THE UTILITIES COMMISSION IS SEEKING STATEMENTS OF QUALIFICATIONS FROM QUALIFIED CONSULTANTS TO PROVIDE PROFESSIONAL SERVICES IN FIELD OF EXPERTISE FOR THE ENGINEERING DEPARTMENT OF THE UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA PER THE “PROJECT DESCRIPTION” AND ATTACHED EXHIBITS.

SUBMIT TWO ORIGINALS, THREE COPIES AND ONE FLASH DRIVE IN PDF FORMAT TO:
Maureen Crossman, CPPB
Materials Manager
Utilities Commission,
City of New Smyrna Beach, FL
(386) 424 3046 Telephone
(386) 424 2732 Fax

MAILING ADDRESS:  WALK-IN DELIVERY ADDRESS:
200 Canal Street  200 Canal Street
New Smyrna Beach, Florida 32168  New Smyrna Beach, Florida 32168

PURPOSE FOR RSQ 16-18 is to obtain and select the most highly qualified firm to provide professional expertise in a timely manner for the Western Utility Complex, Phase 1 (Site Development and Fleet Maintenance Building) and Phase 2 (Site Development and Buildings for Field Operations and Generation Operations).

SUBMITTALS DUE BY: 2:30 PM; July 26, 2018 at which time only the names of the firms submitting statements of qualifications will be read aloud and recorded.

Submittals received after this deadline will not be considered for award.

Exhibits:
- Cost Estimates
- Boundary Survey
- Concept Floor Plans for each building
- Concept Elevation Plan for each building
- Three different concept site plans for the arrangement of buildings
UTILITIES COMMISSION  
City of New Smyrna Beach, Florida

REQUEST FOR STATEMENT OF QUALIFICATIONS  
PROFESSIONAL SERVICES  
RSQ NO. 16-18

RSQ 16-18 SCHEDULE

DISTRIBUTION OF RSQ NO.16-18:  
June 15, 2018

DEADLINE FOR QUESTIONS BY 2:30 PM:  
June 29, 2018
E-MAIL TO mcrossman@ucnsb.org

ADDENDUM PUBLISHED BY 5:00 PM:  
July 13, 2018

RSQ RETURN DEADLINE BY 2:30 PM:  
July 26, 2018
LOCATION: UCNSB – RECEPTION  
200 CANAL STREET,  
NEW SMYRNA BEACH, FL 32168
The Description below and the following Professional Services Agreement are proposed to provide the Utilities Commission, City of New Smyrna Beach (COMMISSION) ready access to a design consultant (and / or team of Consultants) herein referred to as (CONSULTANT) of professional expertise for design services related to the construction of utility infrastructure for Phase 1 and 2 of the Western Utility Complex of the COMMISSION.

DESCRIPTION OF SERVICES NEEDED:

- LAND PLANNING AND REZONING FOR THE WESTERN UTILITY COMPLEX
- WETLAND SURVEYING AND JURISDICTIONAL WETLAND LINE PERMITTING WITH SJRWMD AND THE ACOE
- PHASED DESIGN AND PERMITTING SERVICES FOR UTILITY OPERATIONS CENTERS
  - PHASE 1 (FLEET MAINTENANCE)
  - PHASE 2 (GENERATION OPERATIONS and FIELD OPERATIONS)
- DESIGN SERVICES INCLUDE (BUT NOT LIMITED TO)
  - GEOTECHNICAL INVESTIGATION
  - ENVIRONMENTAL STUDIES, WETLAND FLAGGING AND MITIGATION
  - SURVEYING (A BOUNDARY SURVEY WILL BE INCLUDED AS ONE OF THE EXHIBITS)
    - SPECIFIC TOPOGRAPHIC
    - PLATING
    - WETLAND FLAGS
  - ZONING
  - COST ESTIMATING AND VALUE ENGINEERING
  - ARCHITECTURAL PLANS FOR 3 UTILITY OPERATIONS CENTERS
    - INTEGRATION OF OWNER PROVIDED EQUIPMENT
    - MECHANICAL AND ELECTRICAL ENGINEERING, PLUMBING DESIGN
    - FIRE PROTECTION
    - STRUCTURAL ENGINEERING
    - SPECIFICATION OF INTERIORS
    - INTEGRATION OF I.T. FUNCTIONS
      - PHONES
      - COMPUTERS
  - LANDSCAPE ARCHITECTURE AND IRRIGATION DESIGN
  - CIVIL ENGINEERING INCLUDING
    - MASTER PLANNING UTILITIES
      - WATER
      - WASTEWATER
      - RECLAIMED
      - ELECTRIC
      - GENERATION
      - COMMUNICATIONS
    - PAVING AND GRADING
    - STORMWATER MANAGEMENT
SUBMITTAL REQUIREMENTS: Interested CONSULTANTS shall submit:

