



REQUEST FOR QUALIFICATIONS

RFQ #2010-01

DATE: September 12, 2010

**PROPOSER:
“The Offeror”**

**REQUESTING DEPARTMENT
The “District” or “PPB”
Port of Palm Beach District
Maritime Office Complex
One East 11th Street, Suite 600
Riviera Beach, FL 33404**

YOU ARE INVITED TO SUBMIT QUALIFICATIONS ON THE FOLLOWING PROJECT:

“Professional Surveying and Mapping Services”

SECTION 1: PURPOSE

- 1.1 This Request for Qualifications (RFQ) is issued with Florida Statutes 287.055 Consultant’s Competitive Negotiation Act “CCNA”. The purpose of this Request for Qualifications (RFQ) is to solicit proposals to provide professional services to the Port of Palm Beach District for “Professional Surveying and Mapping Services”, on a task/work order basis. This contract acquisition and award will not be based on price. Factors such as qualifications and experience of principals and staff, methodology, management technical support, experience and history of the firm will be considered.
- 1.2 The Board of Commissioners of the Port of Palm Beach District authorized staff to solicit proposals for qualified firms who have specific experience in providing “Professional Surveying and Mapping Services” within the State of Florida. The Firm should also have experience or a sub-consultant with experience in bathymetric surveys.

QUALIFICATION OF OFFEROR(S) / PROPOSERS

The Offerors/proposers will be asked to provide sufficient evidence to confirm a satisfactory performance record. Such information may include a statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Offerors should submit the following information. Failure of Offerors to provide the required information is considered sufficient cause for rejection.

1.3 **STATEMENT OF NEED AND SCOPE OF SERVICES:**

The Port of Palm Beach District will request proposals and issue work orders for Professional Surveying and Mapping Services and projects to be completed by Professional Surveyor and Mapper. The projects that may be requested by the Port of Palm Beach include but are not limited to:

1. Lease Boundary Surveys
2. Legal Descriptions
3. As-built Surveys
4. Upland Topographic Surveys
5. Bathymetric Surveys of Slips, Marginal Wharfs and Lake Worth Harbor/Inlet

SECTION 2: DEFINITIONS

- 2.1 “Offeror” refers to the Offeror under this Request for Proposals with which the Port of Palm Beach District may enter into a professional services agreement to perform “Professional Surveying and Mapping Services” and its permitted successors and assign.
- 2.2 “Offeror” refers to those individual, corporation, partnership or agency that responds in writing to this Request for Proposal.
- 2.3 “District” or “PPB” is the Port of Palm Beach District- a Special Taxing District of the State of Florida, established under Chapter 7081, Law of Florida. The District is responsible for the RFP. The Executive Director shall address administrative matters regarding services.
- 2.4 “Contracting Party” refers to the Board of Port Commissioners, Port of Palm Beach District, who will enter into the resulting agreement. The Chairperson of the Board shall represent the Board of Port Commissioners and any directions of the Board must be considered and approved at a regular scheduled meeting of the Board of Port Commissioners.

The following words and expressions used in the negotiated agreement shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words “Contract” or “Contract Documents” or “Agreement” to mean collectively these terms and conditions, the Scope of Services and all associated addenda and attachments, the Offeror’s Proposal, Professional Services Agreement and all other attachments hereto and all amendments issued hereto.
- b) The words “Contract Date” to mean the date on which the Professional Services Agreement is effective.
- c) The words “Days” to mean Calendar Days.

