

REQUEST FOR PROPOSAL  
FOR  
PROFESSIONAL ENGINEERING SERVICES

STORM WATER DRAINAGE IMPROVEMENTS  
for the  
TOWN OF MELBOURNE VILLAGE, FLORIDA

20 March 2018 Revision C

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**REQUEST FOR PROPOSAL  
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES  
TOWN OF MELBOURNE VILLAGE, FLORIDA**

**CLOSING DATE: APRIL 20, 2018 – 3:30 P.M.**

In accordance with F.S. 287.055 and the Town of Melbourne Village, Florida’s standard selection procedures, the Town of Melbourne Village, Florida is soliciting for professional consultants to provide engineering services for the following project:

**STORM WATER DRAINAGE IMPROVEMENTS**

The Town of Melbourne Village, Florida is requesting Proposals for professional engineering services related to the design and construction of improvements to the Town's drainage conveyance system.

**SCHEDULE:**

The following dates and activities identify proposed project schedule milestone. Changes to this schedule by the Town of Melbourne Village, Florida will be posted on the RFQ page on Melbournevillage.org.

Advertisement	March 23, 2018
Proposal Submittal	April 20, 2018
Short-listed Firm Notification	April 26, 2018
Presentations by Short-listed Firms	First Week of May, 2018
Recommendation of Selected Firm	Second Week in May, 2018
Contract Award	To follow

**RELATED DOCUMENTS:**

Referenced and relevant documents are posted on the RFQ page at Melbournevillage.org.

**PURPOSE:**

The Town of Melbourne Village, Florida (hereafter referred to as “Town”) is in the process of reviewing the Town’s open ditch and swale Storm Water Drainage System (hereafter referred to as “SWDS”). The Town desires to improve the drainage conveyance system within the Town. The existing drainage system was designed in the 1950s and consists mainly of open roadside swales which connect to larger ditches that ultimately convey drainage to the Lateral 5, Lateral 7 and M-1 Canal which are owned and maintained by Brevard County, Florida. The Town has, in the past, prepared a detailed Storm Water Master Plan (March 2003) which initiated an effort to eliminate or at least minimize flooding throughout the Town. Recent storm events (e.g., hurricanes, heavy rain storms, etc.) have resulted in flooding in some parts of the Town. The Town intends to contract from

a qualified engineering firm for engineering services to study and support changes to the Town SWDS to improve storm water drainage. The successful respondent will assist in evaluating the existing Town SWDS, and recommend specific mitigation measures to address flooding events.

Should the mitigation measures include changes to the existing Town SWDS physical infrastructure, the successful respondent will then assist the Town with application development, engineering, design, bid preparation, construction observation and administration of improvements to the storm water infrastructure. During the design process, the successful respondent will give special consideration to construction measures that protect the improvements from damage due to future storms. The successful respondent will also be asked to utilize best management practices during the design and construction, resulting in more resilient infrastructure. Any new construction shall meet all environmental regulations. All SWDS improvement solutions shall meet all county, state, and federal requirements.

**OBJECTIVE:**

The objective of this RFP is to solicit Proposals from respondents that have been involved in the successful requirements, development, design, and construction of municipal drainage improvement projects.

**SCOPE OF SERVICES:**

1. Review the existing Storm Water Master Plan and recommend changes that will provide an improved approach to storm water drainage.
  - a. Review requirements and assumptions in the existing Storm Water Master Plan and update. This will include consideration for the basis severe storm event (e.g., 100-year hurricane, tropical storm, etc.), and external influences (e.g., drainage systems other than the Town SWDS).
  - b. Identify the responsibilities for the various other governmental entities (e.g., county, state).
  - c. Review the design of the Town SWDS as specified in the existing Storm Water Master Plan and recommend any necessary changes.
  - d. If not covered by the above, identify risks associated with the Town SWDS and what will be the effect of any failures.
  - e. If not covered by the above, develop a Town SWDS maintenance approach which will ensure continual effective use.
2. Review the current state of the existing SWDS physical infrastructure implementation, determine deviations from the plan, and recommend any necessary corrections and improvements.
3. Review of anecdotal residential flooding data for statistical purposes and for demonstrating improvement of the Town SWDS.
4. Should the mitigation measures include changes to the existing Town SWDS physical infrastructure, the successful respondent may be requested to:

