



**RFQ – 2025 -1**

**Continuing Contracts for**

**Professional Engineering and Consulting Services**



## **Section 1 - General Description of Services**

The Dunes Community Development District (DCDD) is accepting qualification statements from professional engineering firms to perform services under a continuing contract. The DCDD is seeking professional services from a minimum of three (3) firms, with qualified staff capable of providing typical services for activities as outlined below. In order to achieve the best possible team for the various project requirements, it is the intent of DCDD to have these firms under contract in order to provide specialized services and expertise as required. The firms shall compliment their abilities with sub-consultants as needed, depending on the specific project requirements. The DCDD anticipates these services will be issued on a Task Order basis.

Engineering and Architectural firms desiring to be considered for a contract to perform services described above must provide information and documentation for each of the following:

- Evidence of license to perform professional services in the State of Florida.
- How familiar is the firm with DCDD in relation to project design requirements, standards and the approval process.
- Three Client References for projects completed.
- Description of the firm's professional credentials and experience of at least two key individual staff members that will be assigned to projects.
- Financial Stability of the Firm

### **GENERAL SCOPE OF SERVICES**

Services may be assigned but not limited to any of the following areas:

- Property, Boundary, Easements, ROW, Topographic and Utility surveys.
- Roadway, Path and Trails Services
- Wastewater Treatment Plant, pump station and collection system design
- Water Treatment Plant and distribution system design
- Hydro-Geologic Services
- Pump station design and rehabilitation
- Parks and Recreation
- Toll Facilities and Bridges including the State required bridge inspection
- Architectural Services
- Landscape Architectural Services
- Structural Services
- Planning Services
- General Civil Engineering
- Mechanical, Electrical, HVAC and Plumbing
- Geotechnical Services
- Environmental Services
- Special Services such as Feasibility Studies and Planning

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- Construction Contract Administration
- Construction Engineering and Inspection
- Security
- ROW Services
- Stormwater/Hydrological Services
- Marine/Coastal Services
- Odor Control
- Traffic Services
- Rate Studies
- Any other services as deemed necessary

### **TERM OF AGREEMENT**

The agreement shall become effective upon execution of a contract and approval of the contract by the Board of Supervisors. It is anticipated that the contract shall provide for an initial term of three (3) years that may be renewed yearly upon mutual agreement from both parties.

### **Section 2 - DCDD Information**

#### **DCDD BACKGROUND**

The DCDD, located in Palm Coast, Florida, provides stormwater management, wastewater, water and reclaimed water service to the residents of the District. The District is approximately 5.5 miles in length and its area encompasses approximately 2,200 acres, which includes four communities: Hammock Dunes (908 acres), Ocean Hammock (435 acres), Hammock Beach (364 acres) and Yacht Harbor Village (92 acres). The District owns and operates a 920,000 gallon per day (GPD) wastewater treatment plant, a 1,440,000 GPD water treatment plant, a reclaimed water treatment and distribution system, the stormwater management system, the Hammock Dunes Toll Bridge, the roadways Camino del Mar and Hammock Dunes Pkwy and all the structures, piping, pumps, and appurtenances necessary to operate and maintain these systems.

#### **EXISTING PUBLIC FACILITIES**

##### **A. Potable Water Facilities**

1. The District's raw water comes from two wells located adjacent to its water and wastewater treatment facility on 101 Jungle Hut Road and a third well located at 302 Hammock Pk. Ln. Water from these wells is treated by a reverse osmosis water treatment facility. The water treatment facility went online in August, 2007. The District previously purchased potable water from the City of Palm Coast. The District and the City of Palm Coast have entered into an Interlocal Agreement that provides an interconnection between the two potable water systems in the event of emergencies.