- d) The word “directed”, “required”, “permitted” “ordered”, “designated”, “selected”, “prescribed” or words like import to mean respectively, the direction, requirement, permission, order, designation, selection or prescription of the Project Manager; and similarly the words “approved” “acceptable”, “satisfactory”, “equal”, “necessary”, or words like import to mean respectively, approved by, or acceptable or satisfactory to, equal or necessary in the opinion of the Project Manager.
 - e) The words “Charge Order” or “Extra Work” or “Additional Work” resulting in additions or deletions or modifications to the amount, type or value of the Work and Services as required in this Contract, as directed and/or approved by the District.
 - f) The word “sub-contractor”, “sub-consultant” to mean any person, entity, firm or corporation, other than the employees of the Offeror, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the Offeror and whether or not in privity of Contract with the Offeror.
 - g) The words “Work”, “Services”, “Program”, or “Project” to mean all matters and things required to be done by the Offeror in accordance with the provisions of this Contract.
- 2.5 “General Counsel of the District” refers to Gary, Dytrych & Ryan whose address is: 701 U.S. One, North Palm Beach, Florida 33408.
- 2.6 “District Program Manager” or “District Project Manager” refers to the Port Engineer of the Port of Palm Beach to administer the agreement.
- 2.7 “Contract Term” refers to the remainder of Fiscal Year 2010 to 2015. The District shall have the right to terminate the contract term at any time with ninety (90) days written notice.
- 2.8 The “Agreement” will be the document prepared by the District’s Legal Counsel, Gary, Dytrych & Ryan, and entered into by the District and the successful Offeror.
- 2.9 “Professional Surveying and Mapping Services” refers to the needs set forth in Section 1.3 STATEMENT OF NEED in this Request for Proposals.
- 2.10 “SBE” or “MWBE” firms pre-qualified with Palm Beach County or the State of Florida in all categories required for the proposed scope of services identified by the Offeror. The District desires qualified consultants to have a minimum of twelve percent (12%) SBE/MWBE participation for professional firms and contracts. Qualified SBE/MWBE firms must be registered with Palm Beach County or the State of Florida as an SBE certified firms. Evidence of certification must be submitted in the submission to qualify for consideration under this provision.

SECTION 3: PROPOSAL REQUIREMENTS

- 3.1 The District is accepting proposals from qualified professional services firms (“The Offerors”) for “Professional Surveying and Mapping Services” for the Port of Palm Beach District.
- 3.2 Selection and acquisition of these professional services are solely governed by the procurement policies and procedures approved by the Board of Port Commissioners of the Port of Palm Beach District. Any inquiry, question, or challenge to the District procurement policies and procedures shall be made in writing to the Executive Director of the Port of Palm Beach District and the General Legal Counsel of the District. All interpretation and resolutions of conflict of these policies and procedures shall be at the sole discretion of the Board of Port Commissioners.
- 3.3 No proposal received after the specified time and date will be accepted. The time and date for receipt of proposals will be scrupulously observed. The District will not be responsible for late deliveries or mail delays. The time/date stamp located at the District’s Reception Area on the 6th floor of the Maritime Office Complex Building located at One East 11th St, Riviera Beach, Fl 33404, will be the official authority for determining late proposals.
- 3.4 Seven (7) copies of all responses shall be submitted to the District.
- 3.5 The Port of Palm Beach District reserves the right to accept or reject any or all proposals.
- 3.6 The Board of Port Commissioners of the Port of Palm Beach shall accept the qualifications and presentation that best serves the interests of the Port of Palm Beach District.

SECTION 4: ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- 4.1 The District, through its Engineering Department, is soliciting proposals from qualified firms with a minimum of at least five (5) years experience and expertise in providing “Professional Surveying and Mapping Services” within the State of Florida. The Firm should also have experience or a sub-consultant with experience in bathymetric surveys.
- 4.2 The Offeror must possess the following qualifications:
 1. Must have Occupational Business License.
 2. Must have a Professional Surveying and Mapping license registered in the State of Florida on their local staff.
 3. Must have a Professional Land Surveyor registered in the State of Florida with bathymetric surveys on their local staff or as a local sub-consultant.
- 4.3 The purpose of this REQUEST FOR PROPOSALS is to select a qualified consulting firm that can provide a team with resources capable of providing the services described in Section 1.3 STATEMENT OF NEED of this Request for Proposals.

