

**NORTH PALM BEACH COUNTY GENERAL AVIATION AIRPORT
PALM BEACH COUNTY, FLORIDA**

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**Palm Beach County
Department of Airports**

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Gary M. Sypek, Director of Planning

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR
AIRPORT ENVIRONMENTAL PLANNING SERVICES
AT
NORTH PALM BEACH COUNTY GENERAL AVIATION AIRPORT**

**PALM BEACH COUNTY
WEST PALM BEACH, FLORIDA**

"An Equal Opportunity - Affirmative Action Employer"

Palm Beach County Department of Airports
846 Palm Beach International Airport
West Palm Beach, Florida 33406-1470
(561) 471-7400
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Palm Beach
INTERNATIONAL AIRPORT

June 2016

PALM BEACH COUNTY DEPARTMENT OF AIRPORTS

Request for Statements of Qualifications

Environmental Assessment (EA) for the Proposed Extension of Runway 13-31 at North Palm Beach County General Aviation Airport (F45)

Pursuant to the Florida Statutes Section 287.055 and procedures of Palm Beach County, Notice is hereby given that Statements of Qualifications are requested from qualified professional environmental/airport planning consulting firms interested in assisting the Palm Beach County Department of Airports with the preparation of an Environmental Assessment (EA) for the proposed extension of Runway 13-31 at North Palm Beach County General Aviation Airport (F45). The services are to be carried out in accordance with Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), and all applicable Federal, State, and Local Codes, Regulations, Ordinances, and Policies. Anticipated consultant services include environmental planning and analysis, aviation planning, and pre-design airport engineering. All work is to be performed in accordance with the requirements of FAA Orders 1050.1F and 5050.4B, as may be amended during the process. The DOA intends to hire a single consultant or consultant team to prepare the environmental documentation. The DOA will form a selection committee and develop a shortlist of consultants based upon the evaluation criteria contained in this advertisement.

The firm or individual selected by the County will enter into a non-exclusive agreement with the Department of Airports and will be expected to satisfy the County's applicable Disadvantaged Business Enterprise (DBE) and Insurance Requirements. The DBE participation goal for this project is a minimum of **20%**. Palm Beach County, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d-2000d-4) and the regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this request, disadvantaged business enterprises will be afforded full opportunity to submit proposals and will not be discriminated against on the grounds of regard to race, color, or national origin in consideration of an award. A list of proposed certified DBE's must be submitted, and associated DBE forms shall be submitted with the Statement of Qualifications.

BACKGROUND

The Department of Airports is in the preliminary planning stages of a proposal to expand the crosswind runway, Runway 13-31, at the Airport, in an effort to accommodate the growing number of light- and mid-size business jet aircraft expected to utilize the Airport in the near future (*See Exhibit 1*). This future airfield improvement at the Airport is not driven by the number of landings and takeoffs but is the result of the use of the Airport as it relates to runway length requirements to provide for aircraft loads and destinations, thereby allowing aircraft with larger wingspans and higher approach speeds to utilize the airfield. Any changes made to the runway length are not anticipated to result in a significant increase in operations at the Airport, nor are they expected to change the airspace or routes into and out of the Airport.

GENERAL INFORMATION

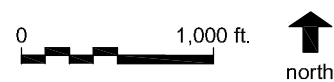
Any firm or individual, as prime consultant or as a sub-consultant, desiring to provide professional services to Palm Beach County must be Consultant's Competitive Negotiations Act (CCNA) certified prior to submission of qualifications, if applicable pursuant to law, and must be in accordance with the most recent administrative procedure for awarding of consultant contracts adopted by Palm Beach County. Under Florida Statute 287.055, "firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, landscape architecture, engineering or land surveying and mapping in the State. Additionally, any firm desiring to be considered as a DBE firm must be certified by the State of Florida's Unified Certification Program (UCP) prior to the submission of qualifications.

1. For information on CCNA certification, please contact Holly B. Knight, P.E., at Palm Beach County Engineering/Roadway Production Division. Telephone (561) – 684 – 4150.



Source: North Palm Beach County General Aviation Airport, *Airfield Development Plan Technical Report #1*, September 2005; Ricondo & Associates, Inc., March 2013.
Prepared by: Ricondo & Associates, Inc., March 2013.

Exhibit 1



Planned Runway 13-31 Extension

2. DBE certification status can be verified on the FDOT's Equal Opportunity Office's website: <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>. For information on DBE Certification contact Martha LaVerghetta at the Palm Beach County Department of Airports. Telephone (561) – 471 – 7421.

Qualifications packages for the professional services advertisement must include all requested information. This Notice, as well as all forms to be included in the submittal, can be found on the Airport's website at <http://www.pbia.org/Airport/Business/bids>. Additionally, all amendments and/or addenda to this request for Statements of Qualifications will also be posted on this website. It is incumbent upon the interested individuals or firms to ensure they have all of the current information by visiting this website frequently prior to the submittal date.

To be considered, the firm or individual must have provided similar services for other airports and be familiar with all Federal Aviation Administration (FAA), Florida Department of Transportation (FDOT), Palm Beach County, and all Local/Regional Planning Codes, Regulations and Laws. In addition, the firms or individuals must be familiar with Federal, State, and Local Regulatory Agencies and the permitting requirements of these agencies.

Notice is hereby given that a **Pre-Proposal Conference** to discuss the Scope and Requirements of this project will be conducted for all interested firms and/or individuals in the Main Conference Room of the Department of Airports' Administration Building, 846 Palm Beach International Airport, West Palm Beach, Florida on **Thursday, July 28, 2016 at 2:00 PM**, Local Time. For directions to the Administration Building, please call (561) 471-7400. Public participation is solicited without regard to race, sex, color, religion, creed, ancestry, national origin, disability, familial status, sexual orientation, age, marital status, gender identity or expression or genetic information. Persons who require accommodations under the Americans with Disabilities Act or who require translation services (free of charge) should contact the Department of Airports at the number listed above at least seven (7) days in advance of the conference. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.

SUBMITTAL REQUIREMENTS

Letters of Interest/Statement of Qualifications shall be labeled "Qualifications Statement for Airport Environmental Consulting Services at North Palm Beach County General Aviation Airport (F45)" and will include current Standard Form (SF) 330, with a detailed organizational chart and resumes of the project team proving past experience in similar projects at other airports. Specifically, the Statement of Qualifications package should follow the format indicated below:

Section #1 – Letter of Interest/Program Approach/Executive Summary (5 page maximum).

Section #2 – Organizational Chart and Description of Personnel – Illustrate the program approach covered in Section 1, showing the function and duties of team members, including a brief description of key personnel and their assigned roles, as well as their past experience with similar projects. (5 page maximum)

Section #3 – Provide current Standard Form 330 to include those personnel within the prime consultant firm or sub-consultants, who have similar experience. (Length, as required)

Section #4 – Miscellaneous Information – Provide proof of Palm Beach County (CCNA) and DBE certification (if applicable); Consultant Qualification Questionnaire for the Prime Consultant; Sub-Consultant Qualification Questionnaire for all Sub-Consultants; Schedule 1(A), List of Proposed DBE Firms; Schedule 2(A), Letter of Intent to Perform as a DBE; Schedule 3(A), Demonstration of Good Faith Efforts; Schedule 6(A), Respondent & Subcontractor's Information; County Non-Discrimination Form. (*Required forms are provided as Attachment No. 1.*)

Omissions of the aforementioned forms may classify the submitted package as non-responsive and result in disqualification.

Note: Proposers/bidders are hereby notified that all information submitted as part of, or in support of, proposals/bids will be available for public inspection in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the “Public Records Law” and the “Government in the Sunshine Law” respectively.

SELECTION PROCESS (SHORTLIST AND FINAL SELECTION)

The County will make final selection from the list of qualified applications pursuant to Federal, State, and Local Statutes and Procurement Procedures; the current County Policy & Procedure Manual, CW-O-048, for the selection process is provided as Attachment No. 2. Additionally, exceptions to the process contained in CW-O-048 are provided as Attachment No. 3.

Each proposal will be evaluated based on the criteria contained in CW-O-048 and summarized below:

- Ability, knowledge and past performance of firm and the designated project team to satisfy the technical requirements of the project, including the following areas of consideration:
 - Professional qualifications of proposed project team to perform the work, including qualifications and ability of the proposed project manager
 - Demonstrated knowledge and past performance of the firm and project team in completing similar projects, with quality results.
 - Demonstrated understanding of the process required to obtain the necessary environmental approvals.
 - Strength and clarity of the consultant’s proposal for coordinating the project with the FAA and DOA.
 - Adequacy and reasonableness of the proposed project schedule, including consultant’s ability to complete the work in a timely manner while maintaining high quality.
 - Understanding of local and national environmental issues, particularly concerning airport environmental impacts and mitigation as they relate to F45.

- Approach to the project, understanding of the project and quality of presentation, including meeting time/budget requirements, including the following areas of consideration:
 - Demonstrated understanding of the project and County’s goals and objectives
 - Demonstrated innovation in project approach
 - Demonstrated ideas for cost-effectiveness
 - Quality and clarity of proposal and/or presentation
 - Demonstrated ability to meet time and budget constraints

- Volume of previous work awarded by the County

Attachment No. 4 contains the scoring criteria and modified point values for both the shortlist and final selection process. A minimum of three (3) firms will be short-listed from the Statements of Qualifications received, and will be asked to provide a presentation to the selection committee, further describing their approach and key qualifications related to the program. The timing and location for these presentations will be provided to the short-listed consultants. The County reserves the right not to award a Professional Service Contract to any of those submitting Statements of Qualifications and the County also reserves the right to re-advertise for Statements of Qualifications.

