

*W*INTER HAVEN

The Chain of Lakes City

March 1, 2011

REQUEST FOR QUALIFICATIONS RFQ-11-14

Sealed responses marked “ENGINEERING, DESIGN AND CONSULTING SERVICES – PEDISTRIAN BRIDGE” will be received by the City of Winter Haven until **2:00 P.M., March 23, 2011**, at the office of the Procurement Services Division, Central Stores Complex, 401 6th St. SW, Winter Haven, Florida 33880, for the following:

“Engineering, Design, Permitting and Consulting services specific to a Pedestrian Bridge along the Chain of Lakes Trail”

At that time, responses will be publicly opened and read aloud in the Procurement Services Office.

The City is requesting responses from those qualified firms with previous experience in this type of work. Firms submitting responses shall provide evidence of their experience and expertise in similar work performed. Bidders must submit one (1) **unbound original** and six (6) copies of their response.

Questions concerning this bid must be submitted in writing on or before **3:00 p.m., March 16, 2011**, to Travis Edwards at tedwards@mywinterhaven.com or Andy Palmer at apalmer@mywinterhaven.com . Questions received after this time may not be answered.

The responses shall be furnished in accordance with the RFQ, requirements, and any other documents prepared for this bid. **W-9** must be attached to the bid when returned by the responding vendor. Payment will be rendered to the name and ID appearing on the W-9.

For additional information, contact Travis Edwards or Andy Palmer at **(863) 291-5656** or via email at tedwards@mywinterhaven.com or apalmer@mywinterhaven.com.

The City of Winter Haven reserves the right to reject any and all responses, to waive informalities, to re-advertise, and to enter into a contract determined to be in its best interest, in accordance with the documents referenced herein above.

Sincerely,
CITY OF WINTER HAVEN



Bob Bishop
Procurement Services Division Director

REQUIREMENTS

RFQ-11-14

ENGINEERING, DESIGN AND CONSULTING SERVICES SPECIFIC TO A PEDESTRIAN BRIDGE ALONG THE CHAIN OF LAKES TRAIL

Statement of Intent

The City of Winter Haven is soliciting statements of qualification from Engineering, Design, Permitting and/or Consulting Firms specific to the engineering and design of a pedestrian bridge to be constructed across Avenue T, NW (State Road 544), linking the north and south sides of the Chain of Lakes Trail.

Background

The City of Winter Haven, centrally located in Polk County, Florida is a full service municipal corporation serving an estimated population of 34,700 permanent residents. The City presently provides for the recreational and leisure pursuits of residents and visitors alike through the ongoing operation and maintenance of 39 parks and recreation facilities covering 411 acres. In addition, the City has nearly 10 miles of trails ranging from the 3.6-mile multi-use Chain of Lakes Trail to a 1/3 mile loop trail at Lake Hartridge Nature Park.

Chain of Lakes Trail

In 2006, the City constructed the 3.6-mile multi-use Chain of Lakes Trail. The Trail starts in downtown Winter Haven and traverses north to U.S. Highway 17/92 in Lake Alfred. The Trail is an asphalt surface which is 12 feet wide in most places. The Trail has been designated as part of the State Trail System by the Florida Office of Greenways and Trails. The southern portion is in an urban environment while the northern portion is more of a rural environment. Recent pedestrian improvements to U.S. Highway 17/92 in Lake Alfred connect the northern portion to the McKay Preserve Trail System and into downtown Lake Alfred. The recent development of the Winter Haven Area Transit Bus Terminal and ongoing construction of the Downtown Trailhead Park continually increase the usage of the Trail. On the north side of the Trail, a large multi-family apartment complex is currently under construction and will provide a direct connection for its residents. Several projects are currently under design or planned that will extend the Chain of Lakes Trail to the south and to the west.

Avenue T, NW (State Road 544) Trail Split

At approximately mile marker 1.5, the Chain of Lakes Trail is divided by Avenue T, NW (State Road 544). Avenue T, NW is a 5-lane State Roadway. To safely cross Avenue T, Trail users are directed to travel west, several hundred feet, along the sidewalk

network to the pedestrian crossing at the intersection of U.S. Highway 17 and Avenue T, NW. Many users either turn around at Avenue T, NW or decide to cross all five lanes of traffic at an undesignated crosswalk. As a result, Avenue T, NW is a major barrier to use of the Trail and contributes to very unsafe situations for users. With increased use of the Trail expected over the next few years for recreation, exercise, and commuting purposes a safe solution to getting across Avenue T, NW is needed.

Support and Commitment:

In 2007 the Leisure Services Division commenced a community wide Parks, Recreation and Trails Master-Planning initiative in which citizens were asked for input on the trails as well as many other issues related to parks and recreation. The general feedback from the entire initiative rated an increased trail network and related facilities as high priorities. In 2010, the City completed a Multi-Modal Transportation Plan that ranked a pedestrian bridge over Avenue T, NW one of the plan's highest priorities.

In 2009, the City was awarded a \$1.2 Million grant for construction of a pedestrian bridge over Avenue T for the Chain of Lakes Trail. The City of Winter Haven 2010/2011 Fiscal Year Budget has \$1.5 Million budgeted for design and construction of the Trail bridge.