The Scope of Services may be changed or modified during the negotiation phase of the project or task in order to meet the needs of the District and the “Offeror”

SECTION 5: PORT OF PALM BEACH DISTRICT (Background)

The Port of Palm Beach District is located in Palm Beach County, Florida and covers a land area of 971 square miles, which represents about 50 percent of the County’s land area. Incorporated municipalities lying wholly or partially within the District include West Palm Beach, Palm Beach, Lake Park, Riviera Beach, Belle Glade, Pahokee, Palm Beach Gardens, North Palm Beach, South Bay, Golfview, Haverhill, Mangonia Park, Palm Beach Shores and Royal Palm Beach. The Port is located in Florida’s Atlantic Coast in the northeastern area of Palm Beach County. Access to the Atlantic Ocean is via the Lake Worth Inlet, a designated Federal channel with a maintained depth of 33 feet MLW.

The Port is an important component of Florida’s network of 14 deepwater ports, particularly the trio of South Florida Ports including the Port of Miami and Port Everglades in Broward County. The Port of Palm Beach, with its containerized cargo, general cargo, liquid and dry bulk cargoes and cruise operations, is one of the most diversified ports in the United States.

SECTION 6: SUBMITTAL REQUIREMENTS

6.1 Submission: Respondents are required to submit the following information:

- 6.1.1. Qualifications. Provide brief description of essential experience, indicating how this experience will benefit the District. Submit names and qualification of personnel proposed to be involved in the project, including the lead client services manager. NOTE: Respondents are requested to advise the District of any other client(s) that may represent a possible conflict.
- 6.1.2. Narrative. Include a written narrative which demonstrates the firms understanding of the scope of services and states why the firm is best qualified to perform the required services.
- 6.1.3. Approach to Assignment. Include a description of the intended approach for the Scope of Services described in the Section 1.3 STATEMENT OF NEED. Discuss how the services performed will not interfere with the District’s ability to complete the projects in a timely manner. Identify those records and services required to be furnished by the District to perform the scope of services.
- 6.1.4. References and Past Performance. Provide contact names, telephone numbers, and e-mail addresses of three (3) references for similar work within the past five (5) years. Additionally, include a description of past performance in similar activities in Florida (Port and Marine Terminals preferred). List of projects should include the following:

Project Title

Client (Contact person, address, phone number and e-mail address).
Nature of Work.

6.1.5. SBE/MWBE Participation. Describe your approach to help the District achieve its SBE/MWBE participation either through subcontracting or description of Firms policy relating to equal opportunity and affirmative action programs.

6.2 Submissions shall be limited to ten (10) pages (excluding cover sheet and table of contents). Brochures and other promotional materials may be submitted with the submission; however, this material must be under separate cover from the submission requirements.

SECTION 7: PROPOSAL EVALUATION

7.1 Pre-screening evaluation by the District staff will be based upon the following factors:

Description	Maximum Score
a) Qualifications and Experience of Firm	25 percent
b) Firms ability to perform Scope of Services	25 percent
c) Client Service Manager & References	25 percent
d) Responsiveness to District Requirements (including office location and SBE/MWBE requirements)	25 percent

Total Maximum Score **100 percent**

7.2 The Director of Finance, the Director of Maintenance/Railroad and the Director of Port Operations will prescreen all proposals. The preliminary evaluation will be presented at a public meeting to be held in October 2010. Offerors may be requested to make concise presentations to the Port Board of Commissioners at the November 2010 meeting. These presentations will be limited to ten (10) minutes per Offeror.

MANNER OF PERFORMANCE

- a) The Offeror shall provide the services described herein in a competent and professional manner satisfactory to the District in accordance with the terms and conditions of the negotiated agreement. The District shall be entitled to a satisfactory performance of all Services described herein and to full and prompt cooperation by the Offeror in all aspects of the Services. At the request of the District, the Offeror shall promptly remove from the project any Offeror's employee, subcontractor, or any other person performing Services hereunder. The Offeror agrees that such removal of any of its employees does not require the termination or demotion of any employee by the Offeror.
- b) The Offeror agrees to defend, hold harmless and indemnify the District and shall be liable and responsible for any and all claims, suits, actions, damages and costs (including attorney's fees and court costs) made against the District, occurring on account of, arising

from or in connection with the removal and replacement of any Offeror's personnel performing services hereunder at the behest of the District. Removal and replacement of any Offeror's personnel as used in this Article shall not require the termination and or demotion of such Offeror's personnel.