Following the final selection process and prior to execution of the Agreement, the selected proposer shall submit to County a copy of its non-discrimination policy, which shall be consistent with the non-discrimination requirements of the Agreement, as contained in Resolution R-2014-1421, as amended. In the event that the selected proposer does not have a written non-discrimination policy, the selected proposer shall be required to sign a statement affirming their non-discrimination policy conforms to R-2014-1421, as amended.

SUBMITTAL DEADLINE

Questions concerning this request must be directed in writing no later than **4:00 P.M., Tuesday, August 16, 2016**, to Gary M. Sypek, Planning & Development Division/Palm Beach County Department of Airports, via email at gsypek@pbia.org. Please include "F45 Environmental Consulting Services SOQ" in the subject line of the e-mail.

Firms desiring to provide services, as described herein, shall submit their response to this request in a sealed package with one (1) original (clearly marked) and four (4) copies in three (3) ring binders (a total of 5 copies). Additionally, it is requested that one (1) electronic copy in Portable Document Format (PDF) on either a CD or flash drive be submitted with the hard-copies. Responses must be received no later than **2:00 P.M., local time, Tuesday, August 23, 2016**, to the attention of:

Gary M. Sypek, Director of Airport Planning
Palm Beach County Department of Airports/Planning & Development
846 Palm Beach International Airport
West Palm Beach, Florida 33406-1470
gsypek@pbia.org

Attachment No. 1

Miscellaneous Forms

1. Consultant Qualification Questionnaire for the Prime Consultant
2. Sub-Consultant Qualification Questionnaire for all Sub-Consultants
3. Schedule 1(A), List of Proposed DBE Firms
4. Schedule 2(A), Letter of Intent to Perform as a DBE
5. Schedule 3(A), Demonstration of Good Faith Efforts
6. Schedule 6(A), Respondent & Subcontractor's Information
7. County Non-Discrimination Form

PRIME CONSULTANT QUALIFICATION QUESTIONNAIRE

THE DETAILED DATA REQUESTED HERE MUST BE SUBMITTED IN THIS **FORMAT ONLY**.
USE AS MANY PAGES AS NEEDED TO PROVIDE THE FOLLOWING **REQUIRED INFORMATION**:

PRIME CONSULTANT

A. FIRM NAME: _____
 OFFICE LOCATION: _____
 Address _____
 CONTACT PERSON: _____ TITLE: _____
 CONTACT PERSON E-MAIL: _____
 TELEPHONE NUMBER: _____ FAX NUMBER: _____ NO. OF EMPLOYEES _____

The undersigned intends to perform work in connection with the above project as (check one):

_____ an individual _____ a corporation _____ a partnership _____ a joint venture

B. 1. PRIME'S "TOTAL PROJECT PARTICIPATION" (2 + 3) : _____ %
 (Note: If sub-consultants are included line 1 must be less than 100%)
 2. PRIME'S "TOTAL PROJECT PARTICIPATION" performed in Palm Beach County office(s) %
 3. PRIME'S "TOTAL PROJECT PARTICIPATION" performed outside of Palm Beach County office(s)..... %
 (Note: Line 2 plus Line 3 must equal Line 1)

C. DOLLAR VOLUME AWARD :

LIST ALL PROJECTS WITH ASSOCIATED CONTRACT AND SUPPLEMENT FEES AWARDED BY PB CO BOARD OF COMMISSIONERS IN THE FISCAL YEARS INDICATED.

FY PERIOD	**ADJ FEE	FACTOR	FEE CONSIDERED
(1) Current Fiscal Year: (OCT 1 - Sept. 30)	X	1.00	_____
(2) Previous Fiscal Year:(OCT 1 - Sept. 30)	X	0.75	_____
(3) Fiscal Year Once Removed: (OCT 1 - Sept. 30)	X	0.50	_____
(4) Fiscal Year Twice Removed:(OCT 1 - Sept. 30)	X	0.25	_____

TOTAL: _____

** PALM BEACH COUNTY FEES RENDERED TO CONSULTANT, MINUS FEES SUBCONTRACTED OUT BY CONSULTANT TO SUB-CONSULTANT. FEES FOR WHICH THE CONSULTANT IS A SUB-CONSULTANT SHALL BE INCLUDED.

Project: F45 Environmental Consulting Services SOQ

Project No.: _____

PALM BEACH COUNTY DEPARTMENT OF AIRPORTS
 PALM BEACH INTERNATIONAL AIRPORT
 846 PALM BEACH INTERNATIONAL AIRPORT
 WEST PALM BEACH, FL 33406

 CONSULTANT FIRM

 SIGNATURE

 TITLE & DATE

**SCHEDULE 1(A)
LIST OF PROPOSED DBE FIRMS
(Professional Services)**

LOI/SOQ Project Description: F45 Environmental Consulting Services SOQ

Name of Respondent: _____ Change Order/Task/Amendment No. (if applicable): _____

Contact Person: _____ E-mail Address: _____

Address: _____ Phone No.: _____ Fax No: _____

Name, Address & Phone No. of DBE Firm	Description of Type of Work	Classification (Check applicable box)	Percentage of DBE Participation			
			Black	Hispanic	Women	Other (Please Specify)
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %
		<input type="checkbox"/> Prime Consultant <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	_____ %	_____ %	_____ %	_____ %

Total Percentage of DBE Participation: _____ %

Notes:

- The percentages listed on this form for each DBE Firm must be supported by the percentages included on Schedule 2(A), "Letter of Intent to Perform as a Disadvantaged Business Enterprise", in order to be counted toward attainment of the DBE goal.
- Firms identified on this form must be certified as a DBE by the State of Florida's Unified Certification Program. Certification status can be verified on the Florida Department of Transportation's website at <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>.
- If materials or supplies are proposed to be purchased from a DBE regular dealer, the undersigned acknowledges that only sixty percent (60%) of the proposed expenditure will be counted toward attainment of the DBE goal.

By signing this form the undersigned Respondent is committing to utilize the above referenced DBE Firms on the Project and that the Respondent will monitor the DBE Firms to ensure that the work is actually performed by the by the DBE Firms.

By: _____
Signature

Date: _____

Print Name/Title of Person Executing on Behalf of the Respondent

SCHEDULE 2(A)
LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE
(Professional Services)

LOI/SOQ Project Description: F45 Environmental Consulting Services SOQ

Change Order/Task /Amendment No. (if applicable): _____

Name of Prime Respondent: _____

Name of DBE Firm: _____

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black Hispanic Women Other (Please Specify) _____
 Prime Consultant Subcontractor Manufacturer Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

(Additional Sheets may be used as necessary.)

Total Percentage of Participation by DBE Firm for this Project: _____%

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:

_____ % DBE Certified
(Name of Subcontractor) (Percentage of work to be subcontracted) Non-DBE

The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above. The undersigned subcontractor/supplier understands that the provision of this form to the Prime Respondent does not prevent the subcontractor/supplier from providing quotations to other Respondents.

Printed Name of DBE Subcontractor

By: _____
Signature of DBE Subcontractor

Date: _____

SCHEDULE 3(A)
DEMONSTRATION OF GOOD FAITH EFFORTS TO ACHIEVE DBE GOAL
(Professional Services)

LOI/SOQ Project Description: F45 Environmental Consulting Services SOQ Date: _____

Respondent's Name: _____

The undersigned Respondent intends to satisfy the requirements of the Professional Services Contract related to Disadvantaged Business Enterprise (DBE) utilization in the following manner (*Check blank below*):

_____ The Respondent has committed to a minimum of _____ %¹ DBE utilization on this Project. (*Complete blank – if the percentage will equal or exceed the DBE goal.*)

_____ Although the Respondent has been unable to achieve the DBE goal, the Respondent has committed to a minimum of _____ %¹ DBE utilization on this Project and will demonstrate its good faith efforts to achieve the DBE goal. (*Complete blank – if percentage is less than the DBE goal.*)

By: _____

Signature

Print Name/Title: _____

¹The percentage committed to on this form must be supported by the percentages listed on Schedules 1 and 2. Calculation errors may result in a correction of the DBE percentage proposed. In the event the DBE goal is not achieved, failure to submit evidence of good faith efforts shall cause the proposal submitted by the Respondent to be nonresponsive to the DBE requirements.

THE REMAINDER OF THIS FORM MUST BE COMPLETED IF THE RESPONDENT HAS BEEN UNABLE TO ACHIEVE THE DBE GOAL.

In the event Respondent is unable to achieve the DBE goal, the Respondent is required to demonstrate that the Respondent took all necessary and reasonable steps to secure participation by certified DBE firms by their scope, intensity and appropriateness to the objective. Mere pro forma efforts such as blanket mailings or e-mails requesting quotes without further efforts will not be considered a good faith effort. The quality, quantity and intensity of the Respondent's efforts will be considered in determining good faith efforts. Actions constituting evidence of good faith efforts are described in Appendix A to 49 CFR Part 26. Such actions include, but are not limited to, the actions identified in this form. Schedule 3(A) is not intended to be an exhaustive list of the actions that may be taken in an effort to achieve the DBE goal.

Failure to complete Schedule 3(A) in its entirety and submit information as required by this Schedule 3(A) shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements when the DBE goal has not been achieved; however, completion of the form alone will not necessarily result in a finding of good faith efforts. The purpose of Schedule 3(A) is to provide detailed information to the County regarding the scope, intensity and appropriateness of the steps taken by each Respondent to achieve the DBE goal. Determinations of good faith efforts are intrinsically fact-specific and are made taking into consideration the evidence provided by each Respondent as to its efforts. Failure to provide sufficient evidence of good faith efforts shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements when the DBE goal has not been achieved.

