

CITY OF FORT MEADE

RFQ 21-05

C.D.B.G.- C.V. Grant for the Engineering Design, Bidding and Construction Observation Services for a new Broadband System



CITY OF FORT MEADE
PO Box 856
8 West Broadway Street
Fort Meade, Florida 33841
(863) 285-1100
www.cityoffortmeade.com

CITY COMMISSION

Mayor: Samuel Berrien
Vice Mayor: Robert Elliott
Commissioner: Rick Cochrane
Commissioner: Petrina McCutchen
Commissioner: James Watts

CITY STAFF

City Manager: Jan Bagnall
City Attorney: Thomas A. Cloud, Esquire
Deputy City Clerk: Melissa Cannon, CMC

**The City of Fort Meade, Florida
Request for Qualifications (RFQ)
Small Cities CDBG Administrative Services
FFY 2021 Community Development Block Grant (CDBG-CV)**

RFP Purpose

The City of Fort Meade is requesting qualifications from individuals or firms interested in providing engineering design, bidding and construction observation services for the installation of a City-wide Broadband Systems. Additional services may be requested of the selected firm on an ongoing basis to research, make application for funding, and manage awarded projects from other public grant or loan sources at the discretion of the City Commission.

Service Area for the RFQ is within the City of Fort Meade incorporated boundary.

Scope of Services

Knowledge and expertise in Broadband systems design and installation; knowledge of Broadband system technology advancements; expertise in design of broadband development and infrastructure both above and below ground.

Qualifications

Proposals received for the requested qualifications shall be evaluated using the following criteria:

For Grant Administration Services:

| Item | Description | Points |
|------|---|------------------------|
| A. | The years of experience of the firm's staff or individuals with the design and installation of Broadband systems | Up To 20 Points Max |
| B. | Number of Broadband system projects previously developed | Up To 20 Points Max |
| C. | The firm's approach to meeting local project needs, including an outline of the tasks to be performed and the thoroughness of the approach presented. | Up To 20 Points Max |
| D. | The number of favorable client reference letters provided. Please note, only one (1) letter per Client will be accepted. | Up To 15 Points Max |
| E. | The quality of the response from the client references provided. | Up To 15 Points Max |
| F. | Certified MBE/WBE/DBE Businesses' (Business Enterprise) | 5 Points |

During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection.

The City of Fort Meade is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. In the event of a tie, if one of the businesses involved in the tie are minority or female owned, they shall be ranked above the other firm(s) involved in the tie.

In compliance with the Florida Sunshine Amendment and Code of Ethics, the City of Fort Meade strictly enforces open and fair competition in its RFP's. In accordance with Florida Statute Section §287.133, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime, may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required.

During the RFP process, questions or requests for additional information concerning this RFP shall be directed to the Deputy City Clerk.

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| Name | Melissa Cannon |
| Title | Deputy City Clerk |
| Phone | 863-285-1100 Ext. 233 |
| Email | mcannon@cityoffortmeade.com |
| Address: | PO Box 856 or 8 West Broadway St. Fort Meade, FL 33841 |

Proposal Format

Proposers shall submit one (1) original and five (5) copies of the proposal to the above-referenced contact person and address. The proposal shall be in a sealed package and marked clearly: **“SEALED PROPOSAL FOR BROADBAND SYSTEMS SERVICES,”** and **shall be received no later than 2:00 PM Monday, October 11, 2021.** Late proposals will be returned unopened.

The Proposer shall provide the following information on the outside of the sealed proposal package.

| | |
|----------------------------|------------------|
| RFP Number | RFQ-21-05 |
| Qualification Due Date | October 11, 2021 |
| Qualification Package From | |
| Contact Person | |
| Contact Phone and Email | |

Selection Process

The City of Fort Meade reserves the right to request clarification of any information submitted by responding firms. The City Commission, with suitable basis provided for by law, reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process.

Proposals will be publicly opened at **2:15 PM on Wednesday, October 13, 2021**, or as soon thereafter, in Commission Chambers 8 W. Broadway St., Fort Meade, FL. 33841. Evaluation and selection will occur in accordance with the appropriate requirements at the time and place above. At the discretion of the City, respondents may be asked to give a short presentation/interview as part of the selection process.

The City of Fort Meade supports equal opportunity employment, fair housing, drug free workplace, and providing handicapped access.

Right to Protest

Any actual or prospective responder who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaint by contacting the City Clerk. Protests can be filed either by hand delivery or email to the City Clerk. A formal written protest is considered filed with the City when the City Clerk receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and shall result in the relinquishment of all rights to protest by the proposer.

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