- a. Assist the Town in the preparation of a project description, an estimate of the total project costs broken out by services and construction costs, and a project schedule.
  - b. Prepare a complete set of Final Contract Documents (drawings, specifications, and calculations), including an estimate of probable construction costs for use as the basis for advertising the construction project for bid.
  - c. Assist the Town during the construction bid process by attending the pre-bid site meeting, responding to bidder questions, issuing any necessary addenda, and reviewing bids received to determine technical responsiveness.
  - d. Attend the pre-construction meeting and review submittals for contract document compliance.
  - e. Answer requests for information within 5 business days.
  - f. Prepare agendas and attend meetings in accordance with the Town's requests.
  - g. Attendance and presentation at one (1) public meeting in the Town to explain the project(s) to residents.
  - h. Perform site visits to ensure contract compliance, design intent, quality of workmanship, and material acceptance.
  - i. Review and approve periodic construction pay estimate.
  - j. Review Field Orders and Change Orders.
  - k. Coordinate project activities with the activities of the Town and other parties.
  - l. Provide as-built drawings, one hard copy and digital files in PDF, to the Town, upon project completion.
  - m. Submit certified as-built drawings to the appropriate State agency, as required.
  - n. Assist the Town in completing all EPA required documents including reports.
5. The expected engineering services required include, but may not be limited to:
- Final engineering design services
  - Surveying services
  - Geotechnical services
  - Subsurface Utility Engineering services
  - Permitting services
  - Environmental Permitting Services
  - Bidding and contract award services
  - Construction administration services
  - Construction observation services.

Proposals should note which, if any, of these services may be subcontracted.

The primary service being required is professional engineering; therefore, the firm must have an Engineering Certificate of Authorization in the State of Florida.

Demonstrated individual and company experience specific to municipal drainage improvement projects will be given preference. Consultants must be experienced in providing design, permitting, construction administration, and project management services for the above-mentioned types of projects. Ten specific project areas have been identified as shown in Exhibit A.

**CONTACT:**

The Town Superintendent, George Tompkins, is the designated point of contact for the process. If technical or procedural questions arise, *Mr. Tompkins, or his designated representative, is the only Town representative who will respond.* He can be reached at:

Tel: 321-723-8300  
555 Hammock Road  
Melbourne Village, Florida 32904

Fax: 321-984-7219  
Email: Town@Melbournevillage.org

Any questions regarding the RFP must be submitted in writing to the Town Office 555 Hammock Rd Melbourne Village FL 32904 or Email at town@melbournevillage.org or Fax to 321-984-7219 by April 10, 2018 at 3:30pm. Responses to all questions received will be issued prior to April 13, 2018 at 5:30pm to all question originators, and posted on the RFQ page at Melbournevillage.org.

**CONSULTANTS ARE INSTRUCTED TO CONTACT ONLY THE DESIGNATED POINT OF CONTACT. NO OTHER TOWN EMPLOYEES OR COMMITTEE MEMBERS MAY BE CONTACTED ABOUT THIS PROPOSAL DURING THE SELECTION PROCESS.**

**INSTRUCTIONS:**

Firms or companies desiring to provide services as described herein shall submit two copies of the proposal in original format along with one unbound copy and one electronic version in a sealed envelope no later than the aforementioned date and time to the attention of:

**George Tompkins, Town Superintendent  
Town of Melbourne Village  
555 Hammock Road  
Melbourne Village, Florida 32904**

1. Proposals received after the specified time and date shall be returned unopened.
2. Consultants are permitted to reproduce or recreate the forms in the exact format as shown. Completed qualification packages must be submitted on white 8½” x 11” paper using black ink only. Font size must be no less than 10 point on any form or page.
3. Consultants are instructed NOT to fax their proposal.
4. Consultants must indicate on their proposal envelope the following:

“PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES”  
“STORM WATER DRAINAGE IMPROVEMENTS”  
DATE OF OPENING  
NAME OF CONSULTANT  
RETURN ADDRESS OF CONSULTANT