1. **CONTACT LOG.** The Respondent shall provide a contact log with Schedule 3(A) that contains the following information: (1) the name of each DBE firm contacted, (2) the initial date each DBE firm was solicited, (3) how each DBE firm was solicited (i.e., correspondence, e-mail, fax, telephone, etc...), (4) dates of follow up efforts; (5) a summary of the follow up efforts (i.e., correspondence, e-mail, fax, telephone conversations, meetings, etc...), and (6) the general results of Respondent's efforts. The efforts employed by the Respondent must be those that one could reasonably expect the Respondent to take if the Respondent were actively and aggressively trying to obtain DBE participation to meet the goal. Direct communication is the most effective means of securing DBE participation. The Respondent may use the contact log form attached to Schedule 3(A) or may provide a separate contact log with the information required by this paragraph. Failure to provide the required contact log or submission of a materially incomplete contact log shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements. The contact log is utilized to assist the County in determining the quality, quantity and intensity of the efforts made by each of Respondent to achieve the DBE goal.
 - A. The Respondent should provide backup documentation supporting the statements contained in the contact log, including copies of solicitation letters, e-mails, faxes, and telephone logs, with Schedule 3(A); however, supporting documentation shall not be accepted in lieu of a contact log. The County may request copies of supporting documentation listed in the contact log to clarify information included in the contact log if not included or incomplete. It shall be the responsibility of the Respondent to submit the requested information within the timeframe specified by the County (normally within two (2) business days). Failure of the Respondent to provide the requested information within the timeframe specified by the County shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements.
 - B. The number and location of DBE firms contacted by the Bidder will be considered in determining good faith efforts. Contacting available DBE firms that specialize in the work desired and that are located in the area or surrounding areas of the Project will be considered further evidence in support of a finding of good faith efforts. Focusing efforts exclusively or primarily outside the area or surrounding areas of the Project without a reasonable explanation raises the question of whether the Respondent made good faith efforts.
 - C. The timing of solicitation of DBE firms by the Respondent will be considered in determining good faith efforts. Soliciting DBE firms as early in the process as practicable to allow DBE firms a sufficient time to respond to the solicitation and submit a timely quote will be considered further evidence in support of a finding of good faith efforts. Failing to provide sufficient time for DBE firms to respond to the Respondent's solicitation raises the question of whether the Respondent made good faith efforts.
 - D. Follow up efforts will be considered in determining good faith efforts as such efforts are relevant to the quality and intensity of the efforts made by the Respondent. The contact log must detail the efforts the Respondent took to follow up with DBE firms following initial solicitation efforts. Follow up efforts should be tracked and documented, including the name of individuals contacted with each DBE firm and the relevant contact information. Blanket e-mails or mailings to DBE firms requesting quotes alone are not sufficient to satisfy good faith efforts. Failing to make reasonable follow up efforts raises the question of whether the Respondent made good faith efforts.
 - E. DBE firms listed in the contact log may be contacted by the County to verify information contained in the contact log. Failure to provide information that is accurate in all material

respects shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements.

2. **ADVERTISING.** The Respondent shall list all advertisements soliciting DBE participation on the Project below. Proof of publication or copies of advertisements must be provided with Schedule 3(A) in order to be considered as evidence of Respondent’s good faith efforts. Advertising in minority/women publications and through minority/women organizations and business assistance offices in addition to traditional newspaper advertising may increase the likelihood the DBE goal will be achieved and is strongly encouraged. Advertising alone is not sufficient to satisfy good faith efforts; however, advertising in conjunction with other efforts will be considered further evidence in support of a finding of good faith efforts; provided that such efforts are targeted to increasing participation by DBE firms in the Project.

Name of Publication/Website/Newsletter	Publication Date(s)

3. **SUBCONTRACTING CATEGORIES.** Selecting portions of the work to be performed by DBE firms can increase the likelihood that the DBE goal will be achieved. This includes, where appropriate, breaking portions of the work into economically feasible units to facilitate DBE participation. The Respondent shall detail specific subcontracting categories made available to DBE firms and how DBE firms were solicited in each category below.

It is the Respondent’s responsibility to make a portion of the work available to DBE firms and to select those portions of the work and/or material needs consistent with available DBE firms to facilitate DBE participation. The ability or desire of the Respondent to perform the work with its own organization shall not relieve the Respondent of responsibility to make good faith efforts.

Selecting portions of work where few or no DBE firms are available to perform the work, selecting categories that are not included in the Project or limiting the categories of work to those that will not cumulatively result in achievement of the DBE goal raises the question of whether the Respondent made good faith efforts.

Subcontracting Category	Methods of Soliciting DBE Firms in Subcontracting Category (i.e., direct contact, advertising, attending matchmaker meetings, working directly with minority/women organizations to identify DBE firms, etc....)

4. **NEGOTIATION EFFORTS.** In the event specific quotes are solicited for particular categories of work, the Respondent shall list the name of the DBE firm and the dollar amount of the DBE firm's quote below for each DBE firm that was not selected to perform work on the Project. If the DBE firm providing the quote was not selected, the Respondent shall list the name of the successful subcontractor and the dollar amount quoted by the successful subcontractor below. If the Respondent has elected to self-perform the work, the Respondent shall list "Respondent" and the Respondent's bid amount for the work below. **When a non-DBE subcontractor's quote is selected over a DBE subcontractor's quote, the Respondent shall attach copies of the quotes submitted to the Respondent.** Failure to provide the required quotes shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements.

Name of DBE Firm	DBE Firm's Quote (Dollar Amount)	Name of non-DBE Subcontractor Selected	Non-DBE Subcontractor's Quote/Respondent (Dollar Amount)	Difference between DBE Quote & Non-DBE Quote (Dollar Amount)
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

The Respondent shall provide a statement explaining why the quotes submitted by DBE firms were not accepted. The Respondent's failure to negotiate in good faith with interested DBE firms qualified to perform the work shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements.

In addition, the fact that there may be additional costs involved in finding and using DBE firms is not a sufficient reason for the Respondent's failure to meet the DBE goal. Rejecting a DBE firm because the quotation for the work was not the lowest received shall not be considered a good faith effort; however, Respondent is not required to accept a higher quote if the difference is excessive or unreasonable.

Prior to determining that a DBE firm's quote is excessive or unreasonable, the Respondent should make reasonable efforts to inquire as to the reasons for the difference between the DBE and non-DBE quotes. Factors to take into consideration when determining whether a DBE firm's quote is excessive or unreasonable include the following: (1) the difference in the dollar amount between the DBE firm's quote and the non-DBE subcontractor quote received by the Respondent; (2) the percentage difference between the DBE firm's quote and the non-DBE subcontractor's quote; (3) the percentage that the DBE firm's quote represents of the overall contract amount (i.e., a higher DBE price may not be excessive or unreasonable if the difference is a very small part of the overall contract amount); and (4) whether the scope of work described in the DBE firm's quote and non-DBE subcontractor's quote (or portions thereof) submitted for review is the same or comparable. General statements that DBE quotes were higher than non-DBE quotes without additional explanation or information raises the question of whether the Respondent made good faith efforts.

5. **QUALIFICATIONS.** The Respondent shall provide a list of DBE subcontractors that the Respondent deemed unqualified, if any, and an explanation for the conclusion reached. A DBE firm's standing within its industry, membership in specific groups, organizations or associations and political or social affiliations are not legitimate reasons for rejecting a DBE firm. Rejecting DBE firms without sound reasons based on a thorough investigation of the DBE firm's capabilities shall cause the bid submitted by the Respondent to be nonresponsive to the DBE requirements.

Name of DBE Firm	Explanation

6. **PLAN ASSISTANCE.** The Respondent should list all DBE firms that the Respondent provided assistance to in reviewing contract plans and specifications, if such assistance was provided. Providing interested DBE firms with adequate information about the plans, specifications and requirements of the Project to assist them in responding to a solicitation will be considered further evidence of good faith efforts.

Name of DBE Firm	Nature of Assistance

7. **BONDING ASSISTANCE.** The Respondent should list all interested DBE firms that the Respondent offered to assist in obtaining required bonds, lines of credit or insurance, if such assistance was provided. Making efforts to assist interested DBE firms in obtaining bonding, lines of credit or insurance as required by the County will be considered further evidence of good faith efforts.

Name of DBE Firm	Nature of Assistance

8. **OTHER ASSISTANCE SERVICES.** The Respondent should list any other assistance services offered to interested DBE firms, if such assistance was provided, including assistance in obtaining necessary equipment, supplies, materials, or related services. Providing assistance services to interested DBE firms will be considered further evidence of good faith efforts.

Name of DBE Firm	Nature of Assistance

10. **EXPLANATION.** The Respondent shall provide a statement explaining why the DBE goal could not be achieved. Statements should be well reasoned, verifiable and supported by the documentation provided as a part of Schedule 3(A).

*Additional sheets may be added as necessary.