2. The District's water treatment facility is currently rated and permitted to produce up to 1,440,000 GPD or 1.44 million gallons per day (MGD) of potable water. The Dunes CDD water treatment plant capacity was increased from 0.72 MGD to 1.44 MGD in May 2015. It is expected that this capacity addition is sufficient to fulfill the potable water needs of the built-out community.
3. The District has a Consumptive Use Permit (CUP) from the St. Johns River Water Management District (SJRWMD) that extends for 30 years.
4. Water distribution facilities are located throughout the District and consist of approximately 149,443 linear feet of 2, 4, 6, 8, 10, 12, and 16-inch diameter pipes together with valves and fittings. Individual service to residential clusters or neighborhoods is served by mains less than ten (10) inches in diameter. Generally, potable water facilities are located within the road right of ways and are offset from the edge of the pavement. When potable water facilities are located outside of District owned property or lie outside of road rights of way, easements are granted by the developers of the District authorizing the District to access these facilities. The District also currently owns and operates 234 fire hydrants and 246 potable water valves.

**B. Wastewater, Reclaimed Water, and Irrigation Water Facilities**

1. Wastewater collection facilities are located throughout the District and consists of approximately 113,555 linear feet of 8, 10, and 12-inch diameter gravity sewers, 617 wastewater manholes, 23 lift stations ranging from 40 to 500 gallons per minute, 1 small, grinder lift station serving a toll booth on the Island and approximately 47,256 linear feet of force mains ranging from 3 to 12-inches in diameter.

The Wastewater Treatment facility, designed to accommodate 920,000 GPD of domestic wastewater, is located on a dedicated utility site of 23 acres located at 101 Jungle Hut Road. Treatment processes include pretreatment (screening and flow measurement), secondary wastewater treatment (sequencing batch reactors), filtration, and high level disinfection.

2. Wastewater Disposal/Reclaimed facilities, capable of providing 3,200,000 GPD of reclaimed water for irrigation service are located at the utility site. These facilities consist of 3,200,000 GPD sand media filtration and high level disinfection capacity, and 17,800,000 gallons of reclaimed water storage in four on-site lined lagoons.
3. In addition to processing the wastewater into reclaimed water for irrigation of residential lots, common areas and two golf courses, the District purchases reclaimed water treated to advanced secondary standards suitable for public access reuse from the City of Palm Coast. The District utilizes its 12-inch reclaimed transmission main, which connects the District and the City of Palm Coast's wastewater treatment plants. The District has an interlocal agreement with the City of Palm Coast for procurement of up to a maximum of 2,600,000 GPD.

4. Due to the imbalance in amount of reuse water available and irrigation water demand, the District further supplements reclaimed water with brackish groundwater from the Floridian aquifer. The District operates an on-site well which withdraws groundwater for blending with reclaimed water and storage in the on-site lagoons.
5. There are essentially two types of irrigation water use: golf course irrigation and landscape irrigation of residential and common areas. Three irrigation water pump stations are employed at the District utility site to transmit reclaimed water to users: the Residential pump station which is owned and operated by the District; the Ocean Hammock Golf Course pump station and Hammock Dunes Golf Course pump station, each of which is owned and operated by the respective golf course management entity.

The residential reclaimed water distribution system consists of approximately 125,148 linear feet of 1.5 through 16-inch diameter reclaimed water main, one reclaimed water booster station, 146 reclaimed valves, and the Residential pump station. As indicated previously the District does not own the golf course pump stations or their distribution systems.

6. The District has installed numerous reuse flushing points and reclaimed water flushing hydrants throughout the District to maintain water quality in the reclaimed water distribution system. Although reuse water is treated to advanced secondary treatment standards that include high level disinfection and filtration, the District has also installed a secondary, disk filtration system at the wastewater plant to improve irrigation water quality provided for landscape irrigation.
7. Several of the development parcels have been designed with community irrigation services. That is, the Homeowners Association (HOA) control the irrigation water for the individual lots and common areas within HOA. A portion of the reclaimed water service in the District is supplied via a master irrigation meter. Approximately eighteen neighborhoods have master meters.

