

Town of Fort Myers Beach
Agenda Item Summary

Blue Sheet Number: 2013-49

1. Requested Motion:

Meeting Date: May 6, 2013

Approve the Selection Advisory Committee's shortlist recommendations in response to Request for Qualifications RFQ-13-02-PW *Design-Build Services for Phase 1 Water Distribution System Improvements* and authorize staff to begin the second step (technical proposal) of the selection process with Manhattan Construction Group; Mitchell & Stark Construction; MWH/SWUSI Joint Venture; Stevens and Layton, Inc.; and Wright Construction Group.

Why the action is necessary:

Town Council authorization is required to enter into negotiations for services as specified in the RFQ. This solicitation was conducted in accordance with F.S. 287.055 the Consultants Competitive Negotiations Act (CCNA), which requires among other things that a qualifications based selection be made prior to negotiating rates and fees.

What the action accomplishes:

Authorization allows staff to begin the negotiations to secure the services as requested in the solicitation.

2. Agenda:

☐ Consent
☒ Administrative

3. Requirement/Purpose:

☐ Resolution
☐ Ordinance
☒ Other

4. Submitter of Information:

☐ Council
☒ Town Staff
☐ Town Attorney

5. Background: Town Council directed staff to retain a Design Build firm to design and construct improvements to the Town's water distribution system. The first phase of this will include the areas of Laguna Shores, Bay Beach Road and the Basin Based Neighborhood. In addition to the waterline replacement, the stormwater collection system will also be upgraded in the Basin Based Neighborhood. Sanitary sewer improvements will be made throughout the project, as directed by the county.

RFQ-13-02-PW was issued for design-build services through a qualifications process, proposals were opened on April 11, 2013, with nine respondents providing proposals. The Selection Advisory Committee (SAC) met on April 24, 2013 to evaluate the submittals and recommend a shortlist. The submittals by each firm are available at Town Hall for review if desired. .

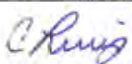
The RFQ required a minimum of three (3) firms be selected to participate in step 2 of the selection process. The SAC selected five to proceed to step 2. The shortlisted firms will be asked to prepare a technical presentation that will be presented to the SAC. A minimum of three (3) firms will be ranked and brought back to the council for authorization to begin negotiations with the top ranked firm.

Attached is; An overview of the Phase I project area; The backup materials for the SAC meeting, including the scoring sheet; and Public memo issued to announce the results of the SAC rankings.

6. Alternative Action: Take no action; Select fewer firms; Select alternate firms

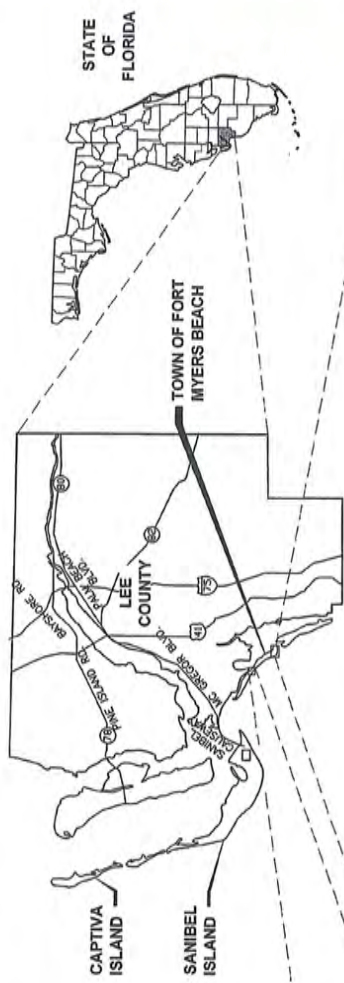
7. Management Recommendations: Approve the Selection Advisory Committee's shortlist recommendation and authorize Staff to continue with step 2 of the selection process.

