



## **CITY OF WEST PARK, FLORIDA**

### **REQUEST FOR LETTERS OF INTEREST AND QUALIFICATION RFQ NO.: 16-0909 FOR PROFESSIONAL CONSTRUCTION ENGINEERING INSPECTION AND ADMINISTRATION SERVICES FOR SW 40<sup>th</sup> AVENUE (BARACK OBAMA BOULEVARD) STREETScape IMPROVEMENT**

The City of West Park will receive letters of interest and qualification for construction engineering inspection and construction administration projects, per specifications and scope of services until **3:00pm Friday, September 9, 2016**. Interested firms must submit qualification packages to the Office of the City Clerk, 1965 South State Road 7, West Park FL 33023. The telephone number to the City Clerk's office is 954.989.2688. Any qualification package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

Pursuant to Chapter 287.055, Florida Statutes, the City of West Park will retain a consultant to provide the professional Construction Engineering Inspection and Construction Administration Services for the SW 40<sup>th</sup> Avenue (Barack Obama Boulevard) Streetscape Improvement. The selected firm shall enter into an agreement for this specific project. Only firms with similar experiences and a proven track record of delivering successful/on time, on budget projects are encouraged to apply.

The general scope for the professional Construction Engineering Inspection and Construction Administration Services is as follows:

#### **General Administration of the Construction Contract:**

- A. The Construction Phase will begin with the award of the Construction Contract and will end when the Contractor's final Payment Certificate is approved and paid by the CITY.
- B. The CONSULTANT, as the representative of the CITY during the Construction Phase, shall advise and consult with the CITY and shall have authority to act on behalf of the CITY to the extent provided in the General Conditions and as modified in the Supplementary Conditions of the Construction Contract.
- C. The CONSULTANT shall attend pre-construction meetings.
- D. The CONSULTANT shall at all times have access to the project wherever it is in preparation or progress.
- E. The CONSULTANT shall visit the site at least twice per week and at all key construction events to ascertain the progress of the Project and to determine in general if the WORK is progressing in accordance with the Contract Documents. On the basis of on-site observations, the CONSULTANT will use reasonable and customary care to guard the CITY against defects and deficiencies in the WORK. If necessary, the CONSULTANT may be required to provide continuous daily on-site observations to check the quality or

quantity of the WORK as set forth in this Agreement and defined by the Scope of WORK issued for the individual project. On the basis of the on-site observations, the CONSULTANT will advise the CITY as to the progress of and any observed defects and deficiencies in the WORK immediately in writing.

- F. The CONSULTANT shall furnish the CITY with a written report of all observations of the WORK made by him/her during each visit to the WORK. He/she shall also note the general status and progress of the WORK, and shall submit same in a timely manner. The CONSULTANT shall ascertain at least monthly that the Contractor is making timely, accurate, and complete notations on record drawings.
- G. Based on observations at the site and on the Contractor's Payment Certificate, the CONSULTANT shall determine the amount due the Contractor on account and he shall recommend approval of the Certificate in such amounts. The recommendation of approval of a Payment Certificate shall constitute a representation by the CONSULTANT to the CITY that, he certifies to the CITY that the WORK has progressed to the point indicated, and the quality of the WORK is in accordance with the Contract Documents subject to:
  - 1. An evaluation of the WORK for conformance with the contract documents upon substantial completion.
  - 2. The results of any subsequent tests required by the contract documents.
  - 3. Minor deviations from the contract documents correctable prior to completion and acceptance of the project.
- H. The CONSULTANT shall have an affirmative duty to recommend rejection of WORK, which does not conform, to the Contract Documents. Whenever, in his reasonable opinion, he considers it necessary or advisable to insure compliance with the Contract Documents, he will have authority (with the City's prior approval) to recommend special inspections or testing of any WORK deemed not to be in accordance with the Contract whether or not such WORK has been fabricated and delivered to the Project, or installed and completed.
- I. The CONSULTANT shall promptly review and approve shop drawings, samples, and other submissions of the Contractor for conformance with the design concept of the Project and for compliance with the Contract Documents. Changes or substitutions to the Contract Documents shall not be authorized without concurrence with the CITY.
- J. The CONSULTANT shall review and recommend action on proposed Change Orders within the scope of the Project initiated by others, and initiate proposed change orders as required by his own observations.
- K. The CONSULTANT shall examine the WORK upon receipt of the Contractor's Certificate of Substantial Completion of the Project. A Punch List of any defects and discrepancies in the WORK required to be corrected by the Contractor shall be prepared by the CONSULTANT in conjunction with representatives of the CITY and satisfactory performance obtained before the CONSULTANT recommends execution of Certificate of Final Acceptance and final payment to the Contractor. He/she shall obtain from the Contractor all warranties, guarantees, operating and maintenance manuals for equipment, releases of lien and such other documents and certificates as may be required by applicable codes, laws, policy regulations and the specifications, and deliver them to the CITY.
- L. The CONSULTANT shall provide assistance in obtaining Contractor's compliance with the Contract Documents relative to, 1) initial instruction of CITY personnel in the operation and maintenance of any equipment or system, 2) initial start-up and testing, adjusting and balancing of equipment and systems, and, 3) final clean-up of the project.

M. The CONSULTANT shall provide necessary public relations coordination and communication of the project's update to property owners and businesses that about the project. All communication, to include presentations, flyers, memoranda, letters etc., shall also be provided to the City and neighboring cities affected by the project.

**Post Construction Administration**

- A. The CONSULTANT shall prepare and provide the CITY with a written manual, to be used by the CITY, outlining the implementation plan of all the required maintenance necessary to keep the proposed WORK operational in a safe and effective manner.
- B. The CONSULTANT shall furnish to the CITY, reproducible record drawings updated based on information furnished by the Contractor; such drawings shall become the property of the CITY.
- C. The CONSULTANT shall assist in the inspection of the WORK one month before the expiration of any guarantee period or the sixth month whichever is earlier and report any defective WORK in the Project under terms of the guarantee/warranties for correction. He/she shall assist the CITY with the administration of guarantee/warranties for correction of defective WORK that may be discovered during the period.

To be eligible for selection consideration, interested consultants must submit three (3) original copies of the following information:

- 1. Name of firm(s); specify as to type of contractual agreement between firms, and certificate(s) of authorization to offer professional services through the Florida Department of Professional Regulations, as applicable, from prime as well as supporting firms, if any.
- 2. Proof of authorization to transact business in the State from the Florida Secretary of State, from prime as well as supporting firms.
- 3. Proposed organization chart identifying key professionals and their area of responsibilities.
- 4. Appropriate current Federal 254 and 255 forms showing the firm's data and supporting the firm's ability to perform each category of work required. Federal form 254 is not required for sub-consultant.
- 5. List of at least five (5) recent client references with contact names and telephone numbers.

**For further information, interested parties may email questions to the attention of the City Clerk at: [agrant@cityofwestpark.org](mailto:agrant@cityofwestpark.org) until Friday, September 9, 2016. Requests for any information or questions must be made in writing.**

Please be advised that the City of West Park complies with the Broward County's Cone of Silence Ordinance.

W. Ajibola Balogun  
City Manager