

**REQUEST FOR QUALIFICATIONS  
FOR SELECTION OF PROFESSIONAL SERVICES**

The City of Parker, Florida ("City") is seeking interested firms to submit their qualifications to provide comprehensive, professional services for updates to the City's Comprehensive Plan and Land Development Regulations. The selected firm will be responsible for the administration and coordination of the project and will be expected to work with the City, Bay County and the State of Florida to perform the required services.

A Request for Qualifications ("RFQ") pre-submittal conference will not be held. The City welcomes any questions regarding the solicitation. Questions should be addressed in writing to Karen Griffin, City Clerk, at [kgriffin@cityofparker.com](mailto:kgriffin@cityofparker.com), fax: 850-871-6684 or by U.S. Mail at 1001 W. Park Street, Parker, Florida 32404. The deadline for submitting written questions is 4:00 p.m. (Central Time) on November 13, 2020. All questions will be answered in the form of an addendum located on the City's website by 4:00 p.m. (Central Time) on November 18, 2020.

**UPDATE SCHEDULE**

The City would like to begin the planning work and the updates to the Comprehensive Plan and Land Development Codes as soon as possible after the highest qualified firm is selected and a contract is entered into.

**PROFESSIONAL SERVICES**

The selected firm's responsibilities shall include all professional services consistent with the industry-accepted roles of a planning firm for Florida municipalities. They shall include but not be limited to;

1. Review of existing Comprehensive Plan and the latest Evaluation and Appraisal Report(s) ("EAR") of the City and Florida law;
2. LDR review and revision to involve updating the LDR based upon the EAR ordinance amendment and the most recent Joint Land Use Study ("JLUS") for Tyndall Air Force Base ("TAFB");

3. LDR review and possible updating of other provisions;  
and
4. Coordination with representatives of TAFB in  
connection with proposed amendments to the LDR.

#### **DESCRIPTION OF THE SELECTION PROCESS**

Statements of Qualifications ("SOQ") from Respondents will be examined by the Planning Commission of the City ("Selection Committee"), who will evaluate current statements of qualifications and performance data on file with the City. The Selection Committee will select and conduct discussions with at least two top-ranked firms, which may or may not include a public presentation regarding the respective firm's qualifications, the firm's projected approach to services required and the firm's ability to furnish the required services. Proposals will then be evaluated by the Selection Committee to determine the firm that the Selection Committee determines is best qualified. The Selection Committee will then make its recommendation to the City Council for its final selection of the top-ranked firm. If the City is unable to reach an agreement with the top-ranked firm, the City will proceed to negotiate with the second rank firm.

Statements of Qualifications are due no later than 4:00 p.m. (Central Time) on December 1, 2020. The City anticipates a firm will be selected by December 15, 2020.

#### **SELECTION CRITERIA**

Qualifications will be reviewed, evaluated and shortlisted by the Selection Committee and City Council. The following criteria, among others, will be used in the evaluation of qualifications:

1. Planning experience on behalf of governmental entities for comprehensive planning and land development regulations for local governments of similar size and with issues of similar complexity;
2. Physical location in Florida of the firm;
3. Capability of the firm and adequacy of personnel to perform the services needed;

4. Experience in processing applications for and handling all reviews to issue development permits and building permits;
5. Experience with performing planning services associated with roadways and water and wastewater systems;
6. Experience in working in updating Comprehensive Plans and Land Development Codes;
7. Past record of work performed in the community and for the City;
8. Professional qualifications of individuals assigned to the project and the ability of such professionals to perform the work required;
9. Willingness to meet time requirements;
10. Current work schedule availability;
11. Recent, current and projected workloads of the firm; and
12. Whether the firm is a certified minority business enterprise as defined by the Florida Small Business Assistance Act.

#### **SUBMITTAL/STATEMENT OF QUALIFICATIONS**

##### **Submittal Package**

- A. In total, twelve (12) copies of the Submittals, including attachments are required to be submitted for consideration. Eleven (11) of the copies shall be spirally bound (or other semi-permanent binding method). One (1) copy should be clipped together to facilitate document reproduction if necessary.
- B. Pages shall be no larger than letter-size (8.5 x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
- C. Complete Sections I and II as described in the Statement of Qualifications below. In the bound

copies, Sections I and II below shall be separated by a tabbed divider followed by a section cover page. In the unbound copy, do not insert dividers.