- c) The Offeror agrees that all times it will employ, maintain and assign to the performance of the Services a sufficient number of competent and qualified professionals and other personnel to meet the requirements to which reference is hereinafter made. The Offeror agrees to adjust its personnel staffing levels or to replace any of its personnel if so directed upon reasonable request from the District should the District make a determination, in its sole discretion that said personnel staffing is inappropriate or that any individual is not performing in a manner consistent with the requirements for such a position.
- d) The Offeror warrants and represents that its personnel have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character and licenses as necessary to perform the Services described herein, in a competent and professional manner.
- e) The Offeror shall at all times cooperate with the District and coordinate its respective work efforts to most effectively and efficiently maintain the progress in performing the Services.
- f) The Offeror shall comply with all provisions of all federal, state and local laws, statutes, ordinances and regulations that are applicable to the performance of the Agreement.

EMPLOYEES ARE THE RESPONSIBILITY OF THE OFFERORS

All employees of the Offeror shall be considered to be, at all times, employees of the Offeror under its sole direction and not employees or agents of the District. The Offeror shall supply competent employees. District may require the Offeror to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District. All employees of the Offeror that will be working in the "restricted" area of the Port of Palm Beach shall be required to obtain a T.W.I.C. badge. Each employee shall be required to have and wear this identification badge.

INDEPENDENT OFFEROR RELATIONSHIP

The Offeror is, and shall be, in the performance of all work services and activities under the negotiated agreement, an independent Offeror, and not an employee, agent or servant of the District. All persons engaged in any of the work or services performed pursuant to the negotiated agreement shall at all the times, and in all places, be subject to the Offeror's sole direction, supervision and control. The Offeror shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Offeror's relationship and the relationship of its employees to the County shall be that of an independent Offeror and not as employees and agents of the District.

The Offeror does not have the power or authority to bind the District in any promise, agreement or representation other than specifically provided for in the negotiated agreement.

AUTHORITY OF THE DISTRICT'S PROJECT MANAGER

- a) The Offeror hereby acknowledges that the District Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, in connection with, or in any way related to or on account of, the negotiated agreement including without limitations: questions as to the obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of this Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.
- b) The Offeror shall be bound by all determinations or orders and shall promptly obey and follow every order of the District Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Offeror agrees with the District Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the District Project Manager as soon thereafter as is practicable.
- c) The Offeror must, in the final instance, seek to resolve every difference concerning the Agreement with the District Project Manager. In the event that the Offeror and the District Project Manager are unable to resolve their difference, the Offeror may initiate a dispute in accordance with the procedures set forth in this Article. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.
- d) In the event of such dispute, the parties to the negotiated agreement authorize the Executive Director or designee, who may not be the District Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misinterpretation arisen either before or subsequent to execution hereof) and the decision of each with respect to matters within the Executive Director's purview as set forth above shall be conclusive, final and binding on parties. Any such dispute shall be brought, if at all, before the Executive Director within 10 days of the occurrence, event or act out of which the dispute arises.
- e) The Executive Director may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether Offeror's performance or any Deliverable meets the requirements of the negotiated agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the Executive Director participated therein, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Offeror to the Executive Director for a decision, together with all evidence and other pertinent information in regard to such questions, in order that a fair and impartial decision may be made. Whenever the Executive Director is entitled to exercise discretion or judgment or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be fair and impartial when exercised or taken. The Executive Director, as appropriate, shall render a decision in writing and deliver a copy of the same to the Offeror. Except as such remedies may be limited or

waived elsewhere in the negotiated agreement, Offeror reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.