DBE CONTACT LOG

Respondent Name: _____ Project/Bid No.: _____ Project Name:

DBE Firm Name	Date of Initial Solicitation	Solicitation Method	Follow Up Dates	Follow Up Efforts	Results

Respondent Name: _____ Project/Bid No.: _____ Project Name: _____

DBE Firm Name	Date of Initial Solicitation	Solicitation Method	Follow Up Dates	Follow Up Efforts	Results

Respondent Name: _____ Project/Bid No.: _____ Project Name: _____

DBE Firm Name	Date of Initial Solicitation	Solicitation Method	Follow Up Dates	Follow Up Efforts	Results

**SCHEDULE 6(A)
RESPONDENT AND SUBCONTRACTOR'S INFORMATION
(Professional Services)**

LOI/SOQ Project Description: F45 Environmental Consulting Services SOQ

Date: _____

Respondent' Name: _____

In accordance with 49 CFR Part 26.11(c), the Respondent shall complete and submit this form with the LOI/SOQ response. The form shall include the information requested for the Respondent and for all subcontractors anticipated to participate in the Project.

Name of Respondent or Subcontractor	Address	DBE Status (Check Applicable Box)	Age of Firm	Type(s) of Work	Annual Gross Receipts (Check Applicable Box)
		<input type="checkbox"/> DBE <input type="checkbox"/> Non DBE			<input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000-\$1 Million <input type="checkbox"/> \$1 Million - \$2 Million <input type="checkbox"/> \$2 Million - \$5 Million <input type="checkbox"/> \$5 Million and above
		<input type="checkbox"/> DBE <input type="checkbox"/> Non DBE			<input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000-\$1 Million <input type="checkbox"/> \$1 Million - \$2 Million <input type="checkbox"/> \$2 Million - \$5 Million <input type="checkbox"/> \$5 Million and above
		<input type="checkbox"/> DBE <input type="checkbox"/> Non DBE			<input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000-\$1 Million <input type="checkbox"/> \$1 Million - \$2 Million <input type="checkbox"/> \$2 Million - \$5 Million <input type="checkbox"/> \$5 Million and above
		<input type="checkbox"/> DBE <input type="checkbox"/> Non DBE			<input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000-\$1 Million <input type="checkbox"/> \$1 Million - \$2 Million <input type="checkbox"/> \$2 Million - \$5 Million <input type="checkbox"/> \$5 Million and above
		<input type="checkbox"/> DBE <input type="checkbox"/> Non DBE			<input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000-\$1 Million <input type="checkbox"/> \$1 Million - \$2 Million <input type="checkbox"/> \$2 Million - \$5 Million <input type="checkbox"/> \$5 Million and above

*Attach additional sheets as necessary.

COUNTY NON-DISCRIMINATION REQUIREMENTS

PROJECT:
F45 Environmental Consulting Services SOQ

DATE: _____

Name of Proposer: _____

The Proposer acknowledges that it is the express policy of the Palm Beach County Board of County Commissioners that Palm Beach County ("County") shall not conduct business with nor appropriate funds for any organization that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information, and that County Resolution 2014-1421, as may be amended, requires all entities doing business with the County to submit a copy of their written non-discrimination policies to ensure consistency with County Resolution 2014-1421, as may be amended, or to provide a written statement affirming their non-discrimination policies are in conformance with County Resolution 2014-1421, as may be amended.

Accordingly, the Proposer hereby affirms the following:
(Check applicable blank)

_____ The Proposer has a written non-discrimination policy, which is consistent with the requirements of County Resolution 2014-1421, and shall provide a complete copy to County for its records prior to award of the Contract.

_____ The Proposer does not have a written non-discrimination policy; however, Proposer's policy conforms to the requirements of County Resolution 2014-1421, as may be amended.

Authorized Signature

Print Name/Title

Attachment No. 2

Palm Beach County Policy & Procedures Manual

PPM #CW-O-048

TO: ALL COUNTY PERSONNEL

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

PREPARED BY: ENGINEERING AND PUBLIC WORKS

**SUBJECT: SELECTION OF PROFESSIONAL ENGINEERS, ARCHITECTS,
LANDSCAPE ARCHITECTS, LAND SURVEYORS AND
MAPPERS**

PPM #: CW-O-048

ISSUE DATE
December 1, 2013

EFFECTIVE DATE
December 1, 2013

PURPOSE:

To establish procedures for the acquisition of professional services from architects, engineers, landscape architects, or land surveyors and mappers for projects in excess of the threshold amounts established under the State of Florida's "Consultants' Competitive Negotiation Act" (CCNA) for study fees or for estimated construction costs.

UPDATES:

Future updates to this PPM are the responsibility of the County Engineer.

AUTHORITY:

- Florida Statutes, Chapter 287.055, The Consultants' Competitive Negotiation Act (CCNA), as amended.
- Palm Beach County Code Section 2-80-21- 2-80-34 regarding Small Business Enterprise (SBE), as amended.
- 49 CFR Part 26 regarding Disadvantaged Business Enterprises (DBE), as amended.

POLICY:

Professional engineering, architectural, landscape architectural, land surveying and mapping services shall be acquired in compliance with the CCNA. Small, minority and women-owned businesses shall have the opportunity to participate in Palm Beach County professional services contracts.

RESPONSIBILITIES:

This policy shall be implemented by the CCNA Architectural/Engineering (CCNA A/E) Selection Committees. All activities undertaken pursuant to this PPM shall be under the auspices of the CCNA A/E Selection Committees and this PPM. The Chairperson of the CCNA A/E Selection Committees shall be the County Engineer, or designated representative. The membership of the CCNA A/E Selection Committees shall be as per **Attachment 1**. The CCNA A/E Selection Committees shall meet on call, as needed.

Administration of this PPM shall be by the directors of those departments or divisions authorized to procure architectural and engineering services. Those departments are Engineering and Public Works, Environmental Resources Management, Water Utilities, Airports and Facilities Development and Operations. For all other County Departments, issues regarding this PPM will be handled through the Facilities Development and Operations Department.

The Roadway Production Division of the Department of Engineering and Public Works shall be the central coordinating agency. The Special Projects Manager (SPM) or other person designated by the Director of Roadway Production or their designees shall serve as secretary to the CCNA A/E Selection Committees and shall be responsible for scheduling interviews and for recording the minutes.

For all selections:

1. The Engineering Department shall provide a secretary responsible for recording the meeting. The secretary shall not be a voting member.
2. The Inspector General or his/her designee may attend as a non-voting member.
3. Presentations, including the question and answer phase, are closed to the public per Florida Statutes, Chapter 286.0113.

PROCEDURES:

I. Determination of Required Services

Services under this policy shall be determined to be required if they meet the following criteria:

1. The services are necessary in order to prepare and complete a project which is included in an approved budget and are so determined by the responsible Department Director.
2. The cost to construct the project for which the professional service is required is estimated by the Director to exceed the threshold amount provided in s. 287.017 F.S. for CATEGORY FIVE projects or for planning or study activity fees when

the fee for professional services exceeds the threshold amount provided in s. 287.017 F.S. for CATEGORY TWO projects. (*Refer to Attachment 2 for a listing of CCNA threshold amounts.*)

3. Continuing contract projects shall be governed according to the limitations provided for in S. 287.055 (2)(g) F.S.

II. Project Approval

In order for a project to be considered approved for public announcement, it must first meet one or more of the following criteria:

1. the project is part of a Master Plan approved by the Board of County Commissioners; or
2. the project is listed in the first two years of a Board approved Five-Year Road Plan or Mid-Year Adjustment; or
3. the project is listed in the Board adopted capital improvement plan or equivalent budgeting document; or
4. funding for the project is included in the User Department's current year budget; or
5. the project has been presented to, and approved by, the County Administrator or the Board of County Commissioners.

Public announcement, as required by s. 287.055 (3) (a) F.S., shall be by advertisement or Board action as provided in Section III. below.

III. Method for Initiating Procurement of Professional Consultant Services

- A. Method 1:** When any of the conditions of Section II. are met.

A User Department shall be authorized to advertise a project without additional Board approval; however, should the User Department Head conclude that it is in the best interest of the public to do so, he/she may request Board concurrence prior to advertising the project. Firms requesting receipt of notice of proposed projects shall be forwarded a copy of the project advertisement. The format for the advertisement shall be similar to that shown in **Attachment 3**.

The minimum requirements for advertising a project shall be as follows:

1. The ad must appear in a newspaper of general circulation in the County and in at least two local newspapers dedicated to minority audiences, if

available, and proof of publication is required for two consecutive Sundays.

2. The ad must contain a general description of the project.
3. The ad must contain the SBE goal (or DBE goal, if applicable) for the project.
4. The ad must state that factors for consideration in the award of the contract will include SBE and any M/WBE participation (or DBE, if applicable).
5. If criteria different from, or in addition to, the criteria appended to this PPM are to be considered in the selection of a consultant, these criteria are to be listed in the ad.
6. The ad must state the name and address of the person responsible for receipt of responses to the public announcement along with a closing date and time.
7. The ad must state the number of copies to be submitted.
8. The ad must state where and how RFPs and RFSs may be obtained.

Projects listed in the first two years of the Board approved Five-Year Road Plan or Mid-Year Adjustment may be advertised prior to the year in which the design funding appears.

If, in the discretion of the User Department Head, the nature of the project warrants additional explanation prior to consultant response to the public announcement, the Department Head is authorized to conduct an informational meeting to further the level of understanding among potential respondents.

B. Method 2: When none of conditions 1 to 4 of Section II. are met.

1. When a County Department requires professional consultant services, and none of criteria 1 to 4 for project approval are satisfied, a notice in the format of **Attachment 4** must be submitted to the Board of County Commissioners to allow the Board to receive and file. This notice may be prepared by the User Department or the SPM and must state the SBE or DBE goal and that SBE and M/WBE or DBE participation will be considered in awarding the contract.
2. Upon approval of the County Commission, copies of the notice will be sent to all consultant companies certified in the prime categories by Palm Beach County in the categories of work required for the project.