#### **C. Storm Water Management**

1. The Storm Water Management System completed to date consists of approximately 179 acres of created lakes and approximately 8 acres of fresh water marsh. The lakes and marshes are connected to each other by drainage pipes and various drainage channels. The District owns and operates all of the public storm drain systems within the district including: catch basins, piping, inlet structures, outlet structures, and water control structures.
2. Currently the District owns the wet areas of the storm water management system. The St. Johns River Water Management District has transferred the permits for

operations and maintenance of the storm water management systems to the District.

**D. Toll Bridge**

1. The toll bridge consists of a two-lane high-level fixed structure across the Atlantic Intracoastal Waterway. The bridge is a 65 feet above the mean high water of the Atlantic Intracoastal Waterway and approximately 2,600 feet in length. This facility connects Interstate 95 via Palm Coast Parkway with State Road A1A.
2. The toll plaza associated with the toll bridge is located on the west side of the bridge and consists of two tollbooths and administration offices.
3. A connector road, Camino del Mar, which connects the toll bridge with State Road A1A is also owned and maintained by the District. In January 2015, the Dunes CDD accepted ownership of Hammock Dunes Parkway from Camino del Mar to 16<sup>th</sup> Road.

**Section 3**  
**General Conditions, Instructions and Information for Proposers**

**CONTACT:** All prospective Proposers are hereby instructed not to contact any member of the DCDD Board of Supervisors, or DCDD Staff members other than the noted contact person regarding this RFQ or their Proposal at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by staff for this RFQ. Any such contact shall be cause for rejection of your Proposal. The designated contact person for this RFQ shall be:

Gregory L. Peugh, PE  
District Manager  
Dunes Community Development District  
[gpeugh@dunescdd.org](mailto:gpeugh@dunescdd.org)

All questions must be in writing.

**PUBLIC CLOSING:** Proposals shall be received at the DCDD, with an address of 101 Jungle Hut Rd., Palm Coast, FL 32137 by 2:00 p.m. local time Friday November 21, 2025. As soon as possible thereafter the names of the Proposers shall be read aloud at the specified location. Persons with disabilities needing assistance to participate in the Public Closing should call the contact person at least 48 hours in advance of the Public Closing.

**DELAYS:** The DCDD, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the DCDD to do so. The DCDD will notify Proposers of all changes in scheduled due dates by posting the notification on the DCDD Web Site.

**QUALIFICATION SUBMISSION AND WITHDRAWAL:** The DCDD will receive Proposals at the above address. **The outside of the envelope/container must be identified with the RFQ Number and title as stated above.** The envelope/container must also include the Proposer's name and return address. Receipt of the Qualification in the DCDD Office after the time and date specified due to failure by the Proposer to provide the above information on the outside of the envelope/container shall result in the rejection of the Proposal.

**Proposals received after the specified time and date shall be returned unopened.** The time and date will be scrupulously observed. The DCDD will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the DCDD Office shall serve as the official authority to determine lateness of any Proposal.

The DCDD cautions Proposers to assure actual delivery of mailed or hand-delivered Proposals prior to the deadline set for receiving Proposals.

Proposers shall submit three (3) COMPLETE SETS (one [1] original and 2 copies) of the complete Qualification with all supporting documentation in a sealed envelope/container marked as noted above. The Proposer may submit the Qualification in person or by mail.

Proposers may withdraw their Proposals by notifying the DCDD in writing at any time prior to the time set for the Proposal deadline. Proposers may withdraw their Proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity and

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provide a signed receipt for the Proposal. Proposals, once opened, become the property of the DCDD and will not be returned to the Proposers.

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the Evaluation Committee, if requested.

**INQUIRIES/INTERPRETATIONS:** All Proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the DCDD in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents including the attached draft agreement, shall be requested in writing, and received by the DCDD at least ten (10) business days prior to the due date. The DCDD will not be responsible for any oral instructions made by any employee(s) of the DCDD in regard to this RFQ. Oral statements given before the Qualification Due Date will not be binding.