**EVALUATION:**

1. Selection shall be in accordance with F.S. 287.055 and the Town’s standard selection procedures.
2. Minimum requirements to qualify:
  - The prime consultant must be a licensed Engineering Business in the State of Florida and have a licensed Professional Engineer in the local office.
  - The prime consultant’s local office location must be within a 75 miles radius from Melbourne Village Town Hall.
  - The prime consultant’s principal-in-charge must be located in the local office. This person must be authorized to negotiate fees, contracts, staffing commitments, etc. on behalf of the firm to satisfy the requirements of the contract. In addition, the office must be staffed with sufficient clerical and technical support, along with the required office, computer, and drafting equipment to allow for the successful completion of the assigned Town project.
  - Secondary services can be performed at other office locations outside the 75-mile driving distance.
  - The affiliation and location of all team members must be clearly indicated on the accompanying forms.
  - Please note: The contract between the Town and the selected consultant will include limitations on markup of subcontracted services. There will be no markup on primary services (as identified above).
3. The qualifications will be reviewed and evaluated in accordance with the following criteria and points:

<u>Criteria</u>	<u>Points</u>
Cover Sheet ( <i>Form A</i> ) .....	0
Firm Information ( <i>Form B-1 and B-2</i> ) .....	5
Assigned Personnel and Experience ( <i>Form C</i> ).....	10
Previous Similar Work Completed ( <i>Form D</i> ) .....	20
Previous Similar Work Completed ( <i>Form E</i> ).....	10
Project Approach ( <i>Form F</i> ).....	20
Conflict of Interest/Minority Business ( <i>Forms G1 &amp; G2</i> ) .....	0
Authorized Representative ( <i>Form H</i> ) .....	0
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contract ( <i>Form I</i> ) .....	0
Truth-In-Negotiation Certification ( <i>Form L</i> ).....	0
Drug Free Workplace Form ( <i>Form M</i> ).....	0
References ( <i>Form N</i> ).....	10
Civil Construction Plans for a Drainage Improvement Project ( <i>Exhibit A</i> ).....	25

**Total 100**

4. The Town may select, based on the above criteria, no fewer than three consultants to make presentations.
5. The presentations will be evaluated based on additional criteria that will be outlined at the time the Town announces the short-listed consultants and the form for presentations.
6. Points from the initial evaluation will not carry through to the presentation evaluations.

**INSURANCE REQUIREMENTS:**

A minimum coverage of Professional Liability Insurance, Workers' Compensation Insurance, Commercial General Liability Insurance, and Business Automobile Liability Insurance in the amount of not less than \$1,000,000 per occurrence will be required for this project. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Evidence of insurance shall be provided and the evidence shall provide for thirty days notice in writing to the Town prior to cancellation, expiration, or non-renewal. Town shall be named additional insured.

**TERMS AND CONDITIONS:**

1. The Town reserves the right to determine whether the consultant's responses are adequate or inadequate, complete or incomplete, and to determine what constitutes the grounds for disqualification of a consultant who may submit inadequate or incomplete responses. The Town reserves the right to determine if a proposal is unresponsive. The Town may disqualify a consultant who submits a proposal determined by the Town to be unresponsive or which contains insufficient, inadequate, or incomplete responses to be deemed unresponsive. The Mayor shall make such determinations and will rely on staff and the selection committee for input in this matter.
2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entry in excess of the threshold amount provided in F.S. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
3. Any proposal may be withdrawn until the date and time set above for submission of the proposals.
4. Costs of preparation of a response to this RFP are solely those of the proposer and the Town assumes no responsibility for any such costs incurred by the proposer.



5. Consultants shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. Consultants will take affirmative action to ensure that minority and disadvantage applicants are employed and employees are treated during their employment without regard to race, color, religion, sex, age, or national origin.
6. The consultant understands that this RFP does not constitute an agreement or contract with the Town.
7. Any consultant, who submits in its proposal to the Town any information that is determined by the Town to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration. The Mayor will determine if a consultant will be disqualified.

**FORM A DRAINAGE IMPROVEMENT PROJECT EXAMPLES**

<b>PROJECT</b>	<b>Drainage Improvement Project</b>
<b>NAME OF FIRM</b>	
<b>LOCAL ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>FAX NO</b>	
<b>EMAIL ADDRESS</b>	
<b>CONTACT PERSON</b>	
<b>TITLE</b>	