- Two (2) original Statement of Qualifications marked “ORIGINAL”.
- Three (3) copies of the Statement of Qualifications marked “COPY”.
- One (1) flash drive with the Statement of Qualifications in PDF format.

Failure to provide the required copies and information may result in the qualification not being considered by the UCNSB. Submittals shall be clear, concise, indexed by subject, typed on letter size paper and individually bound. Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with Professional Services, RSQ Number 16-18, and due date (July 26, 2018, 2:30 P.M.).

Packages shall be received by the advertised deadline. Packages received after the deadline will be returned unopened.

Each respondent should ensure that they have received any/all addenda and amendments to this RSQ before submitting their proposal.

Submittals should contain no more than forty (40) double sided sheets; longer submittals WILL be discarded.
LEAD CONSULTANT AND CONSULTANT’S TEAM INFORMATION

1. One CONSULTANT will be the primary contact for this project and will enter into an agreement with the COMMISSION. Provide information on the lead CONSULTING firm. If the CONSULTANT elects to team up with sub-consultants, those sub-consultants should be listed and their project specific task(s) identified. (e.g. list a geotechnical sub-consultant)

CONSULTANT EXPERIENCE:

2. The CONSULTANT and sub-consultant(s) should provide a list of projects within the past five (5) years showcasing the firm’s expertise for Utility Specific land improvements (or similar e.g. City, State, County, schools projects). Provide current names and telephone numbers to contact for project reference.

CONSULTANT’S UNDERSTANDING:

3. Description of the consultant’s understanding of and approach to land planning and utility specific projects.

STAFFING REQUIREMENTS:

4. Staffing and organization. Listing of key personnel key to manage project. This should include key management, project engineer, electrical, civil, and environmental talent who will actually complete work if selected. This should include brief resumes of key persons.

LOCATION:

5. Locations of the local office where bulk of COMMISSION project work will be completed.
   a. 0-35 miles 15 points
   b. 36-60 miles 12 points
   c. 61-90 miles 8 points
   d. 91-120 miles 4 points
   e. >120 miles 1 point
FINANCIAL STABILITY:

6. All respondents shall certify and provide a statement that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required. All respondents shall be prepared to supply a financial statement upon request, preferable a certified audit, but a third party prepared financial statement and the latest Dun & Bradstreet report will be accepted. The statement can be labeled Confidential.

INSURANCE:

7. Evidence of required insurance coverages to be supplied prior to entering into a contract.

OCCUPATIONAL LICENSE:

8. Attach a copy of Occupational License for firm. Subcontractors, if used, will also be required to provide Occupational License.

OTHER INFORMATION:

9. Information the consultant believes will help illustrate his firm’s qualifications and experience in utility projects, and that will differentiate his from other firms.

Submittals will be reviewed and evaluated as to qualifications to perform the services required by a Selection Committee consisting of qualified COMMISSION staff based upon the information submitted and the requirements requested. In person interviews may be required. The committee will winnow the submittals to a short list of three (3) firms.

The top ranked firm will be selected for project contract negotiation in accordance with the CONSULTANTS’ COMPETITIVE NEGOTIATIONS ACT (CCNA) Chapter 287.055, of the Florida Statutes.

