

**Request for Qualifications  
For Professional Engineering Services  
RFQ 001-2021  
Response to Questions and Clarifications:**

April 8, 2021

The following answers and clarifications are provided with regard to the Request for Qualification for Professional Engineering Services for the City of Starke (Answers are highlighted in red):

- ❖ Question 1: The deadline on the RFQ from the City (attached) states 4/15, but IMS Project Data Sheet (attached) states 4/20. Please confirm the deadline is 4/15. **This will confirm that the deadline is 4/15/21.**
- ❖ Question 2: Due to the pandemic, would the City accept electronic submissions (PDF)? **No**
- ❖ Question 3: Do any of the (3) proposals to be submitted to the City need to be an Original version with wet signatures? **There is no requirement for wet signatures as part of the RFQ.**
- ❖ Question 4: City of Starke Capital Budget/Anticipated Projects: Is there a list of potential projects that are anticipated to be completed under the contract resulting from this RFQ? **No list of potential projects at this time. This is being developed as part of the 2022 FY Capital budget.**
- ❖ Question 5: On page 4 of the RFQ under D. Ranking Criteria, 1), the RFQ asks for *a list, plus a brief description of completed public sector projects similar to City projects under consideration*. Is there a list of City projects under consideration or a CIP available to review? **The City does not have a CIP for review. Projects under consideration include roadway, sidewalks, storm water, sewer collection/treatment, water system and natural gas distribution system improvements. The City is investigating various ADA projects and future municipal building improvements. This is all part of the City's desire to develop a long-range strategic planning document.**
- ❖ Question 6: Contract Duration: Is there an anticipated duration of the contract to be awarded? **This will be part of the contract discussion process with the successful candidate(s).**
- ❖ Question 7: On page 2 of the RFQ under Scope of Desired Services under E. the RFQ states, "Grant writing and administration assistance for Public Works/Public Utilities or Municipal projects." Our question: Is the City looking for an administrator or just engineering assistance with the application process? **Yes, the City is looking for grant administration and engineering assistance.**
- ❖ Question 8: Section 4C limits response pages to 40; are items such as resumes, and organizational charts included in that 40? **This would be boiler plate information and not included as part of the 40-page response limit.**

- Question 8 (a): Does the 40 maximum response page limit exclude any pages such as required forms, financial letter, insurance certificate, tab pages? **This is boiler plate and does not count against the 40 page-maximum response.**
- Question 8 (b): Per page 4, item 4, (Financial Responsibility and Insurance section), the RFQ states: Financial information may be packaged in a separate sealed envelope if desired) Question 1: Are you stating that the entire section can be packaged in a separate sealed envelope and this information will be excluded from the page count? **This information is boiler plate items, so it will not count as part of the 40-page count and no need to separate.**
- Question 8 (c): Are the following items included in the 40-page count?
  - Cover
  - Cover letter
  - Section tabs
  - Forms (Anti-Collusion and Public Entity Crime Statement)
    - **As per the previous answers in this section these are boiler plate items so they will not count in the 40-page count.**
- ❖ Question 9: Can org charts be 11x17 and accordion folded? **Yes.**
- ❖ Question 10: Geotech is specifically listed as a service. Is this discipline to be listed in the response? **Yes**
- ❖ Question 11: Surveying is not listed as a service but would be necessary for all the engineering tasks listed. Should this discipline be included in the response? **Yes.**
- ❖ Question 12: On page 5, item 7, the RFQ states: The members of the project team should be permanently assigned to the project office. Can more than one office support this contract? **Yes, as long as the project leads are local, but the City understands all firms are not set up to have everything in one office.**
- ❖ Question 13: The RFQ from the City (attached) states that addendum(s) will be published with the interpretations of the questions submitted on the City's website. Where on the website will this be posted since this RFQ is currently not listed on there? **The RFQ and the response to questions are both listed on the City Web Site. Staff will review over an estimated 45-day period and then staff is estimating that the Governing Body consideration will be in June with an estimated final recommendation in July of 2021. This proposed schedule is subject to change based on the needs of the City.**
- ❖ Question 14: Possible Conflict of Interest: An employee of a responding firm, where said employee is a professional staff engineer with no ownership or corporate managerial responsibilities, has a familial relationship with a principal employee of the City. The City employee is in a position that may be involved in the review and scoring process for this RFQ and the administration process of a possible future contract if such responding firm is the successful candidate(s). Would this be perceived as or actually be a conflict of Interest and what steps or precautions might such responding firm and the City of Starke need to consider to avoid such a conflict. **Any firm to which the foregoing circumstances would apply should make the City aware of such circumstance in writing by email directed to John Holman, City Manager (JHolman@CityofStarke.org) no later than four (4) calendar days prior to the deadline for**

submission of responses to this RFQ and by enclosing notice of such circumstance in an envelope clearly labeled with the words "CONFLICT OF INTEREST NOTICE" and clearly and plainly attaching said envelope to the OUTSIDE of the sealed envelope containing such firm's response so that the City may be made aware of the perceived or actual conflict of interest PRIOR to opening the sealed envelope containing such firm's response.

The email notification and the notification enclosed in the envelope affixed to the outside of the firm's submission should contain a description of the perceived or actual conflict of interest, provide the names of personnel employed or engaged by the firm or the City that create such conflict, as applicable, and describe whether the personnel engaged/employed by the responding firm will disproportionately benefit by the responding firm engaging with the City pursuant to any contract to provide the desired engineering services.

For the evaluation of submissions by the City, the City will take steps to ensure City personnel causing such a conflict are excluded from the team evaluating and scoring any and all submissions submitted by responding firms. In the even a firm with such perceived or actual conflict of interest is a firm with which the City may (or does) engage in a contract, the City would take appropriate steps to ensure the City employee with the perceived or actual conflict of interest does not grant final approval of contractor work or grant final approval of payment by the City for such work. Further, the City would consult the Florida Commission on Ethics for clarification and guidance.

Very Truly Yours,

John J. Holman, ICMA-CM  
City Manager