**FORM B-1 FIRM INFORMATION**

<b>PRIMARY SERVICES LOCATION/ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b># OF LICENSED PE's</b>	
<b># OF NON-LICENSED TECHNICAL STAFF</b>	
<b>% WORK EXPECTED TO BE PROVIDED BY PRIME</b>	
<b>YEARS IN BUSINESS</b>	
<b>BRANCH OFFICE LOCATION/ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b># OF LICENSED PE's</b>	
<b>NO. OF NON-LICENSED TECHNICAL STAFF</b>	
<b>% WORK EXPECTED TO BE PROVIDED BY BRANCH</b>	
<b>% WORK EXPECTED TO BE PROVIDED BY SUBS</b>	

**FORM B-2 SUBCONSULTANTS**

**SUBCONSULTANT**

<b>DISCIPLINE</b>	
<b>LOCATION/ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b># OF EMPLOYEES</b>	
<b>% WORK EXPECTED TO BE COMPLETED BY SUB</b>	
<b>YEARS IN BUSINESS</b>	

**SUBCONSULTANT**

<b>DISCIPLINE</b>	
<b>LOCATION/ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>E-MAIL ADDRESS</b>	
<b># OF EMPLOYEES</b>	
<b>% WORK EXPECTED TO BE COMPLETED BY SUB</b>	
<b>YEARS IN BUSINESS</b>	

**FORM C ASSIGNED PERSONNEL AND EXPERIENCE**

Please provide information on the primary team members who have been assigned to the project for the roles and disciplines listed below. For “Role”, provide the type of discipline/role for each team member assigned. May include a maximum of one additional page (8½ x 11”) in the same format.

<b>ROLE</b>	<b>NAME OF INDIVIDUAL ASSIGNED TO THE PROJECT</b>	<b>PRIMARY SERVICES/ BRANCH/ SUBCONSULTANT</b>	<b># YEARS EXPERIENCE/ # YEARS WITH SUBMITTING FIRM</b>	<b>EDUCATION, DEGREE(S)</b>
Principal-in-Charge				
Project Manager				
Additional Team Members:				

**FORM D PREVIOUS SIMILAR WORK COMPLETED – DESIGN/PERMITTING**

List up to five (5) similar projects completed in the State of Florida in which the proposed Project Team has served in the same capacity during the past five years. Please note projects that were completed while working for another firm.

<b>PROJECT NAME / OWNER / REFERENCE NAME / ADDRESS / PHONE</b>	<b>BRIEF DESCRIPTION OF PROJECT</b>	<b>NAME AND ROLE OF KEY PERSONNEL INVOLVED IN PROJECT</b>	<b>PROJECT STATUS</b>

**FORM E PREVIOUS SIMILAR WORK COMPLETED**

**CONSTRUCTION MANAGEMENT**

List up to five (5) similar projects completed in the State of Florida in which the proposed Project Team has served in the same capacity during the past five years. Include if resident observation was included. Please note projects that were completed while working for another firm.

<b>PROJECT NAME / OWNER / REFERENCE NAME / ADDRESS / PHONE</b>	<b>BRIEF DESCRIPTION OF PROJECT</b>	<b>NAME AND ROLE OF KEY PERSONNEL INVOLVED IN PROJECT</b>	<b>PROJECT STATUS</b>

## **FORM F PROJECT APPROACH**

Describe in detail your firm’s approach to successful completion of this project using the remainder of this page and a maximum of one additional page (8½ x 11”). Include a discussion of specialized skills, knowledge and expertise of your project team, which will be utilized to complete the project.



**FORM G-1 CONFLICT OF INTEREST CERTIFICATION  
FOR CONSULTANT/CONTRACTOR**

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair and impartial decisions when performing work for the Town, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned standards could result in the termination of my work for the Town.

The Town reserves the right to request additional information on these subjects and also to eliminate any firm from the selection process that has material conflict(s) of interest or a history of litigation resulting from engineering errors or omissions or unethical or illegal business practices. The Mayor shall make any such determination.

Contract No./Project Description(s):

\_\_\_\_\_  
\_\_\_\_\_

Financial Project Number(s):

\_\_\_\_\_

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the contract(s) identified above.

Printed Names

Signatures

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FORM G-2 MINORITY BUSINESS ENTERPRISE**

State whether your firm or any firm to which you may subcontract services related to this project, is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.