8. Recommended Approval:

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
						

9. Council Action:

☐ Approved ☐ Denied ☐ Deferred ☐ Other

[illegible]

PROGRESSIVE DESIGN BUILD SERVICES FOR
PHASE 1 WATER MAIN SYSTEM IMPROVEMENTS

2	Project No.: 200-74765-13001 Designed By: DMW Drawn By: GM Checked By: TW
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Town of Fort Myers Beach

MEMO

TO: Michelle Mayher, Town Clerk; Walter Fluegel, Community Development Director; Evelyn Wicks, Finance Director; Patti Evans, Parks and Recreation Director; Cathie Lewis, Public Works Director

FROM: Derek Bargmann, Contracts Manager

DATE: April 17, 2013

SUBJECT: Notice of 9:00 AM Selection Advisory Committee meeting on 04/24/13 and of disbursement of received Statement of Qualifications and other materials for staff review

Pursuant to the request of Public Works Director, Cathie Lewis, the Town of Fort Myers Beach advertised a Request for Qualifications on February 26, 2013 seeking Design-Build Services for Phase 1 Water Distribution System Improvements.

The deadline for submission of Statement of Qualifications was originally 2:00 PM on March 28, 2013; however, Addendum #4 extended the date and time deadline to 2:00 PM on Thursday, April 11, 2013. Prior to the adjusted deadline, nine proposals were received from the following firms (in order received):

- | | |
|--|---|
| • The Haskell Company
111 Riverside Avenue
Jacksonville, FL 32202 | • Garney Construction
370 East Crown Point Road
Winter Garden, FL 34787 |
| • Mitchell & Stark Construction Co.
9009 High Cotton Lane
Fort Myers, FL 33905 | • Douglas N. Higgins, Inc.
4485 Enterprise Ave.
Naples, FL 34104 |
| • Stevens & Layton, Inc.
11260 Palm Beach Blvd.
Fort Myers, FL 33905 | • Denco Construction, Inc.
4600 Cummins Ct.
Fort Myers, FL 33905 |
| • Manhattan Construction Group
13350 Metro Pkwy., Suite 304
Fort Myers, FL 33966 | • Wright Construction Group
5811 Youngquist Rd.
Fort Myers, FL 33912 |
| • MWHC/SWUSI Joint Venture
5237 Summerlin Commons Blvd., Ste. 105
Fort Myers, FL 33907 | |

2:15 PM

RFQ 13-02-PW

CONSULTANT(S) PRESENT

Attachment #3

RFQ 13-02-PW Design-Build Services for Phase 1 Water Distribution System Improvements

April 24, 2013

Name: _____

Scoring Sheet for Selection Advisory Committee

Proposing Firm (listed alphabetically)	Weight 12 Pts Similar Projects/Experience of the Proposed Project Manager. (FORM D)	Weight 10.5 Pts Similar Projects/Experience of the Proposed Public Information Manager. (FORM DD)	Weight 12 Pts Similar Projects/Experience of the Proposed Project Engineer. (FORM E)	Weight 10.5 Pts Similar Projects/Experience of the Proposed Construction Manager. (FORM EE)	Weight 25 Pts Skills and previous experience of the Project Team. (FORM F)	Weight 10 Pts Location (Prime). (FORM C)	Weight 20 Pts Approach, Understanding, Scope Response. (FORM G)	TOTAL POINTS
Denco Construction, Inc.								
Douglas N. Higgins, Inc.								
Garney Construction								
The Haskell Company								
Manhattan Construction Group								
Mitchell & Stark Construction								
MWH/SWUSI Joint Venture								
Stevens & Layton, Inc.								
Wright Construction Group								



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12. EVALUATION CRITERIA

12.1. Weighted Criteria

The following criteria and weights shall be utilized in the evaluation of the SOQ's:

Criteria	Weight
Similar Projects/Experience of the Proposed Project Manager (Form D)	12
Similar Projects/Experience of the Proposed Public Information Manager (Form DD)	10.5
Similar Projects/Experience of the Proposed Project Engineer (Form E)	12
Similar Projects/Experience of the Proposed Construction Manager (Form EE)	10.5
Skills and previous experience of the Project Team (Form F)	25
Location (Prime) (Form C)	10
Approach, Understanding, Scope Response (Form G)	20
Total	100

12.2 Similar Projects/Experience

On the forms provided, list up to five similar projects which have been successfully completed within the past ten (10) years wherein the Project Manager (*design, permit, and/or construct*), Project Engineer (*design and/or permit only*), Construction Manager (*construct only*) and Public Information Manager have performed in the same capacity with your firm or other firms. The Project Manager, Project Engineer, Construction Manager and Public Information Manager may be different individuals but cannot serve in more than two positions. Utilize the following forms for Similar Projects/Experience; Form D for the Project Manager, Form DD for the Public Information Manager, Form E for the Project Engineer, and Form EE for the Construction Manager.

