

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR PROPOSAL NO. 20-8-31A

PROPOSAL FOR SERVICES TO CREATE A MOBILITY STUDY FOR THE COMMUNITY REDEVELOPMENT AGENCY (CRA) AREA OF THE CITY OF CRESTVIEW, FLORIDA



City of Crestview, Florida
Community Redevelopment Agency
July 2020

Elizabeth M Roy

Elizabeth M Roy
City Clerk/CRA Director
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Crestview, FL 32536
cityclerk@cityofcrestview.org

NOTICE TO PROPOSERS

The City of Crestview, Florida Community Redevelopment Agency (hereafter known as CRA) is currently seeking sealed competitive submittals for Proposal for a mobility study for the CRA district. The Firm with the successful proposal will be required to supply the City with copies of current Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The Scope of Work is to provide a cost proposal for a Mobility Study of the CRA district (as shown in Appendix A) for the City of Crestview.

Sealed proposals must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "**RFP No. 20-8-31A**" no later than 2:00 p.m. CST on Monday, August 31, 2020 when they will be opened and read aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the Proposal(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the Proposal are available at the City Clerk's office at 198 N. Wilson Street, or by email request to cityclerk@cityofcrestview.org.

Elizabeth M Roy
City Clerk

CITY OF CRESTVIEW, FLORIDA

REQUEST FOR PROPOSAL NO. 20-08-31A

**"PROPOSAL FOR A MOBILITY STUDY FOR
THE CRA DISTRICT OF THE CITY OF
CRESTVIEW"**

Inquiries about this Request for Proposal
should be directed to:

Elizabeth Roy
City Clerk
City of Crestview
198 North Wilson St
Crestview, Florida 32536
Phone: (850) 682-1560
E-mail: (questions only)
elizabethroy@cityofcrestview.org

OVERVIEW

The City of Crestview is seeking to develop a mobility study for the CRA District of the City of Crestview. This study will include parking, sidewalks, and ADA adjustments for the area.

A map of the area to be considered in the proposal is attached as Appendix A.

The City of Crestview seeks the assistance of an experienced company or individual that can accomplish all the functionality identified in this RFP with the flexibility of providing this functionality over time, if needed due to budgetary constraints. The City is looking for a Company or individual that has the capability of working with various departments of the City with unique requests and unique time frames. The firm with the successful proposal will be required to supply the City with copies of current liability insurance and Workmen's compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

BACKGROUND

The City of Crestview has a population of approximately 25,000. It is located in Okaloosa County in the Panhandle of Florida. The City has approximately 240 full time employees and 5 Part time employees.

The City of Crestview CRA has determined that a complex mobility study of the CRA district would enable growth and development of the area beyond the current limitations of the area.

The City of Crestview will evaluate vendor experience, qualifications and capabilities for providing the mobility study to the City of Crestview CRA. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

Introduction

- Overview and summary of how your company will assist the City

Company Profile

- Individual/Company overview and history
 - How long has the company been in business
 - Number of current employees
 - Number of clients in the past 5 years (?)
 - Years of Experience
- Capabilities of company - Why should your company be chosen

Scope of Work

What will be expected of the City (please include in proposal)

What the City can expect from the company (See Below)

Mobility Study Experience

References (minimum three references, including all contact information below)

Client name

Client contact person and title

Phone

Email address

Required Features

Scope of work

- The Vendor should provide to the City of Crestview CRA a proposal for a complete study and mobility plan for the CRA district as shown in appendix A.

Other Requested Features

- The vendor must be able to provide the CRA with RFP information to complete the components of the study.
- The Study should contain a phased development of the components of the Study .

Insurance Requirements:

- Minimum Requirement for liability insurance is \$1,000,000 with the City of Crestview as additional insured.

Legal Requirements:

- The agreement with the selected vendor will include a Public Access form which outlines the legal aspects of the Florida Public Records law as it applies to entities doing business with municipalities. (see attachment A)

Submittal Requirements

A digital copy and one (1) signed and sealed original proposal, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "20-8-31A and delivered prior to the proposal opening deadline, **2:00 PM CDT (or as soon thereafter as possible) on Monday, August 31, 2020. The digital copy should be in the proposal envelope only. No email proposals or information will be accepted and will cause rejection of the bid Proposal.**

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Crestview reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

Evaluation Team and Evaluation Criteria

The evaluation team will consist of not less than five (5) members to include the following

- The City Clerk (who will act as Chairman)
- The Public Services Director
- The Main Street Director
- Representative of the Planning Department
- City Engineer or Engineering Tech
- Finance Director or appointee
- Members may be changed or substituted as needed

Responses to this RFP will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the proposals using the following criteria;

- | | |
|-----------------------------------|-----|
| • Demonstration of Qualifications | 10% |
| • Relevant Past Projects | 10% |
| • Provided References | 10% |
| • Approach to Study | 40% |
| • Project Timeline | 20% |
| • Business Presence and Location | 10% |

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview CRA to determine the most appropriate and qualified vendor.

Selection Process

The selection process will involve the following phases:

- Phase 1: Evaluation
- The committee will evaluate vendor submittals and complete the scoring sheet at an open meeting to be scheduled. Vendors will be notified of the meeting date at the opening of the proposals.
- Phase 2: Interviews (optional)
- The committee reserves the option to select two finalists and hold interviews if necessary. The interview scores will be added to the initial evaluation and account for 50% of the score.
- Phase 3: The committee will make a recommendation to CRA Board/ City Council for final approval.
- Phase 4: The City will enter into negotiations leading to a professional services agreement.

Schedule

The approximate RFP schedule is summarized below:

- Issuance of RFP: July 31, 2020
- Pre-Bid meeting/Tour of District with vendors Monday, August 10, 2020
- Sealed Vendor submittals due: Monday, August 31, 2020 2:00 PM CST at City Hall mail or personal delivery
- Committee Meeting: September 3, 2020 Council Chambers of City Hall
- CRA/City Council Meeting September 14, 2020
- Execute professional services agreement: To be Determined.

* Dates and times are subject to change

Attachment A**PUBLIC RECORDS ADDENDUM**

_____ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

**City Clerk, City of Crestview
198 North Wilson Street
P.O. Box 1209
Crestview, Florida 32536
(850) 682-1560 Extension 250
cityclerk@cityofcrestview.org**

- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Mobility Study Scoring Sheet								
Reviewer:					Date:			
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided proposal. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.								
Company Name	Qualifications 10%	Relevant Past Project 10%	Provided References 10%	Approach to Study 40%	Project Timeline 20%	Business Presence/Location 10%	Total	