MUTUAL OBLIGATIONS

- a) The Agreement, including attachments and appendixes to the Agreement, shall constitute the entire Agreement between the parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereto unless acknowledged in writing by the duly authorized representatives of both parties.
- b) Nothing in the negotiated agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or otherwise related (by virtue of ownership control or statutory control) to a party.
- c) In those situations where the negotiated agreement imposes an indemnity obligation on the Offeror, the District may at its expense, elect to participate in the defense if the District should so choose. Furthermore, the District may at its own expense defend or settle any such claims if the Offeror fails to diligently defend such claims, and thereafter seek indemnity for costs from the Offeror.

QUALITY ASSURANCE/QUALITY ASSURANCE RECORD KEEPING

The Offeror shall maintain, and shall require that its subcontractors and suppliers maintain, complete and accurate records to substantiate compliance with the requirements set forth in the Scope of Services. The Offeror and its subcontractors and suppliers, shall retain such records, and all other documents relevant to the Services furnished under the negotiated agreement for a period of five (5) years from the expiration date of the negotiated agreement and any extension thereof.

AUDITS

The Offeror agrees that the District or its authorized representatives or governmental agencies shall, until the expiration of five (5) years after the expiration of the negotiated agreement and any extension thereof, have access to and the right to examine and reproduce any of the Offeror's books, documents, papers and records and of its subcontractors and suppliers which apply to all matters of the District. Such records shall subsequently conform to Generally Accepted Accounting Principles requirements and shall only address those transactions related to the negotiated agreement.

The Offeror agrees to maintain an accounting system that provides accounting records that are supported with adequate procedures for determining the allowability and allocability of costs.

SUBSTITUTION OF PERSONNEL

In the event the Offeror wishes to substitute personnel for the key personnel identified by the Offeror's Proposal, the Offeror must notify the District in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

CONSENT OF THE DISTRICT REQUIRED FOR ASSIGNMENT

The Offeror shall not assign, transfer, convey or otherwise dispose of the negotiated agreement, including its rights, title or interest in or to the same or any part thereof without the prior written consent of the District.

SEVERABILITY

If the negotiated agreement contains any provision found to be unlawful, the same shall be deemed to be of no effect and shall be deemed stricken from the negotiated agreement without affecting the binding force of the negotiated agreement as it shall remain after omitting such provision.

TERMINATION FOR CONVENIENCE AND SUPERVISION OF WORK

- a) The agreement for services will be non-exclusive and the Port will not be required to use the Offeror for all or any work defined in the Scope of Services, and may use any other Contractor the Port deems appropriate.
- b) The District may terminate the negotiated agreement if an individual or corporation or other entity attempts to meet its contractual obligation with the District through fraud, misrepresentation or material misstatement.
- c) The District may, as a further sanction, terminate or cancel any other contract(s) that such individual or corporation or other entity has with the District and that such individual, corporation or other entity shall be responsible for all direct costs associated with such termination or cancellation, including attorney's fees.
- d) The foregoing notwithstanding, any individual, corporation or other entity which attempts to meet its contractual obligations with the District through fraud, misrepresentation or material misstatement may be debarred from District contracting for up to five (5) years.

In addition to cancellation or termination as otherwise provided in the negotiated agreement, the District may at any time, in its sole discretion, with or without cause, terminate the negotiated agreement by written notice to the Offeror.

- e) The Offeror shall, upon receipt of such notice, unless otherwise directed by the District:
 - i. stop work on the date specified in the notice, ("the Effective Termination Date");
 - ii. take such action as may be necessary for the protection and preservation of the District's materials and property;
 - iii. Cancel orders;
 - iv. Take no action which will increase the amounts payable by the District under the negotiated agreement unless specifically approved by Work Order.

- f) In the event that the District exercises its right to terminate the negotiated agreement pursuant to this Article the Offeror will be compensated as stated in the payment Articles, herein, for the:
- i. portion of the Services completed in accordance with the Agreement and the Work Order up to the effective Termination Date; and
 - ii. non-cancelable Deliverables that are not capable of use except in the performance of the negotiated agreement and Work Order and has been specifically developed for the sole purpose of the negotiated agreement Work Order but not incorporated in the Services.
- g) All compensations pursuant to this Article are subject to audit.

