

**NOTICE TO CONSULTING ENGINEERS
REQUEST FOR "STATEMENT OF QUALIFICATIONS" (SOQ)**

The City of Hampton, Florida requests "Statement of Qualifications" (SOQ) from Consultants who perform engineering, surveying/mapping services, architecture, construction administration services as follows:

1. General Services: Services including but not limited to: design wells and well pump modifications, well field studies, pumping and storage tank facilities, water main extensions, reclaimed water system expansion, drainage studies/design & improvements, permitting, sewer pumping stations, sewer main and manhole rehabilitation, sewer system expansion, utility construction management services, lighting, grant writing and research, intersection design and traffic engineering, traffic calming, design of sidewalks, bike and pedestrian improvements, safety studies, minor bridge design, road design, infrastructure improvements, subsurface utility engineering and inspections, survey and construction management services, architecture.
2. Responses to this SOQ (please submit one original, six (6) copies and one disc copy) should be submitted in a sealed envelope, clearly identified as:

"CONSULTANT STATEMENT OF QUALIFICATIONS"

Deadline for submittal is 2:00 PM, THURSDAY, February, 18th, 2021. **Packages can only be submitted between the hours of 10 am to 2 pm Monday through Thursday.**

Responses must be delivered to:

City of Hampton, Fl
City Hall FRONT DOOR
5784 Navarre Avenue
Hampton, Fl 32044
Attn: City Clerk/Administrator

DUE TO COVID, PACKAGES WILL BE ACCEPTED AT THE FRONT DOOR OF CITY HALL ONLY. A REPRESENTATIVE OF THE CITY WILL ACCEPT THE PACKAGES, MONDAY – THURSDAY, UP UNTIL FEBRUARY 18, 2021, BETWEEN THE HOURS OF 10 AM TO 2 PM. NO EXCEPTIONS. A RECEIPT WILL BE GIVEN AT THE TIME OF DELIVERY. PLEASE ARRIVE USING CDC GUIDELINES,

There will not be a pre-SOQ meeting for this request.

This SOQ and any addenda's will be posted on the Cities web site: www.hamptonfl.com

To ensure all consultants are being notified via e mail for questions and/or answers to this SOQ, please send your requests to coh1@outlook.com for all addenda's etc.

Each "Statement of Qualifications" submitted shall consist of the following sections:

Include a cover letter (maximum 1 page). A statement that the prime and any sub consultants can provide all services listed. The location of the prime's office. If different, the location of the project office where the work will be accomplished and managed. Principal of the firm must sign the cover letter.

Do not submit using the Standard Form 330 forms.

Do not include company brochures.

Use comb binding with hard covers, tabs for the four (4) evaluation sections

Single sided sheets

SUBMITTAL EVALUATION

Evaluation of each submittal will be based upon the following criteria with a maximum point value of 100 points: The highest score tallied from all submittals will be chosen to proceed to negotiations. One firm to be selected. The firm chosen will be for 2 years with a 1 year extension if agreed. No oral presentations will be required. No points will be assigned for Minority and Small Business Enterprises.

1. Capability/adequacy of **firm's proposed staff and/or sub-consultants** as they relate to the potential work. (30 points). Page limit up to 5 pages.
2. The firm's recent (within 5 years) and/or primes project managers **relevant experience on projects comparable** to the City's potential projects. (30 points) See general services requested in the opening paragraph, item 1. Page limit up to 5 pages.
3. Evaluation of the prime firm's project managers **past City performances** with similar projects in Florida by references from three (3) separate Cities'. Name, title, phone number, direct e mail required. (20 Points) Page limit up to one page by listing the 3 references on this page.
4. **Location and ability** to handle project workload. (20 Points). Location of the primary project office must be within 50 miles of the City of Hampton, Florida. Page limit up to 2 pages.

The City of Hampton reserves the right to visit the project office at any time during the selection process, evaluate the qualification statements submitted, waive any irregularities therein, select the firms from the submittals, and/or reject any and all firms that submit qualification statements

should it be deemed in the City's best interest to do so. Selection as a qualified consultant by the City does not guarantee that Service Authorizations for work will be issued during the contract period.

INQUIRIES AND ADDENDA

Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to this SOQ shall be made through the City of Hampton via e mail coh1@outlook.com. Inquiries must be submitted via e mail no less than five (5) days before the proposal due date. The City shall respond to all registered firms within 2 days of the inquiries. The City is not responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum via e mail is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda's are issued to this SOQ, the City will attempt to notify all prospective Consultants who have requested a copy of the SOQ changes. However, it shall be the responsibility of each Consultant, prior to submitting a response, to contact the City of Hampton, via e mail only, to determine if addenda were issued and to make such addenda a part of the response

LOBBYING

Lobbying of Evaluation Committee members, City of Hampton employees, or elected officials regarding the SOQ, by the proposer or any member of the proposer's staff, an agent of the proposer, or any people employed by any legal entity affiliated with an organization that is responding to the SOQ, is strictly prohibited upon advertisement and shall be prohibited until a written recommendation of award is made. For purposes of this provision lobbying activities shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any SOQ, through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any SOQ proposal to be rejected.