WAIVER: The COMMISSION reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as may be deemed to be in the best interest of the Utilities Commission, City of New Smyrna Beach, FL.
CONSULTANT RANKING SHEET

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AVAILABLE POINTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Lead Consultant and Consultant’s Team</td>
<td>Maximum of 25</td>
<td></td>
</tr>
<tr>
<td>2. Qualifications Data</td>
<td>Maximum of 25</td>
<td></td>
</tr>
<tr>
<td>3. Vendors Understanding</td>
<td>Maximum of 15</td>
<td></td>
</tr>
<tr>
<td>4. Staffing Requirements</td>
<td>Maximum of 15</td>
<td></td>
</tr>
<tr>
<td>5. Location</td>
<td>Maximum of 15</td>
<td></td>
</tr>
<tr>
<td>6. Financial Stability</td>
<td>Maximum of 10</td>
<td></td>
</tr>
<tr>
<td>7. Insurance</td>
<td>Maximum of 5</td>
<td></td>
</tr>
<tr>
<td>8. Occupational License</td>
<td>Maximum of 5</td>
<td></td>
</tr>
<tr>
<td>9. Other Information</td>
<td>Maximum of 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAX 120</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>

Negotiation and Professional Service Contracts

- After the Selection Committee has made their selection, the director of engineering will agenda with the Commission a recommendation for approval of the agreement (sample below).
  - The director of engineering is not permitted to be on or discuss submittals with the submitters, nor the Selection Committee.
- After Commission approval of the service agreement, the director of engineering will conduct fee and contract negotiations with the selected CONSULTANT. The parties will:
  - Agree upon the full scope of services to be supplied; and,
  - Agree upon compensation
- After a contract is negotiated, the director of engineering will submit the contract with fee to the COMMISSION for approval.
This Agreement for Continuing Professional Services (“AGREEMENT”) is made and entered into this ______ day of ______________, 2018, by and between the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, hereinafter referred to as ("COMMISSION"), located at 200 Canal Street, New Smyrna Beach, Florida 32168, and ________, hereinafter referred to as ("CONSULTANT"), located at __________________________, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

ARTICLE 1. TERM

1.1 This Agreement is to become effective upon execution by both parties. The initial term shall be one (1) year.

Additionally, the parties agree that this Agreement may be automatically renewed beyond the initial term, up to three (3) times, unless either party elects to terminate the Agreement by giving written notice prior to the anniversary of the effective date.

ARTICLE 2. DESCRIPTION OF SERVICES

2.1 The COMMISSION shall make request of CONSULTANT to perform engineering services on a Task Authorization (“Exhibit A”) basis. The COMMISSION will communicate with CONSULTANT orally or in writing providing a description of the task to be performed. CONSULTANT shall generate a detailed scope document including cost and schedule to accomplish the task. The COMMISSION will review the scope document and if approved, notify the CONSULTANT in writing. If a site visit by CONSULTANT is needed to generate the scope document, CONSULTANT shall request approval prior to visiting the site.

2.2 Upon authorization by the COMMISSION, CONSULTANT shall perform the services of design, specification preparation, bid evaluation, construction management services, and all other services
which may be set forth in the Scope of Services and authorized by Task Authorization. CONSULTANT shall proceed only on receipt of a written Notice to Proceed defining the Scope of Work, Schedule, Not-to-Exceed Cost, and other applicable terms.

2.3 CONSULTANT shall provide COMMISSION's designated Project Manager with monthly time sheets or labor-cost statements for services rendered during the preceding month. Each time sheet shall state the names and direct salaries of all personnel who performed services during said month under this Agreement and the number of hours each worked.

ARTICLE 3. CHANGES IN THE SCOPE OF WORK

3.1 COMMISSION may make changes in the services at any time by giving written notice to CONSULTANT. If such changes increase, decrease or eliminate any amount of work, COMMISSION and CONSULTANT will negotiate any change in total cost or schedule modifications. If COMMISSION approves, COMMISSION shall amend the Scope of Services to reflect the modifications; and CONSULTANT shall be compensated for said services in accordance with the terms of Article 5 herein. All change orders shall be in writing and executed by both COMMISSION's designated representative and the CONSULTANT.

3.2 All of COMMISSION's said Scope of Services and amendments thereto shall be performed in strict accordance with the terms of this Agreement insofar as they are applicable.

ARTICLE 4. SCHEDULE

4.1 CONSULTANT shall perform its services in conformance with the agreed upon schedule. CONSULTANT shall complete all of said services in a timely manner and will keep COMMISSION apprised of the status of work on a monthly basis. Should CONSULTANT fall behind the agreed-upon schedule, it shall employ such resources so as to comply with the agreed-upon schedule.

4.2 No extension for completion of services shall be granted to CONSULTANT without COMMISSION's prior written consent, except as provided in Sections 3.1 and 21.1 herein.

ARTICLE 5. COMPENSATION FOR SERVICES

5.1 COMMISSION agrees to compensate CONSULTANT for services properly performed as negotiated and established in accordance with Article 2.0 and 3.0.