Prime Consultant: \_\_\_\_\_

Subcontracted Services: \_\_\_\_\_

**FORM H COMPANY’S REPRESENTATIVE  
WHO IS AUTHORIZED  
TO SUBMIT THIS STATEMENT OF QUALIFICATIONS**

COMPANY NAME \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

NAME (PRINT OR TYPE) \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**FORM I CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS**

(Compliance with 49CFR, Section 29.510)  
(Appendix B Certification]

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature

Title: \_\_\_\_\_

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled 'Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction', without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enter into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

**FORM L TRUTH-IN-NEGOTIATION CERTIFICATION**

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Town of Melbourne requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants and warrants that wage rates and other factual unit costs supporting the compensation for this project’s agreement will be accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For purpose of this certificate, the end of the agreement shall be deemed to be the date of the final billing or acceptance of the work by the Department, whichever is later.

\_\_\_\_\_  
Name of Consultant

By: \_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Date

**FORM M DRUG-FREE WORKPLACE**

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 under bid 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 bid, the employee will abide 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 1893 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.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

## FORM N REFERENCES

In order for the Consultants to be awarded any points for this tab, the Town requests that the Consultant submits three (3) **completed** reference forms from clients whose projects are of a similar nature to this solicitation as a part of their proposal. The Town will only use the methodology calculations for the first three (3) references (only) submitted by the past client in their proposal. The following methodology will be applied to each past client’s information provided in this area:

- The Town shall total each of the past client’s three reference scores and create a ranking from highest number of points to lowest number of points. References marked with an N/A (or similar notation will be given the score of zero (0)). If three completed reference forms are not submitted by the due date, then each missing form will be given zero (0) points.
- The greatest number of points allowed in this criterion will be awarded to the Consultant who has the highest score.
- The next highest Consultant’s total points will be divided by the highest Consultant’s points which will then be multiplied by 10 to determine the Consultant’s points awarded. Each subsequent Consultant’s point score will be calculated in the same manner.
- Points awarded will be rounded to the nearest tenth decimal place.

For illustrative purposes only, see chart for an example of how these points would be distributed among the proposers.

Consultant Name	Consultant Total Reference Score	Points Awarded
Consultant ABC	245	10
Consultant DEF	225	9.2
Consultant GHI	188	7.7

Note: Sample chart reflects a 10 point reference criterion.

The points awarded to the Consultant will be distributed to the Selection Committee prior to their final evaluation of the proposals. The Selection Committee will review the Consultant’s proposal to ensure consistency and completion of all tasks in the RFQ, and review the Points Awarded per Consultant. The Selection Committee may, at their sole discretion, contact references.

Name of Company/Individuals Requesting Reference Information:	
Name of Evaluator Completing Reference:	
Name of Evaluator’s Company	
Email Address of Evaluator	
Phone Nummber of Evaluator	
Signature of Evaluator	

Town of Melbourne Village is implementing a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform professional consulting services for the Town of Melbourne Village Drainage Improvement Project. The Name of the Company listed in the above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored “0.”

Project Description: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Project Budget: \_\_\_\_\_ Project Number of Days: \_\_\_\_\_

Change Orders - Dollars Added : \_\_\_\_\_ Change Orders - Days Added: \_\_\_\_\_

Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	
2	Ability to maintain project schedule (complete on-time or early).	
3	Quality of work.	
4	Quality of consultative advice provided on the project.	
5	Professionalism and ability to manage personnel.	
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	
7	Ability to verbally communicate and document information clearly and succinctly.	
8	Ability to manage risks and unexpected project circumstances.	
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	
10	Overall comfort level with hiring the company in the future (customer satisfaction).	
<b>TOTAL SCORE OF ALL ITEMS</b>		



**EXHIBIT A CONSTRUCTION PLANS**

**CIVIL CONSTRUCTION PLANS FOR A DRAINAGE IMPROVEMENT PROJECT**

Provide an example of construction plans for a drainage improvement project. The project should have been completed within the last 5 years. Please note on the project information on the table below. These plans shall be submitted on 11”x17” or 12”x18” paper and shall contain no more than 15 pages. This set of plans does not need to include all sheets needed to construct the project, just a representation of what was used during construction.

Project Name:	
Client:	
Total number of sheets in original construction plans:	
Original page/paper size of construction plans:	
Construction Budget:	
Original Contract Value:	
Number of Days in Contract:	
Number of Days for Completion:	
Number of Change Orders*:	
Dollar Value of Change Orders:	

\*You may provide a description of the change orders on a maximum of one additional page (8½ x 11”). Include reason for the change order (such as owner requested, contractor driven, etc).