3. Other criteria or information may be required and will be identified in the public announcement.

The County Department requiring the professional services shall send a copy of the Notice to firms certified (active) in the prime category, or categories, of work necessary and request a Letter of Interest (LOI) in response to a Request for Proposals (RFP) or Request for Qualifications (RFQ), whether method 1 or 2 is used.

IV. Certification as a Qualified Firm

A. CCNA Certification

For a professional firm to be considered as a provider of services to the County, it, along with all the professional sub-consultants, must be **CCNA CERTIFIED** with the Engineering and Public Works Department prior to submittal of an LOI in response to an RFP or RFQ as qualified to render the required service by Palm Beach County. This requirement includes SBE, M/WBE and/or DBE firms and is in addition to SBE, M/WBE and/or DBE certification. For the purposes of this policy, "firm" means any individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, landscape architecture, engineering or land surveying and mapping in the State.

To become certified under CCNA, firms must submit a Palm Beach County CCNA Certification application and proof that the firm meets the below listed criteria. The certification form is then reviewed and either rejected or approved by the County Engineer or his/her designee. The User Department has the discretion to accept LOIs that include firms that are not yet CCNA certified but have applied for certification.

Criteria for CCNA Certification by Palm Beach County

1. The firm has the appropriate, valid professional registration from the State of Florida, Department of Professional Regulation for the required services.
2. The firm has the appropriate corporate and/or occupational licenses to conduct the required services.
3. The firm has the appropriate work experience in the categories of work being requested.

The Roadway Production Division of the Engineering and Public Works Department of Palm Beach County should be contacted for further information.

B. **Small and/or Minority/Women Owned Business Certification**

For a firm to be certified as an SBE and/or M/WBE business, the firm must meet the eligibility standards set forth in the County Code and apply for certification through the County's Office of Small Business Assistance (OSBA). **A firm will not qualify for selection consideration as an SBE firm unless the firm has received certification from the Office of Small Business Assistance prior to submittal of an LOI in response to an RFP or RFQ. To be considered an M/WBE firm, the firm must be a State certified M/WBE or have received M/WBE certification from Palm Beach County.**

C. **Disadvantaged Business Enterprise (DBE) Certification**

For those projects where a DBE goal applies, firms must be certified by the Unified Certification Program for the State of Florida as a DBE prior to submittal of a LOI in response to a RFP or RFQ to be counted toward achievement of the DBE goal. Certification as a SBE or M/WBE shall not count towards achievement of a DBE goal.

V. **Selection Process**

The selection of firms pursuant to this PPM shall require:

1. review for qualifications and selection of a minimum of 3 firms by the Short List Committee per Attachment 5; (However, if less than three firms respond to an RFP or RFQ, Section VI.3. below will apply.)
2. interview and ranking by the CCNA A/E Selection Committee;
3. approval/affirmation by the Board of County Commissioners;
4. contract negotiation by the appropriate staff;
5. contract award; and
6. written notification to the Inspector General as specified below.

Pursuant to Palm Beach County Code 2-421 through 2-440, the Inspector General (IG) shall be notified in writing prior to any Short List or Selection Committee meeting where any matter relating to the procurement of goods or services by the County is to be discussed. Notice to the IG shall be given as soon as possible after a meeting has been scheduled, but in no event later than one business day prior to the scheduled meeting. The IG may, at his or her discretion, attend all duly noticed meetings and may pose questions and raise concerns consistent with the functions, authority and powers of the IG.

VI. Short List Committee Procedures

The membership of the Short List Committees shall be as per **Attachment 5**.

1. The Short List Committee members will be provided a copy of each set of qualifications submitted in response to the public announcement. Each member will evaluate responses and determine which three (3) firms and, if available, up to three (3) alternates are most qualified to perform the services required.

The basis for determination of the most qualified firm will be based upon a review of documents submitted in response to the public announcement evaluated as noted in **Attachments 6 and 7**, as well as committee discussions. However, consultant compensation shall not be a consideration for determination. When more than one firm is to be selected, the Short List Committee will short list two more firms than the number to be selected (i.e. if two (2) firms are to be selected, then four (4) firms will be short listed).

2. To select firms, the Short List Committee members will meet and collectively determine the most qualified firms as follows:
 - a. Each member will produce a preliminary short list of most qualified firms based on his/her review and Committee discussion (selecting the appropriate number of firms to be short listed plus three (3) additional firms).
 - b. The firms which receive the most votes will form the preliminary short list (the appropriate number of firms to be short listed plus three (3) additional firms).
 - c. The Short List Committee will further evaluate the preliminary short list in order to formally determine and rank the list of most qualified firms using the scoring method set forth in **Attachments 6 and 7**. The rankings shall be performed on an evaluation form (**Attachment 8**). The appropriate number of firms with the lowest point totals (determined by the rankings) will make up the final short list.

In the event of a tie score for the last available short list position, the tied firms will be included in the final short list.
 - d. The User Department shall notify the respondents of the results of the Short List Committee and invite the final short list firms to present to the CCNA A/E Selection Committee.
3. Where less than 3 firms respond to an RFP, at the discretion of the County Administrator or the User Department, the project shall be publicly noticed a

second time. Every effort should be made to publish information on the project. If less than 3 responses are received, and the County Administrator or the User Department determines that additional responses would not be received from a subsequent public notice, or because of time constraints, these firms shall be submitted to the Selection Committee.

4. Short-listed firms may add or delete team members, or adjust team participation after the Short List Committee meeting if the User Department is notified within five (5) business days of the notice of the Short List Committee meeting results. Notification will be by email, facsimile or U. S. mail with the received date as the date of notification. If a short-listed firm adds a sub-consultant or makes modifications to their team, the User Department will notify the other short-listed firms of such modification, and notification will be as described above. The User Department shall also be notified by the SPM of any changes.
5. If any short-listed firm (prime) adds another short-listed firm (prime) to their team, the two firms will be considered as one firm and an additional firm (the first alternate) will be added to the short list. The points awarded at the CCNA Selection Committee meeting will be based on the team (original or revised), including any additions or deletions and any modifications to team members. If any short listed firm withdraws the first alternate will be added to the short list.

VII. CCNA A/E Selection Committee Procedures

The CCNA A/E Selection Committee will interview the final short list firms as follows:

1. The interview will consist of a 15 minute (or as designed by User Department) presentation followed by questions and answers. In instances where an alternative method of interviewing, such as a telephone interview, is appropriate given unusual circumstances, such method is determined to be consistent with this PPM if approved by the requesting Department.
2. The CCNA A/E Selection Committee will rank the firms interviewed as most qualified to least qualified to perform the service based upon interview results and the criteria listed in **Attachments 6 and 7**. The ranking shall be performed on an evaluation form (**Attachment 9**). Consultant compensation shall not be a consideration for ranking.
3. Should the ranking result in a tie (lowest total score) for the most qualified firm, the CCNA Selection Committee shall select the firm with the most first place votes. If there is still a tie, the combined SBE and M/WBE participation will be used as a tie breaker. If there is still a tie, the CCNA Selection Committee will determine an acceptable method to break the tie.
4. The Selection Committee shall determine the tie breaker between the second and third most qualified firms in the same manner as the tie breaker for the most qualified firm.

5. The CCNA A/E Selection Committee will submit to the Board of County Commissioners its recommendation of the top three firms in ranked order (see Section VIII.).

VIII. Board of County Commissioners Procedures

1. The County Administrator, or his/her designated representative, shall report the results of the Selection Committee meeting, via email (email group "BCC-Comm and Staff"), to the Board of County Commissioners. If any member of the Board of County Commissioners has not requested the entire Board of County Commissioners to review the ranking of the Selection Committee meeting within ten (10) business days of such report, it shall be deemed that the Board of County Commissioners has affirmed the selection and the County Administrator, or his/her designated representative, shall commence negotiations with the highest ranked firm (see Section IX.).
2. If a Board member wishes the Board of County Commissioners to review the Selection Committee recommendation, the County Administrator, or his/her designated representative, shall prepare an agenda item presenting the Selection Committee's ranking for review at a future Board of County Commissioners meeting. At that meeting, the Board of County Commissioners shall consider the order of ranking recommended by the CCNA A/E Selection Committee, together with the minutes of the CCNA A/E Selection Committee meeting. If the Board votes to ratify the recommendation, it shall instruct the County Administrator to negotiate a consultant contract with the recommended firms in ranked order.
3. If the Board rejects the CCNA A/E Selection Committee's recommendation it may require the CCNA A/E Selection Committee to interview and rank the three (3) alternates determined at the Short List Committee meeting, or it may require the project to be re-advertised for qualified firms, or the Board may vote to not continue with the project.

IX. Contract Negotiations

1. The County Administrator, or his/her designated representative, shall commence negotiations with the highest ranked firm affirmed or ratified by the Board of County Commissioners.
2. Should negotiations fail, the County Administrator, or his/her designated representative, shall report same, in writing, to the Board of County Commissioners and commence negotiations with the second ranked firm.

3. Should negotiations with the second ranked firm fail, the County Administrator, or his/her designated representative, shall report same, in writing, to the Board of County Commissioners and commence negotiations with the third ranked firm.
4. Should negotiations with the third ranked firm fail, the County Administrator or his designated representative shall report same, in writing, to the Board of County Commissioners and to the CCNA A/E Selection Committee, and the CCNA A/E Selection Committee shall determine the next action. Such action may include, but should not be limited to, holding interviews with the alternate firms and conducting another selection with those firms or determining that the project should be readvertised.

X. Consultant Fee Reporting

A copy or notice of all authorizations that include professional architectural, engineering, landscape architectural, or surveying and mapping services shall be provided to the Engineering & Public Works S P M for the purpose of tracking the volume of previous work.