ARTICLE 6. PAYMENT

6.1 Invoices for CONSULTANT's services shall be submitted to the COMMISSION at monthly intervals for services rendered during the previous period. Each invoice shall delineate the period in which the services were rendered; shall include a summary of the progress to date as a percentage of the major
phases of the work. Each invoice shall be certified as correct by a duly authorized representative of CONSULTANT.

6.2 COMMISSION or its authorized representative shall have the right, at all reasonable times, at its own expense, to inspect and audit the books and records of CONSULTANT insofar as they pertain to the direct charges payable by COMMISSION under this Agreement and such audit is performed within three (3) years after the expiration of this Agreement. The composition of fixed rates will not be subject to audit.

6.3 All invoices shall be due and payable thirty (30) days from receipt thereof by COMMISSION, subject to COMMISSION's right to contest, in good faith, all or any part of the charges set forth therein. Payment of invoices shall not be unreasonably withheld by COMMISSION.

In the event COMMISSION questions some element of an invoice, that fact shall be made known to the CONSULTANT immediately. CONSULTANT will help effect resolution and transmit a revised invoice as necessary. Amounts not questioned by COMMISSION shall be promptly paid to CONSULTANT in accordance with the above payment procedures.

ARTICLE 7. RIGHT TO INSPECTION

7.1 COMMISSION or its affiliates shall at all times have the right to review or observe the services performed by CONSULTANT.

7.2 No inspection, review, or observation shall relieve CONSULTANT of its responsibility under this Agreement.

ARTICLE 8. PROGRESS MEETING

8.1 COMMISSION's designated Project Manager may hold periodic progress meetings on a monthly basis, or more frequently if required, during the term of this Agreement. CONSULTANT's Services Project Manager and only appropriate consultants shall attend all scheduled meetings as designated by COMMISSION's Project Manager, and CONSULTANT shall be compensated at the billing rates set forth in Article 5.

ARTICLE 9. SAFETY

9.1 To the extent the COMMISSION's safety standards do not violate other County, State or Federal standards, CONSULTANT agrees to comply with COMMISSION's safety standards while on the property of the COMMISSION.

9.2 CONSULTANT shall have full responsibility and assume all liability for the safety and supervision of its employees while performing services provided hereunder.
ARTICLE 10. REASONABLE ACCESS

10.1 During the term of this Agreement, COMMISSION shall grant CONSULTANT reasonable access to COMMISSION's premises for purposes of fulfilling its obligations under this Agreement.

ARTICLE 11. INSURANCE

11.1 CONSULTANT shall maintain in force during the term of this Agreement, at its own expense, public liability insurance and other insurance coverage as set forth in Exhibit "B" which is hereby made a part of this Agreement.

11.2 CONSULTANT and COMMISSION waive all rights against each other and their respective directors, officers, partners, commissioners, officials, agents, subcontractors, consultants, and employees for damages covered by any type of property insurance during and after the completion of the services. A similar provision shall be incorporated into all construction contractual arrangements entered into by COMMISSION and shall protect COMMISSION and CONSULTANT to the same extent. All project contractors shall be required to include COMMISSION and CONSULTANT as additional insureds on their general liability insurance policies.

ARTICLE 12. COMPLIANCE WITH LAWS AND REGULATIONS

12.1 CONSULTANT shall comply with all requirements of federal, state, and local laws, rules, regulations, standards, and/or ordinances applicable to the performance of this Agreement.

12.2 CONSULTANT is subject to the provisions of Section 287.133(2)(a), Florida Statutes, on Public Entity Crimes.

12.3 CONSULTANT shall certify Truth in Negotiation document (Exhibit "C") if required.

ARTICLE 13. REPRESENTATIONS

13.1 CONSULTANT represents that the services provided hereunder shall conform to all requirements of this Agreement; shall be consistent with recognized and sound consulting practices and procedures; and shall conform to the professional standards of care, skill, and diligence appropriate to the nature of the services rendered.

13.2 CONSULTANT represents that the personnel furnishing such services shall be qualified and competent to perform the services assigned to them and that such guidance given by and the recommendations and performance of such personnel shall reflect their best personal knowledge and judgment.
13.3 CONSULTANT represents that if CONSULTANT, through its negligent acts, errors, or omissions, causes any injury to COMMISSION or causes any physical damage to, or destruction of, any of COMMISSION's property during the term of this Agreement, it shall be liable for said injuries and/or damages, including reasonable attorney fees and costs incurred as a result therefrom.