**ADDENDUM:** Should revisions to the RFQ documents become necessary; the DCDD will post addenda information on the DCDD Web Site. All Proposers should check the DCDD Web Site or contact the DCDD at least seven (7) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the Qualification as unresponsive. Proposer shall sign, date, and return the latest addendum with their Qualification. Previous addenda will be deemed received. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

**SELECTION PROCESS AND AWARD:** All Proposals will be evaluated by DCDD staff in accordance with the criteria set forth in the RFQ documents. The DCDD at their option may conduct interviews/ presentations as part of the evaluation process, or make a selection based on the submittal. The DCDD will not be liable for any costs incurred by the Proposer in connection with such presentations.

The DCDD anticipates award to the Proposer who submits the Qualification judged by the DCDD to be the most advantageous and offers the best value to the DCDD. The Proposer(s) understands that this RFQ does not constitute an agreement or a contract with the Proposer. The DCDD reserves the right to reject all Proposals, to waive any formalities, and to solicit and re-advertise for new Proposals, or to abandon the project in its entirety.

**QUALIFICATION PREPARATION COSTS:** Neither the DCDD nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Proposers should prepare their Proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

**ACCURACY OF QUALIFICATION INFORMATION:** Any Proposer which submits in its Qualification to the DCDD any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

**INSURANCE:** Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Proposal and rescission of any ensuing contract. **Copy of the insurance certificate shall be furnished to the DCDD prior to final execution of the Contract.**



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**LICENSES:** Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the **State of Florida** at the time of submittal of RFQ. Should the Proposer not be fully licensed and certified, its Qualification shall be rejected. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, County, etc., are the responsibility of the Proposer.

**POSTING OF PROPOSAL AWARD:** Recommendation for award will be posted for review by interested parties at the DCDD's Office and the DCDD Web Site prior to submission through the appropriate approval process. Failure to file protest to the DCDD within the time prescribed shall constitute a waiver of proceedings.

**PUBLIC RECORDS:** Upon award recommendation or ten (10) days after receiving, Proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

**PROHIBITION AGAINST CONTINGENT FEES:** It shall be unethical for a person to be retained, or to retain any company or person, other than a bonafide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the SERVICE PROVIDER, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Agreement. For the breach or violation of this provision, the DCDD shall have the right to terminate the Agreement at its sole discretion, without liability and to deduct from the Agreement price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

**ACCEPTANCE / REJECTION:** DCDD reserves the right to accept or reject any or all Proposals and to make the award to those Proposers, who in the opinion of the DCDD will be in the best interest of and/or the most advantageous to the DCDD. DCDD also reserves the right to reject the Qualification of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the DCDD opinion, is not in a position to perform properly under this award. DCDD reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing. DCDD reserves the right to waive any irregularities, informalities, and technicalities and may, at its discretion, request a re-procurement.

**ADDITIONAL TERMS AND CONDITIONS:** Unless expressly accepted by the DCDD, only the terms and conditions in this document shall apply: No additional terms and conditions included with the Proposal response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this Proposal if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Documents are the only conditions applicable to this Proposal and the Proposer's authorized signature on the Proposal Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

**AFFIRMATION:** By submission of a Qualification, Proposer affirms that his/her Qualification is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a Qualification for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this Request for Qualification and the resulting contract.

**DISQUALIFICATION OF PROPOSER:** More than one Qualification from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one Qualification submittal will be cause for rejection of all Proposals in which such Proposers are believed to be involved. Any or all Proposals will be rejected if there is reason to believe that collusion exists between Proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.

**QUANTITIES:** DCDD will not be held to any maximum or minimum purchase quantities as a result of this solicitation and/or resulting contract. DCDD reserves the right to purchase any; all, or none, of its requirements from vendors awarded a contract as a result of this Request for Proposals. All quantities as shown are approximate and no guarantee is made that any materials will be purchased.

**GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this Qualification prior to their delivery, it shall be the responsibility of the Proposer to notify the DCDD at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The DCDD reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the DCDD.

**PATENTS AND COPYRIGHTS:** The Proposer, without exception, shall indemnify and save harmless, the DCDD, its employees and/or any of its Board Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Proposer. Further, if such a claim is made, or is pending, the Proposer may, at its option and expense, procure for the DCDD the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the DCDD agrees to return the article on request to the Proposer and receive reimbursement. If the Proposer used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the Qualification prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES:** All Proposers submitting a response to this Request for Proposals agree that such response also constitutes a Qualification to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this Qualification, should the Proposer feel it is in their best interest to do so.

Each governmental agency desiring to accept these Proposals, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this Qualification.

This agreement in no way restricts or interferes with the right of any governmental agency to requalify any or all items.

**SUB-CONSULTANT(S)**

A Sub-consultant is an individual or firm contracted by the Proposer or Proposer's firm to assist in the performance of services required under this RFQ. A Sub-Consultant shall be paid through Proposer or Proposer's firm and not paid directly by the DCDD. Sub-Consultants are allowed by the DCDD in the performance of their services. Proposer must clearly reflect in its Response the major Sub-Consultants to be utilized in the performance of required services. The DCDD retains the right to accept or reject any Sub-Consultant proposed in the Response prior to contract execution. Any and all liabilities regarding the use of a Sub-consultant shall be borne solely by the Proposer(s) and insurance for each Sub-Consultant must be maintained in good standing and approved by the DCDD throughout the duration of the Agreement. Neither the Proposer nor any of its Sub-consultants are considered to be employees or agents of the DCDD. Failure to list all major Sub-Consultants and provide the required information may disqualify any proposed Sub-Consultants from performing work under this RFQ.

**NON-APPROPRIATION OF FUNDS**

In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this Project, then the DCDD, shall have the unqualified right to terminate the Work/Task Order(s) or Agreement upon written notice to the Consultant, without any penalty or expense to the DCDD. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm.

**CONSULTANTS' COMPETITIVE NEGOTIATIONS ACT (CCNA)**

This procurement is made in accordance with the provisions of Chapter 287.055, Laws of Florida, known as the Consultants' Competitive Negotiations Act.

The attached Draft Contract is representative of the Contract the successful Respondent will be required to execute. To meet the needs of the DCDD, this Agreement may be revised during the negotiations with the top-ranked firm.

**COMPLIANCE WITH FLORIDA PUBLIC RECORDS LAW**

Respondent expressly agrees that it shall comply with the public records law provided in Florida Statutes, Chapter 119, and specifically to:

(a) Keep and maintain public records required by the DCDD to perform the contracted service. (b) Upon request from the DCDD, provide the DCDD with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Respondent does not transfer the records to the DCDD. (d) Upon completion of the contract transfer, at no cost to the DCDD, all public records in possession of the Respondent or keep and maintain public records required by the DCDD to perform the service. If the Respondent transfers all public records to the DCDD upon completion of the contract, the Respondent shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

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If the Respondent keeps and maintains public records upon the completion of the contract, the Respondent shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the DCDD, upon request from the DCDD, in a format that is compatible with the information technology systems of the DCDD. (e) Failure of the Respondent to comply with Public Records Law as provided by Florida Statutes, Chapter 119, shall subject the Respondent to penalties under Chapter 119.10 and subject this Agreement to termination for cause by the DCDD.

IF THE RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: Gregory L. Peugh, District Manager, 101 Jungle Hut Road, Palm Coast, FL 32137. Telephone: 386-445-9045 or <mailto:GPeugh@dunescdd.org>  
Ref: Fla. Stat. §119.0701(2016)

THE DCDD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, AND TO WAIVE INFORMALITIES, AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE DCDD.