- D. The inbox which submittals are delivered must be clearly labeled on the outside with the Respondents name and the project identification as follows:

**"Statement of Qualifications for  
RFQ #2020-01 Planning Services"**

- E. Submittals shall be delivered to the following addressee before 4:00 p.m. (Central Time) on December 1, 2020:

City of Parker  
Office of the Mayor  
1001 W. Park St.  
Parker, Florida 32404

**Submittal Format**

OUTSIDE COVER AND FIRST PAGE shall contain:

1. The Title: "Statement of Qualifications for RFQ #2020-01 Planning Services"
2. The name and address of the Respondent, and
3. The submittal date.

TABLE OF CONTENTS: Include a table of contents.

TRANSMITTAL LETTER: Include a short (one to three page) transmittal letter.

The Transmittal Letter shall include:

1. A summary of why the Respondent believes itself to be the most qualified;
2. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
3. A statement detailing at least three (3) professional references for whom the Respondent has performed services and authorization for City representatives to contact any previous client of the Respondent;

4. At least one (1) copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Respondent (not a sub-consultant); and
5. A statement to hold harmless any person, corporation, agency or other entity from any claim or course of action arising out of any response given to the City of Parker for the purpose of investigating the firm's qualifications.

#### **STATEMENT OF QUALIFICATIONS**

##### **SECTION I - Description of the Respondent's Qualifications in Narrative Form.**

The Respondent's Statement of Qualifications shall include:

1. The Respondent's areas of specialization;
2. Total number of professionals organized by seniority (e.g., 75 professionals, 25 of whom have 20 or more years with the firm, 35 that have 10 or more years with the firm);
3. Internal resources (i.e., accounting, legal, support staff);
4. Firm history;
5. Honors and awards;
6. Location of home and branch offices;
7. Names and addresses of the principal officers of the firm;
8. Type of organization: Individual or sole proprietorship, professional corporation, partnership, joint venture, etc.;
9. Provide resumes of any person indentified as a key professional. The resumes should contain the following:
  - A. Name
  - B. Professional registrations

- C. Educational background
  - D. Employment History
  - E. Proposed role in the project
  - F. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for reference
  - G. Other information you believe to be relevant;
10. Provide the following information about the person who is designated to be the Respondent's key contact with the City:
    - A. Name
    - B. Title
    - C. Office phone number
    - D. E-mail address
    - E. Cell Number;
  11. Descriptions of the firm's experience and proposed method for dealing with bidding subcontracted work;
  12. Details of the firm's capabilities of the firm to perform the required work;
  13. Descriptions of the firm's past record experience with projects of similar size and complexity;
  14. Identifications of any work that the firm anticipates being performed by the firm's own workforces;
  15. Details of the firm's planning services;
  16. Descriptions and details regarding any current or past (within the last 7 years) litigation, arbitration or mediation related to any construction or construction management contract including case names, case numbers and whether the firm was a plaintiff or defendant in the proceedings;
  17. Labor rates of the team members;
  18. Other information, qualifications and/or exceptions that the firm may consider appropriate to raise during the selection process; and

19. Whether the firm is a certified minority business enterprise as defined by the Florida Small Business Assistance Act.

## **SECTION II - Relevant Experience of the Respondent**

Please list no more than six relevant projects that best exemplify your qualifications for this project..

For each project indentified in Section II, prepare a Project Summary table organized in the following manner:

1. Name of city or county.
2. Size of city or county.
3. Date hired
4. Services required of the firm.
5. Total project cost.
6. Honors and awards.
7. A statement acknowledging if the project was completed on time and on budget.
8. Describe the services that your firm provided including the team members who were actually involved in the project and their role.
9. Contact information for the client contact person or project manager.

## **RESERVATION OF RIGHTS**

The City reserves the right to undertake such investigation as it deems necessary to further evaluate the qualifications of any firm and to evaluate its proposal. The City further reserves the right to waive any irregularities in any Statement of Qualifications and to reject any or all Statements of Qualifications if in the City's best interest to do so.

All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Parker.

Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification.

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation

to participate in these proceedings should contact the City Clerk at 1001 West Park Street, P.O. Box 10619, Parker, Florida 32404, or by calling (850) 871-4101, no later than three (3) days prior to the proceedings.