13.4 Should CONSULTANT breach the representations set forth above, COMMISSION shall have such remedies as are set forth in this Agreement. To the extent an applicable remedy is not provided herein, both Parties shall have all such remedies as allowed under the laws of the State of Florida.

Additionally, without limiting the generality of the foregoing, if prior to the expiration of two (2) years from the date CONSULTANT completes its services hereunder, CONSULTANT's services are negligent or erroneous and COMMISSION notifies CONSULTANT in writing that a negligent error or omission has been discovered in CONSULTANT's services, CONSULTANT shall correctly reperform such negligent services at no additional cost to COMMISSION and within a reasonable time period.

ARTICLE 14. GUARANTEE AGAINST INFRINGEMENT

14.1 CONSULTANT guarantees that all services provided under this Agreement shall be free from claims of patent, copyright, and trademark infringement. CONSULTANT shall indemnify, hold harmless, and defend COMMISSION, its officers, directors, employees, agents, assigns, and servants from and against any and all liability, including expenses, legal or otherwise, for actual or alleged infringement of any patent, copyright, or trademark resulting from the use of any goods, services, or other item delivered under this Agreement.

ARTICLE 15. INDEMNIFICATION

15.1 CONSULTANT shall, to the extent of its negligent performance, nonperformance, error or omission of its duties, pay, indemnify, and save harmless the COMMISSION, its agents, guests, invitees, and employees from all suits, actions, claims, demands, damages, losses, expenses, including reasonable attorney's fees, costs, and judgments of every kind and description to which the Owner, its agents, guests, invitees, or employees may be subjected to by reason of injury to persons or death or third-party property damage, caused by any negligent act or omission of the CONSULTANT or caused by the violation of any federal, state, county, or city law, by-law, ordinance, or regulation by the CONSULTANT, its agents, trainees, invitees, servants, or employees.

ARTICLE 16. DOCUMENTS

16.1 Upon COMMISSION's or its designated Project Leader's request, at any time during the term of this Agreement or upon completion or termination of this Agreement, CONSULTANT shall provide COMMISSION or its designated Project Leader with a copy of all documents prepared by CONSULTANT under this Agreement. Documents shall be original and PDF versions.
The parties acknowledge that the COMMISSION is a part of the government of the City of New Smyrna Beach, Florida, and subject to the Florida Public Records Law.

CONSULTANT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the CONSULTANT in conjunction with this AGREEMENT. Specifically, the CONSULTANT must:

1. Keep and maintain public records that ordinarily and necessarily would be required by the COMMISSION in order to perform the services being performed by the CONSULTANT.

2. Provide the public with access to public records on the same terms and conditions that the COMMISSION would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

4. Meet all requirements for retaining public records and transfer, at no cost, to the COMMISSION all public records in possession of the CONSULTANT upon termination of the AGREEMENT and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COMMISSION in a format that is compatible with the information technology systems of the COMMISSION.

The CONSULTANT shall promptly provide the COMMISSION with a copy of any request to inspect or copy public records in possession of the CONSULTANT and shall promptly provide the COMMISSION a copy of the CONSULTANT's response to each such request. Failure to grant such public access will be grounds for immediate termination of this AGREEMENT by the COMMISSION.

ARTICLE 17. ASSIGNMENT

1. CONSULTANT shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of COMMISSION. All requirements to be observed by the CONSULTANT shall be observed by all subcontractors.

2. If upon receiving written approval from COMMISSION, any part of this Agreement is subcontracted by CONSULTANT, CONSULTANT shall be fully responsible to COMMISSION for all acts and/or omissions performed by the subcontractor as if no subcontract had been made.

3. If COMMISSION determines that any subcontractor is not performing in accordance with this Agreement, COMMISSION shall so notify CONSULTANT who shall take immediate steps to cancel the subcontract, or correct the deficiency. COMMISSION shall also be given permission to communicate directly to the subcontractor, which communication shall not constitute interference with
contractor/subcontractor relationship, provided that COMMISSION notifies CONSULTANT in writing of said communication.

