

## **Request for Proposals RFP 10-01-10**

**Notice is hereby given that sealed proposals will be received at the City Hall, 8 W. Broadway, Fort Meade, Florida 33841 until 2:00 PM, May 12, 2010, local time, for: Electrical Engineering Services, RFP 10-01-10, in accordance with the City of Fort Meade plans, specifications and contract documents.**

**Proposals shall be labeled “Electrical Engineering Services, RFP 10-01-10. Any persons wishing their proposal to be considered is responsible for making certain that their proposal is received at the city Hall by the proper time. No oral, telegraphic, electronic, facsimile, or telephone proposals or modifications will be considered. Proposals received after the scheduled Submittal Deadline will be returned unopened. The contract will be governed by the laws of the State of Florida, under F.S. 287.005.**

**The city seeks to engage a firm, whose Engineers are licensed in the State of Florida and which has extensive experience in all facets of Electrical Engineering.**

**Additional information concerning the proposed service being requested and the ranking criteria to be used to evaluate the proposals may be obtained from 8:00 AM – 4:30 PM, at the City Hall.**

**EQUAL OPPORTUNITY EMPLOYMENT**

**FAIR HOUSING, HANDICAP ACCESS JURISDICTION**

**Fred Hilliard  
City Manager**

## **OVERVIEW**

The City has provided electrical distribution for many years and serves over 2,700 customers within the corporate limits and nearby unincorporated areas of Polk County. The City of Fort Meade purchase power from FMPA All Requirements Project. The City has a service area of approximately 5 square miles and through a City-owned 69-12470Y/7200Y substation.

The City anticipates many improvements to the electrical system. Electrical Engineering design services may be required to address needs in areas such as overhead and underground distribution lines. Such improvements are as follows (not guaranteed):

- Modeling of the entire distribution system.
- Transformer efficiency and sizing.
- Evaluation of the electrical substation.
- Evaluation of the metering system.
- Address retail rates and related issues.
- Cost effective measures to reduce line loss.

## **QUALIFICATIONS**

The City of Fort Meade is seeking qualified consultants to provide electrical engineering and distribution related services. Services are to be assigned on an as-requested basis under a continuing contract. The City will engage a multi-leveled firm which can assure that each facet of every project will be handled by an adequately qualified individual. The Firm should be capable of providing full service in both design and maintenance for Transmission & Distribution Substations, along with Regulatory Compliance, Safety, and Rates although assistance may not be requested in all of these areas. The City may at anytime engage any other electrical engineer for any project it may choose.

It is intended for the electrical engineering relationship to be separate and distinct from the entire city's other engineering relationships. This does not necessarily preclude the successful firm from consideration for other engineering needs of the City.

The successful firm must be capable of performing its normal workload from its area staff. A fulltime subcontractor will not be considered; however, the selected firm may, with City approval, engage subcontractors as needed for given projects.

The successful firm must be capable of responding to FMEA, FMPA, the Florida Public Service Commission and other regulatory bodies and to the City Council. Ideally, the selected firm will have other Florida municipal electric systems as active clients. It would be advantageous if the firm is an Associate Member of FMEA and has other state or national electric affiliations.

The selected firm should be headquartered or have a Florida regional office within access to the City of Fort Meade. The successful firm must be capable of having its staff on the project site within three hours in the event of a local emergency. Time charged for projects should exclude that spent traveling from the firm's office to the City of Fort Meade.

### **FORMATE OF QUALIFICATIONS**

All material submitted in response to this RFP shall be typed and consist of one (1) original and five (5) copies. Elaborate brochures and presentation aids beyond those necessary to communicate the substance of the proposal are discouraged. Submitted RFPs shall contain:

- Firm Overview
- Similar Experience
- References

- Resumes
- Standard Form 254 and 255
- Any additional information deemed necessary

## **TERMINATION CLAUSE**

The successful firm shall enter into an Agreement that will begin on the date of officially signing the “Professional Service contract”, and will remain for an initial period of one year, after which time the Agreement may be renewed or renegotiated on an annual basis (maximum of 4 renewals; total of 5 years). The Agreement or any Work Authorization under the Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

## **LIMITATIONS**

This RFP does not commit the City of Fort Meade to award a contract, or to pay any costs incurred in the response hereto. The City may accept or reject any or all proposals received, negotiate with all qualified sources, or cancel the RFP, in part or in its entirety, if it is in the best interest of the City.

## **SELECTION REQUIREMENTS**

The City will select a firm based upon the requirements of Florida Statute 287.055. The City will select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the City shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of

contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

The City will negotiate a contract with the most qualified firm for professional services at compensation which the city determines are fair, competitive, and reasonable. In making such determination, the city shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

## **Evaluation Criteria**

1. Firms Qualifications **(0-20 points)**
2. Projects team qualifications assigned to the project **(0-20 points)**
3. Firms ability to meet time and budget requirements **(0-20 points)**
4. Firms existing work load **(0-15 points)**
5. Firms location to the City of Fort Meade **(0-10 points)**
6. Recent or current similar type projects **(0-15 points)**