EVENT OF DEFAULT

- a) An Event of Default shall mean a breach of the negotiated agreement by the Offeror. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:
- i. The Offeror has not delivered Deliverables on a timely basis.
 - ii. The Offeror has refused or failed, except in case for which an extension of time is provided, to supply enough properly skilled Staff Personnel;
 - iii. The Offeror has failed to make prompt payment to subcontractors or suppliers for any Services;
 - iv. The Offeror has become insolvent (other than as interdicted by bankruptcy laws), or has assigned the proceeds received for the benefit of the Offeror's creditors, or the Offeror has taken advantage of any insolvency statute or debtor/creditor law or if the Offeror's affairs have been put in hands of a receiver;
 - v. The Offeror has failed to obtain the approval of the District where required by the negotiated agreement;
 - vi. The Offeror has failed to provide "adequate assurances" as required under subsection "b" below;
 - vii. The Offeror has failed in the representation of any warranties stated herein.
- b) When, in the opinion of the District, reasonable grounds for uncertainty exist with respect to the Offeror's ability to perform the Services or any portion thereof, the District may request that the Offeror, within the time frame set forth in the District's request, provide adequate assurances to the District, in writing, of the Offeror's ability to perform in accordance with terms of the negotiated agreement. Until the District receives such assurances the District may request an adjustment to the compensation received by the Offeror for portions of the

Services which the Offeror has not performed. In the event that the Offeror fails to provide to the District the requested assurances within the prescribed time frame, the District may:

- i. treat such failure as a repudiation of the negotiated agreement;
 - ii. resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the Services or any part thereof either by itself or through others.
- c) In the event the District shall terminate the negotiated agreement for default, the District or its designated representatives, may immediately take possession of all applicable equipment, materials, products, documentation, report and data.

NOTICE OF DEFAULT – OPPORTUNITY TO CURE/TERMINATION

If an Event of Default occurs, in the determination of the District, the District may so notify the Offeror (“Default Notice”), specifying the basis for such default, and notifying the Offeror that such default must be cured immediately or the negotiated agreement with the District may be terminated. Notwithstanding, the District may, in its sole discretion, allow the Offeror to rectify the default to the District’s reasonable satisfaction within a thirty (30) day period. The District may grant an additional period of such duration as the District shall deem appropriate without waiver of any of the District’s rights hereunder, so long as the Offeror has commenced during such default and is effectuating a cure with diligence and continuity during such thirty (30) day period or any other period which the District prescribes. The default notice shall specify the date the Offeror shall discontinue the Services upon the Termination Date.

REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, the Offeror shall be liable for all damages resulting from the default, including but not limited to:

- a) lost revenues;
- b) the difference between the cost associated with procuring Services hereunder and the amount actually expended by the District for procurement of Services, including procurement and administrative costs; and,
- c) such other direct damages.

The Offeror shall also remain liable for any liabilities and claims related to the Offeror’s default.

The District may also bring any suit or proceeding for specific performance or for an injunction.

REVIEWING DELIVERABLES

The Offeror agrees to submit all Deliverables required to be submitted for review and approval by the District in accordance with the specific requirements in the Scope of Services, and as

specified herein. The Offeror understands that the District shall have final approval on all Deliverables.

SECTION 8: ADDITIONAL REQUIREMENTS AND STIPULATIONS

Pursuant to the Florida Public Records Act, materials submitted by all respondents and the results of the District’s evaluation are open to public inspection. Offerors should take special note of this as it releases any proprietary information that may be included in proposal.

