungus, or bacteria
- Terrorism
- Sexual molestation

The Village and the Village's council members, officials, officers, agents and employees shall be included as an "Additional Insureds" on a form no more restrictive than ISO Form CG 20 10 (Additional Insured - Owners, Lessees, or Contractors). The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00	General Aggregate
\$ 1,000,000.00	Products/Completed Operations Aggregate
\$ 1,000,000.00	Personal and Advertising Injury
\$ 1,000,000.00	Each Occurrence

Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the work. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00 Each Occurrence – Bodily Injury and Property Damage Combined

Professional Liability Insurance

Such insurance shall be on a form acceptable to the Village and shall cover Respondent for liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. The policy must be endorsed to provide the Village with thirty (30) days' notice of cancellation.

The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00 Each Claim
\$ 1,000,000.00 Annual Aggregate

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.