ROBERT WEISMAN
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-O-048, issued May 6, 1993
2. PPM# CW-O-048, issued August 8, 1997
3. PPM# CW-O-048, issued February 19, 1999
4. PPM# CW-0-048, issued September 12, 2000
5. PPM# CW-0-048, issued November 1, 2006
6. PPM# CW-0-048, issued December 9, 2009
7. PPM# CW-0-048, issued February 9, 2012

ATTACHMENT 1

CCNA A/E SELECTION COMMITTEES MEMBERSHIP

The Selection Committee structure will vary depending upon the type of services requested, and will consist of the following members, or their designated representatives:

For Engineering and Public Works, Water Utilities, Landscape Architecture, Land Surveying and Mapping Services:

- County Engineer
- County Administrator
- Director of Water Utilities
- Director of Contract Development and Control
- Director of the Department for whose project the Selection is being made
- Director of the Office of Small Business Assistance
- The Project Manager of the Department originating the project, designated by the Department's Director

Four members shall constitute a quorum, at least two of which must be engineers.

For Airports Services:

- County Engineer
- County Administrator
- Director of Airports
- Director of Contract Development and Control
- Director of the Office of Small Business Assistance for projects with a SBE goal
- Deputy Director of Planning and Community Affairs for the Department of Airports
- A representative of the Division originating the project, designated by the Division's Director

Four members shall constitute a quorum, two of which must serve in Airport Management, Planning and Development, or be an engineer.

For Facilities Development & Operations, ERM, Architectural and Other Services:

- County Engineer
- County Administrator
- Director of the Capital Improvements Division
- Director of the Office of Small Business Assistance
- Director of Contract Development and Control
- Director of Water Utilities*
- Capital Improvements Division Project Manager**

ATTACHMENT 1

CCNA A/E SELECTION COMMITTEES MEMBERSHIP

- A representative of the Department originating the project, designated by the Department's Director, if for a Department not specifically listed in this section, except for ERM which shall have their Project Manager sit.

Four members shall constitute a quorum, at least one of which must be engineer.

- * In the case of ERM, the Director of Water Utilities shall sit for engineering, surveying, geophysical, oceanographic service and the Director of Planning Zoning & Building shall sit for planning services.
- ** In the case of ERM, the Director of ERM shall sit for Capital Improvements Division Project Manager.

ATTACHMENT 2

CCNA THRESHOLD AMOUNTS

CATEGORY ONE: \$ 20,000

CATEGORY TWO: \$ 35,000

CATEGORY THREE: \$ 65,000

CATEGORY FOUR: \$ 195,000

CATEGORY FIVE: \$325,000

ATTACHMENT 3

CCNA PROJECT ADVERTISEMENT FORMAT - METHOD 1

PALM BEACH COUNTY NOTICE

Pursuant to Florida Statutes 287.055, Notice is hereby given that Palm Beach County requires professional services on the following project:

ALL ENGINEERING / ARCHITECTURAL / LANDSCAPE ARCHITECTURAL/SURVEYING & MAPPING SERVICES REQUIRED FOR THE PREPARATION OF PLANS AND SPECIFICATIONS COMPLETE FOR FORMAL ADVERTISING AND RECEIPT OF BIDS/STUDY/REPORT FOR _____, PALM BEACH COUNTY, FLORIDA.

Consultants interested in this project are required to furnish one copy of their proposal no later than 4:00 P.M., _____, 20__ with the following:

- 1) Letter of Interest (4 pages maximum) including reference to this Notice.
- 2) GSA Form SF 330, to include those personnel within your firm, or sub-consultants who have expertise in the following categories:
- 3) A completed Prime Consultant Questionnaire.
- 4) A completed sub-consultant Letter of Intent to Perform and questionnaire (for each consultant).
- 5) SBE Schedules 1 and 2 (Or, if applicable: DBE Schedules 1, 2 & 3.)

Relevant forms may be obtained by contacting the Roadway Production Division at 561- 684-4150 or at <http://www.pbcgov.com/engineering/roadwayproduction/rfps/>.

Note: In accordance with Palm Beach County Code 2-351 through 2-358, "Cone of Silence" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

Department
Division
West Palm Beach, FL 33406

ATTACHMENT 3

CCNA PROJECT ADVERTISEMENT FORMAT - METHOD 1

Pursuant to the Palm Beach County Code Section 2-80-21 — 2-80-34, the County will provide contracting opportunities for SBEs and also desires to provide contracting opportunities for M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultants' Competitive Negotiation Act" (CCNA). The SBE goal for this project is a minimum of 15% participation.

Or, if applicable: Pursuant to 49 CFR Part 26, the County will provide contracting opportunities for Disadvantaged Business Enterprises (DBE's). The DBE goal for this project is a minimum of ___% participation.

Additional information pertaining to this document can be obtained from the _____ Department, _____ Division (_ - _ - _).

In addition, any firm or individual, as prime consultant or as a sub-consultant, desiring to provide architectural, engineering, landscape architectural, or surveying and mapping professional services to Palm Beach County must be first be CCNA certified with the Roadway Production Division of the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

This Notice given this _____ day of _____, 20__ . PALM BEACH

COUNTY, _____ DEPARTMENT

**BY: _____
DIRECTOR, _____ DEPARTMENT**

**PUBLISH: THE PALM BEACH POST
SUNDAY: _____, 20__
_____, 20__**

ATTACHMENT 4

CCNA PROJECT ADVERTISEMENT FORMAT - METHOD 2

PALM BEACH COUNTY
NOTICE

Pursuant to Florida Statutes 287.055, NOTICE is hereby given that Palm Beach County requires professional services as follows:

Pursuant to the Palm Beach County Code, Section 2-80-21 — 2-80-34, the County will provide contracting opportunities for SBEs and also desires to provide contracting opportunities for M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultants' Competitive Negotiation Act" (CCNA).

Palm Beach County's minimum SBE goal is 15%.

Or, if applicable: Pursuant to 49 CFR Part 26, the County will provide contracting opportunities for Disadvantaged Business Enterprises (DBE's).

Palm Beach County's minimum DBE goal is ____ %.

Additional information pertaining to this project can be obtained from the Department.

In addition, any firm or individual, as prime consultant or sub-consultant desiring to provide professional architectural, engineering, landscape architectural, or surveying and mapping services to Palm Beach County must first be CCNA certified with the Roadway Production Division of the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most recent administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

This NOTICE given by the Board of County Commissioners in regular session this _____ day of _____, 20__.

**BOARD OF COUNTY COMMISSIONERS
OF PALM BEACH COUNTY**

_____, **CLERK AND COMPTROLLER**

BY: _____
Deputy Clerk

ATTACHMENT 5

CCNA SHORT LIST COMMITTEES MEMBERSHIP

The Short List Committee structure will vary depending upon the type of services requested. For **Engineering** and **not listed Department** projects, the Short List Committee will consist of a quorum of five members, or their designated representatives, as follows:

- Deputy County Engineer
- Assistant County Engineer
- Director, Roadway Production
- Director, Traffic
- Director, Land Development
- Special Projects Manager, Roadway Production
- Director, Construction Coordination
- Director, or Representative of the User Department(s)
- Director, Office of Small Business Assistance

For **Facilities** projects, the Short List Committee will consist of a minimum of five Committee members, or their designated representatives, as follows:

- Director, Capital Improvement Division
- A project manager from Facilities Development and Operations
- Director or Representative of user Department
- Director of the Traffic Division
- Director, Building Division of Planning, Zoning and Building
- Director, Land Development, Engineering Department
- Director, Office of Small Business Assistance

For **Water Utilities Department** projects, the Short List Committee will consist of a minimum of five of the following members, or their designated representatives, as follows:

- Director, Engineering Division
- Senior Registered Engineer
- Wastewater Engineer
- Water Engineer
- O&M Representative
- Construction Manager
- Director, Office of Small Business Assistance

For the **Environmental Resources Management** projects, the Short List Committee will consist of a minimum of four of the following members, or their designated representatives, as follows:

- Director, Department of Environmental Resources Management
- Director, Environmental Enhancement and Restoration Division
- Registered Engineer, Environmental Enhancement and Restoration Division
- Deputy, or Assistant County Engineer
- Director, Office of Small Business Assistance

ATTACHMENT 5

CCNA SHORT LIST COMMITTEES MEMBERSHIP

For the **Department of Airports**, the Short List Committee will consist of a minimum of four of the following members, or their designated representatives, as follows:

- Director, Department of Airports
- Deputy Director, Planning and Community Affairs
- Manager, General Aviation Airports
- Director of Planning
- Director of the Division originating the project
- Director of Office of Small Business Assistance for projects with a SBE goal.

The Department requesting professional services shall have the authority to add members to a Short List Committee in order to match project demands with appropriate Staff expertise.