12.2.1 Definitions

Design - shall be defined as being in Responsible Charge (Rule 61G15-18.011, F.A.C.) or the Engineer of Record (Rule 61G15-30.002, F.A.C.) for a particular project.

Permit - shall be defined as performing the necessary engineering analysis, calculations, or design (Responsible Charge), to prepare and submit a permit application. Preparing or submitting a permit application/utility attachment agreement without performing the necessary engineering or design *will not* qualify as similar.



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****Re-issued: Part C "Instructions to Proposers," #12. Evaluation Criteria, Page 12****

Construct – shall be defined as being either the prime Contractor, or as a major subcontractor with a significant participation in the work and responsibility for actual construction, and meeting all the requirements of the similar project description.

12.2.2 One of the five similar projects submitted for the Project Manager must have been performed under a Design-Build methodology and successfully completed within the past ten (10) years. The total project cost (design and construction, but excluding land acquisition costs) must be greater than \$1,000,000. This single project is not required to meet any of the project elements described below. This highlighted Design-Build project will receive consideration for one full point. Failure to submit at least one similar Design-Build project will result in no points being awarded for the remaining similar projects experience (D-1 through D-5).

12.2.3 The remaining four (4) projects for the Project Manager and all five (5) projects for the Project Engineer, Public Information Manager and the Construction Manager will be reviewed according to the following definitions for similar projects. For the purposes of this Request for Qualifications, similar projects are defined as projects that include one or more of the following projects elements:

- i. Stormwater design in an established urban community
- ii. Water distribution design in an established coastal community
- iii. Construction of a water distribution system in an established urban community
- iv. Construction of a stormwater collection system in an established urban community
- v. Public information for a project interrupting public utility services in an establish community
- vi. Public information for a roadway reconstruction
- vii. Permitting process for water and/or stormwater
- viii. Construction Management of a water distribution system in an established urban community
- ix. Rehabilitation of an existing sewer main in an established urban community

12.2.4 Projects demonstrating any of the above project elements will receive consideration for one point. Projects demonstrating 3 or more of the above projects elements will receive consideration for two and one-half (2.5) points up to the maximum allowed weight for similar projects.

12.2.5 The Proposers shall ensure that the required elements of the similar project description are adequately explained in the text with emphasis on how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

NOTE: Determination of a project as similar shall be the sole discretion of the Town.

12.3 Skills and Experience of The Project Team

The Project Team must be a *Design-Build firm* appropriately licensed in the State of Florida, with a qualifying agent employed full time by the firm, proof of license required with submittal. A *Design-Build firm* is defined by Florida Statute 287.055.2 as follows:

A "*design-build firm*" means a partnership, corporation, or other legal entity that:



- i. Is certified under F.S. 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
- ii. Is certified under F.S. 471.023 to practice or to offer to practice engineering.

Projects Teams not meeting the definition of a design-build firm shall be considered non-responsive and ineligible for consideration.

Information on the skills and experience of the Project Team shall be submitted on Form F and conform to the following list. Use 8.5 x11 page format with separating page tabs so that each submittal section can easily be compared with other submittals.

- i. Identify all key personnel, sub-consultants and sub-contractors who will actually be assigned to perform this project. Provide resumes (two pages maximum) for the Project Manager, Project Engineer, Project Construction Manager and Public Information Manager.
- ii. Provide a summary of the experience of the Project Team with regards to water distribution, stormwater conveyance and sanitary sewer collection system design and construction.
- iii. Describe the experience of the Project Team as related to this project. This will include the experience of the Design-Build Firm, as well as that of other members of the Project Team, i.e. personnel, sub-consultants, branch offices, team members, and other resources anticipated to be used for this project. Name specific projects successfully completed within the past ten (10) years) where the Project Team members have performed similar projects.
- iv. Describe the Management Plan for the project, including the roles of the key team members.
- v. Identify the entity within the Project Team that will be responsible for bonding. Provide the bonding capacity of that entity.
- vi. Provide an organizational chart showing the organizational structure of the Project Team containing the key personnel, sub-consultants, and sub-contractors including the Project Manager, Project Engineer, and Project Construction Manager.