Reservation of Rights

- a. The Port of Palm Beach District reserves the right to reject qualifications which contain any alteration, addition, condition or limitation. Neither the Port of Palm Beach District nor its representatives will be liable for any expenses incurred in connection with preparation of any qualifications, unauthorized alternatives or which show irregularities, technicalities or informalities in any qualifications or to reject any or all qualifications.
- b. Neither the Port of Palm Beach District nor its representatives will be liable for any expenses incurred in connection with preparation of any qualifications.
- c. The Port of Palm Beach District reserves the right to delay any scheduled dates or times for performance, in which event the Port of Palm Beach District will bring such information to the attention of those Professionals which have demonstrated an interest by responding to the RFQ.
- d. The Port of Palm Beach District anticipates awarding one contract for the Services, but reserves the right to contract for services or to award more contracts, if it is deemed in its interest, and pre-qualify Offerors in the event the successful offeror is unable to perform one or more of the specific tasks in Section 1.3 STATEMENT OF NEED.
- e. A response to this RFQ does not constitute a bid; therefore the Port of Palm Beach District retains the right to contact any/all Firms after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

At the November 2010 Commission meeting, the Board of Port Commissioners will select the best qualified firm and an alternate to negotiate with the Executive Director for the services requested. At the December 2010 meeting the Board of Port Commissioners will consider an agreement with the selected firm, and a “Notice to Proceed” will be issued immediately upon execution of the Agreement.

Approved: _____
Executive Director

Date: _____

Attachment A

**NO RESPONSE
TO
REQUEST FOR PROPOSALS
2010-01**

“Professional Surveying and Mapping Services”

**PORT OF PALM BEACH DISTRICT
Maritime Office Complex
One East 11th St. Suite 600
Riviera Beach, Fl 33404**

We have received the REQUEST FOR PROPOSALS # 2010-01 due October 12, 2010 at 2:00 p.m.

We are not responding for the following reason(s):

We desire to remain on your mailing list for the future Requests for Professional Surveying and Mapping Services.

By: _____

Type Name and Title

Type Company Name and Address

Attachment B

NARRATIVE STATEMENT

Attachment C

SPECIFIC REFERENCES

Please attach a list of those firms and / or public entities for which you are currently providing similar services.

Indicate the following:

Name

Address

Contact Person with Title, Telephone number

Description of Program Provided

Dates of Service

Please indicate the same information of entities canceling or terminating your service or program within the last five (5) years. Also include the reason(s) for cancellation or termination.

Attachment D

CONSULTANTS QUALIFICATION SUBMITTAL CHECK LIST

1. Workers Compensation Insurance Certificate _____
Minimum requirements \$1,000,000 each accident & Employee \$500,000 policy Limit.
2. Comprehensive General Liability Coverage (\$1,000.000 ea occurrence _____
\$50,000 Fire damage, \$10,000 Medical expenses (any one person) \$1,000,000
Personal & ADV Injury, \$2,000.000 General Aggregate \$2,000.000 Products-Comp/ OP AGG)
3. Automobile Liability Coverage, Bodily Injury and Property Damage Certificate _____
(\$1,000.000 combined single limit each accident)
4. Professional Liability Coverage (errors and omissions) (\$1,000.000 per Claim and _____
\$1,000.000 per Aggregate)
5. Consultant/ Contractors Firm's Statement of Qualification _____
6. Current copy of License as Consulting / Contracting Firm _____
7. Consultant's / Contractor's Florida Corporation Certificate _____
8. Verifiable Client References _____
9. Responsible Consultant's Work History (Resume and License) _____
10. Identification of Sub-consultants with Qualifications (If Applicable) _____
11. Sub-consultant's Licenses and Corporate Registrations (If Applicable) _____
12. Consultants/ Sub-consultants Onsite Project Manager(s) Qualifications (Resume) _____
13. SPA Application Certification and Signature Page _____

Note: This checklist is provided to assist the proposers in the preparation of their proposal. Included in this checklist are important requirements and is the responsibility of the proposer to submit with the proposal in order to be compliant. Please send the above information bound and tabbed.

****Port of Palm Beach District shall be shown as additional insured added by endorsement and should be shown on certificate.**