**Section 4**  
**Instructions for the preparation of Proposals**

The Proposer(s) warrants its response to this Request for Proposals to be fully disclosed and correct. The firm must submit a response complying with this RFQ, and the information, documents and material submitted in the RFQ must be complete and accurate in all material aspects. All RFQ's must contain direct responses to the following questions or requests for information and be organized so that specific questions being responded to are readily identifiable and in the same sequence as outlined below.

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFQ. Proposers are further advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide requested information may result in disqualification of response.

The RFQ must be submitted on 8 1/2" x 11" paper, typewritten, with headings, sections, and sub-sections identified appropriately.

Qualification Packages shall be designed to portray to the DCDD how the Respondent's range of services can best achieve the anticipated Scope of Services. In order for the DCDD to evaluate the Qualification Packages, each Respondent shall provide information relative to their ability to provide services that will best meet the needs of the DCDD. The required submission materials shall include the following:

**I. Letter of Interest (1 Page Maximum)**

**II. Firm's Personnel Qualifications (10 Page Maximum)**

- List of firms' key employees, their qualifications, licenses/certifications, and roles proposed for this RFQ.
- Describe the availability of personnel
- Describe how the team will be managed and the firm's quality control program
- Provide list of current continuing contracts and contact information for each
- Whether or not the firm or individual is a certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985

**III. Firm's Background and Number of Employees (5 Page Maximum)**

- Provide an overview of the firm's history, abilities, and locations
- List available resources and number of employees

**IV. Firm's Client References (3 Page Maximum)**

- List of at least three (3) client references to include organization name, contact person, telephone number (s), and e-mail address.

**V. Required Forms and Attachments (As required)**

## **Section 5 Evaluation of Proposals**

Qualification packages will be reviewed and evaluated by a Selection Committee and a short-list of qualified firms may be invited to make a formal presentation. The number of firms shortlisted will be at the discretion of the Evaluation Team, if they decide to shortlist. The qualification packages will be reviewed and evaluated with consideration of the following criteria:

**A. Compliance with RFQ Instructions**

The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. **11 point font is the minimum font allowed on any response. Brevity is welcomed.**

**B. Experience with Similar Projects and DCDD**

The proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required.

**C. Staff Qualifications and Firm Background**

The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include a Professional Engineer licensed in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business.

**E. Quality Control**

The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.

**F. References**

Information supplied by client references may be used in determining the relative merits of a Respondent under any and all of the above-listed criteria.

### **SELECTION PROCEDURES & CONTRACT NEGOTIATIONS**

The criteria for selection shall be based on the criteria listed above, including the firm's qualifications, location, past performance, and reference check. The DCDD reserves the right, before awarding the contract, to require a Respondent to submit additional evidence of its qualifications, as the DCDD may deem necessary. The DCDD shall be the sole judge of the competency of Respondents.

All Respondents shall be notified via electronic or other means of staff's recommended ranking of firms to DCDD Board of Supervisors. The recommended firms will be submitted to the DCDD Board of Supervisors along with information on the entire procurement process.

Upon the successful negotiation of an agreement, a formal contract will be prepared and submitted to the DCDD Board of Supervisors for approval, and subsequently executed by both parties.

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**NEGOTIATION AND FEE SCHEDULE:**

A "Fee Schedule" will be negotiated and agreed upon at the time of execution of each agreement and will be part of each contract. All payments, fees, reimbursements, and costs will be based on the fee schedule established for the successful Proposer(s) for time and material projects. The Fee Schedule will designate the hourly rate/unit rates for each staff member with their name and/or position title specified. The fee schedule may not be deviated from without the prior consent of the DCDD.

The DCDD, at its discretion, may negotiate performance of task order services on a "Lump Sum" basis.

