

PROFESSIONAL SERVICES NOTICE/REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL SURVEYING AND MAPPING SERVICES

Port of Palm Beach District
Riviera Beach, Florida

The Port of Palm Beach District is requesting qualifications from consulting firms interested in providing services in the practice of professional architecture, professional engineering, landscape architecture and registered surveying and mapping, as defined by the laws of the State of Florida, on a non-exclusive task/work order basis, under continuing contracts. These services are to be procured in accordance with the Consultants Competitive Negotiations Act (CCNA), Florida Statutes Chapter 287.055.

Qualification Packages: Qualification packages will be accepted by the Port of Palm Beach until 2:00 p.m., local time, on October 12, 2010 at One East 11th Street, Suite 600, Riviera Beach, Florida 33404. Qualification packages received after this time will not be accepted.

Scope of Services:

- Contract 1: Professional services for projects in which the construction costs do not exceed One Million Dollars (\$1,000,000.00), or such greater amount as may then be authorized under the CCNA as in effect at the point in time in question.
- Contract 2: Study activity when the fee for such professional service does not exceed Fifty Thousand Dollars (\$50,000.00), or such greater amount as may then be authorized under the CCNA as in effect at the point in time in question.
- Contract 3: Work of a specified nature which shall include but is not limited to, lease boundary surveys, legal descriptions, as-built surveys, topographic surveys, and bathymetric surveys as prepared by a Professional Surveyor and Mapper.

All contracts will contain a provision for termination upon ninety (90) days notice from either party.

Submissions: At a minimum, all responding consulting firms shall have demonstrated experience in professional surveying and mapping projects.

Each responding consulting firm shall provide seven (7) copies of their qualifications. The qualifications submission shall not exceed ten (10) pages plus a one page cover letter and should include the following information:

- Ability of professional personnel, including firm history resumes of key individuals, staff and capabilities.

- Whether the firm is a certified small/minority/women business enterprise.
- Past performance.
- Willingness to meet time and budget constraints requirements.
- Location of the firm.
- Previous experience where the firm provided similar services. Please provide a brief description of the services performed and contact information for references;
- A listing of the services outlined above that will NOT be performed in-house and a list of sub-consultants that will be or are available to the consultant to provide these services;
- Evidence of professional liability coverage insurance with coverage of at least one million dollars (\$1,000,000)

DO NOT include information regarding the basis of compensation.

Scoring: The qualification review/ranking committee will hold a public meeting on October 27, 2010 at 2:00 p.m. in the 6th Floor, Port of Palm Beach Board Room located at One East 11th Street, Riviera Beach, Florida 33404. The committee will review and score firms to be presented to the Port of Palm Beach Commission for selection by the Board of Commissioners at their November 2010 meeting.

The Port reserves the right to waive any technicalities/irregularities and/or to reject any and/or all submissions. The Port of Palm Beach further reserves the right to award a contract to that consulting firm whose submittal best serves the interests of the Port of Palm Beach, in the sole discretion of the Port of Palm Beach.

Questions regarding this request for qualification should be directed to Thomas Lundeen, P.E. at (561) 383-4133.