ATTACHMENT 6

SUMMARY OF POINT SYSTEMS RECOMMENDED FOR SHORT LISTING AND FINAL SELECTION OF A/E FIRMS

<u>CRITERIA</u>	<u>POINT VALUE</u>	
	<u>FINAL SELECTION</u>	<u>SHORT LIST</u>
Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project. Maximum points:	35	50
<p>Areas of consideration in the evaluation: Professional qualifications of proposed project team to perform subject work; Demonstrated knowledge of design criteria for similar projects; Demonstrated past performance of the firm and project team in completing similar projects; Demonstrated past performance of the firm in meeting committed SBE participation (see Page 4).</p>		
Approach to the project, understanding of the project and quality of the presentation/written response, including meeting time requirements. Maximum Points:	35	20
<p>Areas of consideration in the evaluation: Demonstrated understanding of the project and County's goals and objectives; Demonstrated innovation in project approach; Demonstrated ideas for cost-effectiveness; Quality and clarity of presentation/written response to the public announcement; Demonstrated ability to meet time constraints.</p>		
Volume of previous work awarded by the County. (See Attachment 7 for calculation method)	10	10
Location of the firm's offices where work will be accomplished.	10	10
SBE and/or Minority/Women participation.	10	10

ATTACHMENT 6

SUMMARY OF POINT SYSTEMS RECOMMENDED FOR SHORT LISTING AND FINAL SELECTION OF A/E FIRMS

LOCAL PREFERENCE:

Method of determining points for location of work product of the team:

Considering the entire project, up to ten (10) points may be awarded to a team, whether performed by the prime consultant, one or more sub-consultant(s), or both, based on the cumulative percent total of work that will be performed by personnel located within the teams' Palm Beach County offices. All consultants and/or sub-consultants shall submit, with their proposal, *evidence of Palm Beach County location and* a written statement ("letter of intent"), indicating the percent participation that each consultant and/or sub-consultant of the team is proposing to perform in the County. The County may take whatever action necessary to verify this information. Firms shall also clearly indicate the percentage of work that will be performed by the local office(s) and the percent of work (if any) that will be performed by offices outside of Palm Beach County. A minimum local participation of greater than 25% of the project total is required for the team to receive points in this category.

The Short List or CCNA A/E Committee may adjust the percentage of work indicated in the submittal if it is determined that the percentage is not reasonable.

Points, ranging from 0 to 10, will be awarded based on the total percent of local participation proposed by the team. A team participation of 25% or less will be awarded zero (0) points.

POINTS - between zero and ten (10) points will be awarded by the short-list and selection committee.

NO ROUNDING WILL BE ACCEPTED

ALLOCATION OF POINTS FOR PARTICIPATION

Less than or equal to	25 percent	0 Points
> 25 percent Less than or equal to	32 percent	1 Point
> 32 percent Less than or equal to	40 percent	2 Points
> 40 percent Less than or equal to	47 percent	3 Points
> 47 percent Less than or equal to	55 percent	4 Points
> 55 percent Less than or equal to	62 percent	5 Points
> 62 percent Less than or equal to	70 percent	6 Points
> 70 percent Less than or equal to	77 percent	7 Points
> 77 percent Less than or equal to	85 percent	8 Points
> 85 percent Less than or equal to	92 percent	9 Points
> 92 percent Less than or equal to	100 percent	10 Points

SMALL AND MINORITY/WOMEN BUSINESS ENTERPRISE:

Method of determining points for SBE and/or M/WBE project team participation:

The total points awarded for SBE and or M/WBE participation shall not exceed ten (10) points.

The Short List or CCNA A/E Committee shall consider a firm's past performance in meeting the committed SBE participation, and unacceptable past performance will be considered when allocating points for "Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project" (see Page 4).

ATTACHMENT 6

SUMMARY OF POINT SYSTEMS RECOMMENDED FOR SHORT LISTING AND FINAL SELECTION OF A/E FIRMS

ALLOCATION OF POINTS FOR SBE and M/WBE TEAM PARTICIPATION

SBE Participation: Ten (10) points maximum. These points may be awarded in conjunction with M/WBE points below. However, the total points awarded for SBE and or M/WBE participation shall not exceed ten (10) points.

Less than		15 percent	0 Points
≥15 percent	Less than or equal to	20 percent	2 Points
>20 percent	Less than or equal to	30 percent	3 Points
>30 percent	Less than or equal to	40 percent	4 Points
>40 percent	Less than or equal to	50 percent	5 Points
>50 percent	Less than or equal to	60 percent	6 Points
>60 percent	Less than or equal to	70 percent	7 Points
>70 percent	Less than or equal to	80 percent	8 Points
>80 percent	Less than or equal to	90 percent	9 Points
>90 percent			10 Points

M/WBE Participation: Five (5) points maximum. These points may be awarded in addition to SBE points above. Total points for M/WBE (Non-Black) and M/WBE (Black) participation may not exceed 5 points. However, the total points awarded for SBE and or M/WBE participation shall not exceed ten (10) points.

M/WBE (Non-Black)

Less than		5 percent	0 Points
≥5 percent	Less than or equal to	15 percent	1 Points
>15 percent	Less than or equal to	25 percent	2 Points
>25 percent	Less than or equal to	35 percent	3 Points
>35 percent	Less than or equal to	45 percent	4 Points
>45 percent			5 Points

M/WBE (Black)

Less than		3 percent	0 Points
≥3 percent	Less than or equal to	8 percent	1 Points
>8 percent	Less than or equal to	13 percent	2 Points
>13 percent	Less than or equal to	18 percent	3 Points
>18 percent	Less than or equal to	23 percent	4 Points
>23 percent			5 Points

NOTE: A firm is eligible to receive additional points in both the SBE and M/WBE categories. Points may be adjusted, if necessary for Federal Project/contract.

DISADVANTAGED BUSINESS ENTERPRISE:

For projects where a DBE goal applies, firms shall be required to demonstrate good faith efforts, as defined in Appendix A, 49 CFR Part 26, to achieve the DBE goal. Firms shall be required to submit written evidence of good faith efforts by showing that they took all necessary and reasonable steps to achieve the DBE goal even if they were not fully successful. Examples of good faith efforts can be found in Appendix A to 49 CFR Part 26. The issuing Department will be responsible for determining whether or not sufficient good faith efforts have been demonstrated to achieve the DBE goal and the amount of DBE participation that may be counted toward achieving

ATTACHMENT 6

SUMMARY OF POINT SYSTEMS RECOMMENDED FOR SHORT LISTING AND FINAL SELECTION OF A/E FIRMS

the established DBE goal in accordance with the requirements of 49 CFR Part 26 prior to consideration of responses by the Short List Committee. Failure of a firm to submit written evidence of good faith efforts to achieve the DBE goal as required by the solicitation shall result in the firm being considered non-responsive if the DBE goal is not achieved. No points shall be allocated based upon the amount of DBE participation. The points allocated in **Attachments 6, 8 and 9** to "SBE and/or Minority/Women participation" shall be reallocated by the issuing Department.

At the option of the Department for whose project the Selection is being made, the following form may be included in the REP or RFQ to assist in the evaluation of the prime firms' demonstrated past performance in meeting committed SBE participation:

PRIME FIRMS' SBE PAST PARTICIPATION STATEMENT

<u>County Contracts Completed (Prior 12 months)</u>	<u>SBE and/or M/WBE Participation</u>	
	<u>Committed (%)</u>	<u>Achieved (%)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

For any County contracts completed in the prior 12 months that did not meet the committed SBE participation, an explanation for the shortfall may be provided below. Please note that submittal of this form is optional.

Firm Name

Name of Individual

Signature

Date

ATTACHMENT 7

PALM BEACH COUNTY
VOLUME OF PREVIOUS WORK
SELECTION CRITERIA

The APPLICANT: list all adjusted* fees for contracts awarded by Palm Beach County for ALL offices and, indicate total adjusted fees executed for the periods noted below. Also the applicant must include estimated projected fees for projects of the firms that have been selected but not yet received a contract.

Applicants must provide the same current fee information for all sub-consultants that will be used on the applicable project. Sub-consultant fees will be combined with those of the prime consultant when computing the adjusted fee to be considered.

ADJUSTED FEES OF APPLICANT LISTED ACCORDING TO DATE OF AGREEMENTS FOR THE PERIODS NOTED.

<u>PERIOD</u>	<u>TOTAL ADJUSTED FEE</u>	<u>FACTOR</u>	<u>FEE CONSIDERED</u>
(1) Current Fiscal Year (Oct. 1- Sept. 30)	\$	x 1	\$
(2) Previous Fiscal Year (Oct. 1 - Sept. 30)	\$	x 0.75	\$
(3) Fiscal Year Once Removed (Oct. 1 - Sept. 30)	\$	x 0.50	\$
(4) Fiscal Year Twice Removed (Oct. 1 - Sept. 30)	\$	x 0.25	\$
	TOTAL FEE CONSIDERED		\$ _____

*** ADJUSTED FEES -**

1. Fees rendered to the consultant by Palm Beach County minus fees sub-contracted out by the consultant plus fees for which the consultant is a sub-contractor.
2. The accuracy of the information provided on this form will be considered in the evaluation of the applicant. At the discretion of the Committee, up to five (5) points will be deducted from the overall score for any inaccuracies.

ATTACHMENT 7

PALM BEACH COUNTY
VOLUME OF PREVIOUS WORK
SELECTION CRITERIA

**VOLUME OF PREVIOUS WORK
POINTS EARNED**

Points	Total Fee Considered
10	AF<\$200,000
9	\$200,000<AF<\$400,000
8	\$400,000<AF<\$600,000
7	\$600,000<AF<\$800,000
6	\$800,000<AF<\$1,200,000
5	\$1,200,000<AF<\$1,600,000
4	\$1,600,000<AF<\$2,200,000
3	\$2,200,000<AF<\$2,800,000
2	\$2,800,000<AF<\$3,400,000
1	\$3,400,000<AF<\$4,000,000
0	AF>\$4,000,000

Points will be awarded based on the percentage of proposed participation, by prime or subconsultant, times the individual team firm's total fee considered. The total volume of previous work to be considered for points shall be the summation of the individual team member's total fee considered times the percentage of involvement in the project of the individual team members (i.e. - Prime volume(70%) + Sub 1 volume(10%) + Sub 2 volume(10%) + Sub 3 volume(10%) = total volume).