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**Section 6**  
**Qualifications**

PROJECT: **CONTINUING CONTRACTS FOR  
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Name of Proposer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

FAX Number: (\_\_\_\_\_) \_\_\_\_\_

Pursuant to and in compliance with the Request for Proposals, Instructions to Proposers, and the other documents relating thereto, the undersigned Proposer, having familiarized himself with the terms of the Contract Documents, local conditions affecting the performance of the Work, and the cost of the Work at the places where the Work is to be done, hereby proposes and agrees to perform the Work and complete in a workmanlike manner, all of the Work required in connection with the required services, all in strict conformity Contract Documents, including Addenda Nos. \_\_\_\_\_ through \_\_\_\_\_, on file at the DCDD for the amount hereinafter set forth.

The undersigned, as Proposer, declares that the only persons or parties interested in this Qualification as principals are those named herein; that this Qualification is made without collusion with any person, firm or corporation; and he proposes and agrees, if the Qualification is accepted, that he/she will execute an Agreement with the DCDD in the form set forth in the Contract Documents; that he/she will furnish Insurance Certificates, that he is aware that failure to properly comply with the requirements set out in the "Instructions to Proposers" and elsewhere in the Contract Documents may result in a finding that the Proposer is non-responsive.

IN WITNESS WHEREOF, PROPOSER has hereunto executed this FORM this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of PROPOSER)

\_\_\_\_\_  
(Signature of person signing FORM)

\_\_\_\_\_  
(Printed name of person signing FORM)

\_\_\_\_\_  
(Title of person signing FORM)



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**Attachment A**  
**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Qualification, Instructions to Proposers, General and/or Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Request for Qualification.

I hereby propose to furnish the goods or services specified in the Request for Qualification at the prices, rates or discounts quoted in my Qualification. I agree that my Qualification will remain firm for a period of up to one hundred twenty (120) days in order to allow the DCDD adequate time to evaluate the Proposals.

I agree to abide by all conditions of this Qualification and understand that a background investigation may be conducted by the DCDD prior to award.

I certify that all information contained in this Qualification is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Qualification on behalf of the vendor/Respondent as its act and deed and that the vendor/Respondent is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this Qualification is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Qualification for the same product or service; no officer, employee or agent of the DCDD or of any other Proposer interested in said Qualification; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title, Typed or Printed

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

(     )

\_\_\_\_\_  
Telephone Number

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Notary Public, State of

Personally Known

-OR-

Produced Identification \_\_\_\_\_

Type: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION**

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**Attachment B**  
**Conflict of Interest Statement**

STATE OF FLORIDA

)

) ss

CITY OF \_\_\_\_\_

)

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn, deposes, and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office in \_\_\_\_\_ and principal office in \_\_\_\_\_.
2. The above named entity is submitting an Expression of Interest for the DCDD project described as ***RFQ\_\_\_\_\_ Engineering Services***
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above project is being submitted and that the above named entity has no financial interest in other entities submitting Proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in connection with the entity's submittal for the above project. This statement restricts the discussion of pricing data until the completion of negotiations and execution of the Agreement for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participating in contract lettings by any local, state, or federal agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership, management, or staff has a vested interest in any aspect of or Department of DCDD.
9. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with DCDD.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify DCDD in writing.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Affiant \_\_\_\_\_ Typed

\_\_\_\_\_  
Title

Sworn to and subscribed before me this day \_\_\_\_ of \_\_\_\_\_, 20\_\_,

Personally known, \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type

Notary Public -State of \_\_\_\_\_ My commission expires, \_\_\_\_\_

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION**

**Attachment C**  
**Drug-Free Work Place Form**

The undersigned vendor in accordance with Florida statute 287.087 hereby certifies that

\_\_\_\_\_ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Qualification, the employee will propose by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR QUALIFICATION**

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**Evaluation Form**

NAME OF FIRM: \_\_\_\_\_

REVIEWER: \_\_\_\_\_

DATE: \_\_\_\_\_

	Points
Qualifications of the Firm (40 pts.)	_____
Project Team (35 pts.)	_____
Relevant Project Experience (20 pts.)	_____
Minority Business Enterprise (5 Pts.)	_____

**Total Points:** \_\_\_\_\_