The City is the sublease holder of two properties on the north side of Avenue T, NW adjacent to the Chain of Lakes Trail and one property on the south side of Avenue T, NW (the trail corridor on the north side is constructed in one of the subleased properties whereas the trail corridor on the south side is constructed in the City's ROW). The property on the south side of Avenue T is approximately .83 acres and the property on the north side is approximately 4 acres. The trail corridor on the south side of Avenue T is approximately 10 feet wide and is approximately 100 feet wide on the north side of Avenue T. It is the intent to have the bridge structure and approaches remain within these properties and corridors.

Scope of Services

It is the City's intent to select a qualified firm to provide the engineering, design, permitting and consulting services necessary for the design of a pedestrian bridge over Avenue T, NW. The firm must be an FDOT Qualified Firm. The scope of work is summarized below:

- Applicable survey of subject area
- Development of up to three concept plans for the bridge including structure and approaches complete with renderings and 2-D images

- Identification of all above ground and below ground utilities in conflict with the project and relocation plan of the utilities
- Development of 30%, 60%, 90%, 100% plans and specifications to be reviewed by Florida Department of Transportation and City of Winter Haven Staff
- Complete bid documents and bidding assistance
- Construction oversight and required FDOT inspection services (potential)
- The identification and completion of any and all Federal, State, or local permits that may be applicable to the project, including back up documents
- The project is currently budgeted at \$1.5 Million for design and construction (\$1.2 Million FDOT Grant & \$300,000 City of Winter Haven Funds)

Submittal Requirements

Firms interested in being considered for this project must submit one unbound original and six copies for a total of seven sets of the entire package including a letter of interest and the following items/information. Submittals are limited to 20 single-sided or 10 double-sided (8.5"X11") total pages inclusive of the letter of interest. Failure to comply with this requirement may result in the submittal being considered non-responsive.

Items to be included in submittal and marked as follows:

- **TAB 1** - Brief history of the firm, including the location of offices from which this project will be managed; location of offices for Civil Engineer; location of offices for Structural Engineer; location of offices for Architect; total number of staff employed by the firm; years of incorporation, including any under a separate/different name.
- **TAB 2** - Demonstration of competence in completing the engineering, design, permitting and consulting services necessary for the development of a pedestrian bridge across Avenue T, NW. Preferential consideration will be given to those firms that can demonstrate experience as the primary engineer/design/consulting firm on pedestrian bridge projects as opposed to those who have only served in sub-consultant capacities and/or those whose experience is not specific to pedestrian bridge projects. Interested firms should include specific examples of previous work and client references with all necessary contact information. The same information should be included when applicable for any sub-consultants intended to be used.
- **TAB 3** - Summary of the qualifications, education, expertise and experience of the proposed project manager and all anticipated team members.
- **TAB 4** - Evidence that the interested firm possesses the ability to meet project schedules, balance workload with other projects and maintain a reliable and sufficient working staff.
- **TAB 5** - Brief summary of the intended work plan/methodology/approach that would be used in the completion of this project.

- **TAB 6** – Provide a description of how the interested firm will directly impact the local economy by utilizing local labor, firms, supplies and/or materials.

Interested firms are advised that failure to comply with the following will be grounds for immediate disqualification from consideration:

- Receipt of submittal by the specified cut-off date and time
- Receipt of the specified number of copies
- Adherence to the maximum number of pages
- Inclusion of all information designated above
- Inclusion of information and examples not applicable to this project

The submittals will be reviewed based on the following criteria:

- Demonstration of competence in completing the engineering, design, permitting and consulting services necessary for the development pedestrian bridges. **(Weight 25 points)**
- Qualifications, education, expertise and experience of the proposed project manager and anticipated team members. **(Weight 20 points)**
- Evidence of ability to meet project schedules based on current workload and available resources. **(Weight 15 points)**
- Intended methodology that is proposed for the project. **(Weight 15 points)**
- Location of team. **(Weight 15 points)**

Winter Haven Utility Service Area	15
Polk County	12
Central Florida <i>(defined as County bordering Polk County)</i>	9
Florida	6
Outside Florida	0
- Intent/Capacity to affect the local economy through the use of local service providers, subcontractors and resources. **(Weight 5 points)**
- Overall quality of submittal package. **(Weight 5 points)**

Submittals are to be delivered to the City of Winter Haven Procurement Services Division Director, 401 6th Street, SW, Winter Haven, FL, 33880, Phone (863) 291-5664.

A Selection Committee comprised of City staff directly involved in the project will evaluate each submittal according to the **Submittal Requirements** listed above. Additional evidence of applicable skills and/or relevant experience will be considered where appropriate. Upon completion of the Committee's review, submittals will be

shortlisted to three. Oral presentations will be required of the three shortlisted firms to further ascertain the ability to meet the project requirements. A final ranking will be determined following the shortlist presentations and the City will engage in competitive negotiations with the most qualified firm. Should the City be unable to negotiate a satisfactory contract with the most qualified firm, the City will undertake negotiations with the second most qualified firm. If a satisfactory contract cannot be negotiated with the second most qualified firm, the City will then undertake negotiations with the third most qualified firm.

Any questions regarding this information should be directed to Travis Edwards or Andy Palmer with the Leisure Services Division, at **(863) 291-5656** or via email at **tedwards@mywinterhaven.com** or **apalmer@mywinterhaven.com**.