This section of the RFQ is limited to a total of 3 pages, exclusive of resumes and licenses, plus an organizational chart (maximum size of 8½ x 11).

12.4 Project Scope, Approach and Understanding

Describe the Project Team's understanding of the project utilizing Form G. The project approach should document:

- i. The Project Team's understanding of the project, approach to successful completion, specialized skills needed, special considerations and possible difficulties in completing the project, including an understanding and approach



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to public outreach.

- ii. Identify Project Team's approach to facilitating the permitting process, utility and agency coordination.
- iii. Describe any potential alternative innovative approaches to the project if applicable.

This section of the Statement of Qualifications is limited to a total of 3 pages.

12.5 Location/Self Performance of Prime Contractor (Form C)

Provide the location of each firm/company comprising the Design-Build Team and the sub-consultants and subcontractors.

Provide the percentage of work for each entity, for Design, Construction and Other Services. The total percentage for Design Services shall be 100% and shall reflect those services outlined in Part D, Design Services of this RFQ. The total percentage for Construction Services shall be 100% and shall reflect those services outlined in Part D Construction Services of this RFQ. The total percentage of Other Services shall be 100% and shall reflect those services as outlined in Part D, Other Services of this RFQ.

Provide the current location of the Project Manager, Project Engineer, Project Construction Manager, and Project Public Information Manager. If these managers do not reside in Lee County, respond as to how they intend to carry out their duties and/or relocate.

13. SOQ PROTEST PROCEDURE

- 13.1. Any person or firm that has submitted a formal proposal to the Town of Fort Myers Beach, and who is adversely affected by an intended decision with respect to the Request for Qualifications shall file with the Town's Public Works Director a written "Notice of Intent to File a Protest" in accordance with the protest procedure specified in Fort Myers Beach Purchasing Manual which is available for examination and/or copying at Fort Myers Beach Town Hall, 2523 Estero Blvd., Fort Myers Beach, FL 33931 (239) 765-0202. Additionally the protest must follow the guidelines set out in FS 287.055.

"FAILURE TO FOLLOW THE PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIME FRAMES PRESCRIBED HEREIN AS ESTABLISHED BY TOWN OF FORT MYERS BEACH TOWN COUNCIL SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS."

14. PUBLIC ENTITY CRIME AFFIDAVIT

- 14.1 Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the Town; may not submit a bid on a contract with the Town for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the Town; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the Town; may not transact business with the Town in excess of \$25,000 for a period of 36 months from the date of being placed on the convicted vendor list. (Form No. FMB-019).



MEMO

DATE: April 24, 2013
TO: Public
FROM: Derek Bargmann, Contracts Manager
SUBJECT: RFQ-13-02-PW – Phase I Water Distribution System Improvements

The Selection Advisory Committee consisting of Michelle Mayher, Town Clerk; Cathie Lewis, Public Works Director; Walter Fluegel, Community Development Director; Evelyn Wicks, Finance Director; and Patti Evans, Parks & Recreation Director met on Wednesday, April 24, 2013 to short-list the nine (9) firms who submitted before the April 11th deadline and were deemed responsive.

Per the RFQ, no fewer than three (3) and no more than five (5) firms were to be shortlisted. The firms were scored by SAC members based on the criteria indicated in Part C, Item #12 "Evaluation Criteria"—page 10 of the RFQ. The below list depicts the five (5) short-listed firms in alphabetical order:

- Manhattan Construction Group
- Mitchell & Stark Construction Co.
- MWH/SWUSI Joint Venture
- Stevens & Layton, Inc.
- Wright Construction Group

The Town Council will consider the SAC's shortlisted firms at the May 6, 2013 Meeting to begin at 9:00 AM in Town Council Chambers, 2523 Estero Blvd., Fort Myers Beach, FL 33931.

The approved firms will be contacted with further details about Step 2 following the Town Council meeting.

Thank you for your interest in the project.