The Committee may adjust the percentage of participation of a firm indicated in the submittal if it is determined that the percentage is not reasonable. The adjusted percentage shall be used to determine the points awarded to the team.

The Committee shall include, in the dollar volume associated with a firm, an estimate of work for which the firm has been selected, but for which a contract has not been formally awarded, if not already included in submittal.

Reference may be made to the County's Consultant Considered Fees posted at <http://www.pbcgov.com/engineering/roadwayproduction/>. This site should not be used as a sole reference.

ATTACHMENT 8

SHORT LIST COMMITTEE EVALUATION FORM

EVALUATION FORM

PROJECT : _____

PROJECT NO.: _____

RATING

MAXIMUM SCORE

		<u>CONSULTANT</u>	<u>CONSULTANT</u>	<u>CONSULTANT</u>
50	Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	_____	_____	_____
20	Approach to the project, understanding of the project and quality of presentation, including, meeting time requirements.	_____	_____	_____
10	Volume of previous work awarded by the county over the past four (4) years. (The firm with the most work receives the lowest score.)	_____	_____	_____
10	Location of the firm's offices where work will be accomplished.	_____	_____	_____
10	SBE and/or Minority/Women participation.	_____	_____	_____
	TOTAL	_____	_____	_____
	RANKING	_____	_____	_____

EVALUATOR (SIGNATURE)

EVALUATOR (PRINTED)

_____, 20__ SHORT LIST COMMITTEE MEETING

PALM BEACH COUNTY, FLORIDA

ATTACHMENT 9

CCNA A/E SELECTION COMMITTEE EVALUATION FORM

EVALUATION FORM

PROJECT : _____

PROJECT NO.: _____

RATING

MAXIMUM SCORE

		<u>CONSULTANT</u>	<u>CONSULTANT</u>	<u>CONSULTANT</u>
35	Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.	_____	_____	_____
35	Approach to the project, understanding of the project and quality of presentation, including, meeting time requirements.	_____	_____	_____
10	Volume of previous work awarded by the county over the past four (4) years. (The firm with the most work receives the lowest score.)	_____	_____	_____
10	Location of the firm's offices where work will be accomplished.	_____	_____	_____
10	SBE and/or Minority/Women participation.	_____	_____	_____
	TOTAL	_____	_____	_____
	*RANKING	_____	_____	_____

* A ranking resulting in a tie for 1st place is not permitted. In the event of a tie for 1st place the Evaluator shall, at their sole discretion, modify the ranking so that only one (1) Consultant is ranked 1st.

EVALUATOR (SIGNATURE)

EVALUATOR (PRINTED)

_____, 20__ SELECTION COMMITTEE MEETING

PALM BEACH COUNTY, FLORIDA

Attachment No. 3

Exceptions to PPM #CW-O-048

Exceptions to PPM #CW-O-048, Selection of Professional Engineers, Architects, Landscape Architects, Land Surveyors and Mappers

DBE Requirements

The provisions of Policy and Procedure Manual #CW-O-48, Selection of Professional Engineers, Architects, Landscape Architects, Land Surveyors and Mappers ("PPM #CW-O-48), related to Small Business Enterprise and Minority/Women Business Enterprise participation do not apply to this LOI/SOQ. As a federally-funded project, the requirements of 49 CFR Part 26 apply to this LOI/SOQ. The County has established a minimum DBE participation goal of twenty percent (20%) for this contract. Certification as a SBE or M/WBE **shall not** count towards achievement of a DBE goal.

No points shall be awarded based upon the level of DBE participation. The points allocated in PPM #CW-O-48 to SBE and/or M/WBE participation shall be reallocated to the remaining selection criteria. Notwithstanding the foregoing, Respondents shall be required to demonstrate good faith efforts, as defined in Appendix A, 49 CFR Part 26, to achieve the DBE goal. DBE participation counted toward meeting the established DBE goal will be determined by the Department of Airports in accordance with 49 CFR §26.55. **Only those firms certified as DBEs by the Unified Certification Program for the State of Florida shall be counted toward the established DBE goal.** It is the responsibility of the Respondent to confirm the certification of any proposed DBE. Information regarding DBE certification status may be found through the State of Florida's Florida Department of Transportation Equal Opportunity Office website at: <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory>; or by contacting the Palm Beach County Department of Airports, Airports Business Affairs Office at (561) 471- 7403.

In order to be deemed responsive to the DBE requirements, Respondents must submit the following DBE Schedules with their LOI/SOQ packages:

Schedule 1(A) - List of Proposed DBE Firms. Schedule 1(A) shall contain the names of all proposed DBE firms participating in the contract (including DBE firms acting as the prime contractor, subcontractors, manufacturers and suppliers) and must be completely filled out and signed by the Respondent. The County reserves the right to confirm the certification status of all DBEs proposed to participate in the contract prior to award.

Schedule 2(A) - Letter of Intent to Perform as a Disadvantaged Business Enterprise. A Schedule 2(A) must be submitted for each DBE firm listed on Schedule 1(A). Schedule 2(A) must be completely filled out and signed by the proposed DBE firm. Each DBE firm must disclose whether any of its work will be subcontracted to another firm, the dollar value of the subcontracted work and whether the firm is a DBE or non-DBE firm. **The percentage listed on Schedule 1(A) for each DBE firm must be supported by the percentage included on Schedule 2(A) in order to be counted toward attainment of the DBE goal.**

Schedule 3(A) - Demonstration of Good Faith Efforts to Achieve DBE Goal. Respondents shall indicate how they intend to satisfy the requirements of the LOI/SOQ related to DBE participation on Schedule 3(A). The total percentage of DBE participation listed on Schedule 3(A) must be supported by the percentages listed in Schedules 1(A) and 2(A). If the DBE goal is not achieved, Respondents shall submit written evidence of good faith efforts (as provided in Schedule 3(A)) by showing that they took all necessary and reasonable steps to achieve the DBE goal even if they were not fully successful. Examples of good faith efforts can be found in Appendix A to 49 CFR Part 26. Written evidence of good faith efforts should include copies of correspondence, advertisements, telephone logs, etc.... Pursuant to Section 49 CFR §26.53, in the event a non-DBE subcontractor is selected over a DBE subcontractor and the DBE goal is not achieved, written evidence should include copies of the DBE and non-DBE contractor quotes. Efforts such as sending blanket faxes or e-mail messages to all DBE firms alone shall not be considered good faith efforts. In determining whether a Respondent has made good faith efforts, the Department of Airports may take into account the performance of other Respondents in meeting the DBE goal. **Failure of a Respondent to submit written evidence of good faith efforts to achieve the DBE goal shall result in the disqualification of the LOI/SOQ if the DBE participation goal is not achieved.**

Schedule 6(A) - Respondent and Subcontractor's Information. Respondents should submit a completed Schedule 6(A) with their LOI/SOQ packages for the Prime Contractor providing professional services and all subcontractors (DBE and non-DBE); however, if not included or incomplete, it shall be the responsibility of the Respondent to submit a completed Schedule 6(A) within the timeframe specified by the Department of Airports (normally within two business days of the request). **Failure of a Respondent to provide a completed Schedule 6(A) within the time frame specified by the Department of Airports shall be sufficient cause for disqualification of a LOI/SOQ.**

Errors in the extension, multiplication, division, addition or subtraction of the in percentages listed on the DBE Schedules shall be corrected by the Department of Airports prior to award recommendation. The subcontractor/supplier's quoted percentages on Schedule 2(A), Letter of Intent to Perform as a Disadvantaged Business Enterprise, shall govern in the event of a discrepancy between the individual DBE Schedules.

Local Preference

The provisions of PPM # CW-O-48 related to local preference shall not apply to this LOI/SOQ. As a federally-funded project, the requirements of 49 CFR Part 18 apply to this LOI/SOQ. The Department of Airports has determined that use of a local geographic preference will not leave an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. Accordingly, no points shall be awarded based upon a local preference. The points allocated in PPM# CW-O-48 to local preference shall be reallocated to the remaining selection criteria.

Attachment No. 4

Revised Scoring Criteria

**SUMMARY OF POINT SYSTEMS FOR
SHORTLISTING AND FINAL SELECTION OF A/E FIRMS**

		POINT VALUE	
		Final Selection	Shortlist
Criteria	Areas of consideration in the evaluation:		
Ability, knowledge and past performance of firm and the designated project team to satisfy the technical requirements of the project	(1) Professional qualifications of proposed project team to perform the work, including qualifications and ability of the proposed project manager; (2) Demonstrated knowledge and past performance of the firm and project team in completing similar projects, with quality results; (3) Demonstrated understanding of the process required to obtain the necessary environmental approvals; (4) Strength and clarity of the consultant's proposal for coordinating the project with the FAA and DOA; (5) Adequacy and reasonableness of the proposed project schedule, including consultant's ability to complete the work in a timely manner while maintaining high quality; (6) Understanding of local and national environmental issues, particularly concerning airport environmental impacts and mitigation as they relate to F45.	55	60
Approach to the project, understanding of the project and quality of presentation, including meeting time/budget requirements	(1) Demonstrated understanding of the project and County's goals and objectives; (2) Demonstrated innovation in project approach; (3) Demonstrated ideas for cost-effectiveness; (4) Quality and clarity of proposal and/or presentation; (5) Demonstrated ability to meet time and budget constraints	35	30
Volume of Previous Work with the County	<i>(See County PPM #CW-O-048 for calculation method.)</i>	10	10
MAXIMUM TOTAL SCORE		= 100	= 100