17.4 If any part of this Agreement is subcontracted by CONSULTANT prior to commencement of any work by the subcontractor, CONSULTANT shall require the subcontractor to provide COMMISSION with insurance coverage as set forth by Article 11 and Exhibit "B".

ARTICLE 18. INDEPENDENT CONTRACTOR

18.1 At all times during the term of this Agreement, CONSULTANT shall be considered an independent contractor.

ARTICLE 19. DEFAULT

19.1 If, during the term of this Agreement, CONSULTANT shall be in default of any provision of this Agreement, COMMISSION may suspend its payment or performance hereunder until such delinquency or default has been corrected; provided, however, that no suspension shall be effective unless and until COMMISSION gives notice of the default to CONSULTANT with at least ten (10) days to cure such default.

ARTICLE 20. TERMINATION

20.1 Notwithstanding any other provision of this Agreement, COMMISSION may, upon fifteen (15) days written notice to CONSULTANT, terminate this Agreement if: (a) CONSULTANT is adjudged to be bankrupt; (b) CONSULTANT makes a general assignment for the benefit of its creditors; (c) CONSULTANT fails to comply with any of the conditions or provisions of this Agreement; or (d) CONSULTANT is experiencing a labor dispute which threatens to have a substantial, adverse impact upon performance of this Agreement, without prejudice to any other right or remedy COMMISSION may have under this Agreement; or (e) when deemed by the COMMISSION (in its sole discretion) is in the best interest of the COMMISSION. In the event of such termination, COMMISSION shall be liable only for the payment of all unpaid charges, determined in accordance with the provisions of this Agreement, for work properly performed prior to the effective date of termination.
ARTICLE 21.  **FORCE MAJEURE**

21.1 Any delay or failure of either party in the performance of its required obligations hereunder shall be excused if and to the extent caused by acts of God; fire; flood; windstorm; explosion; riot; war; sabotage; strikes; extraordinary breakdown or damage to COMMISSION's generating plants, their equipment, or facilities; court injunction or order; federal and/or state law or regulation; order by any regulatory agency; or cause or causes beyond the control of the party affected; provided that prompt notice of such delay is given by such party to the other and each of the parties hereunto shall be diligent in attempting to remove such cause or causes.

ARTICLE 22.  **NOTICE**

22.1 Any notices required to be given by the terms of this Agreement shall be delivered by hand or mailed, postage prepaid, to:

For CONSULTANT:

For COMMISSION:

Utilities Commission, City of New Smyrna Beach, Florida
Attention: Director of Engineering
P.O. Box 100
New Smyrna Beach, FL 32170-0100
(386) 427-1361

ARTICLE 23.  **GOVERNING LAW**

23.1 This Agreement is made and shall be interpreted, construed, governed, and enforced in accordance with the laws of the State of Florida.

ARTICLE 24.  **HEADINGS**

24.1 Paragraph headings are for the convenience of the parties only and are not to be construed as part of this Agreement.
ARTICLE 25. **SEVERABILITY**

25.1 In the event any portion of part of this Agreement is deemed invalid, against public policy, void, or otherwise unenforceable by a court of competent jurisdiction, the parties shall negotiate an equitable adjustment in the affected provision of this Agreement. The validity and enforceability of the remaining parts thereof shall otherwise be fully enforceable.

ARTICLE 26. **WAIVER AND ELECTION OF REMEDIES**

26.1 Waiver by COMMISSION of any term, condition, or provision of this Agreement shall not be considered a waiver of any term, condition, or provision in the future.

26.2 No waiver, consent, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party hereto.

26.3 Notwithstanding any other provision of this Agreement, the provisions of Articles 13, 14 and 15 shall survive the termination or expiration of this Agreement.

ARTICLE 27. **THIRD PARTY RIGHTS**

27.1 Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than COMMISSION and CONSULTANT.

ARTICLE 28. **ENTIRE AGREEMENT**

28.1 This Agreement, including the Appendix A and Exhibits "A", "B" and "C", constitutes the entire agreement between COMMISSION and CONSULTANT with respect to the services specified and all previous representations relative thereto, either written or oral, are hereby annulled and superseded.

ARTICLE 29. **LIMITATION OF LIABILITY**

29.1 To the fullest extent permitted by law, CONSULTANT’s total liability for any and all claims, losses, damages and expenses resulting in any way from this Agreement shall not exceed the total compensation received by CONSULTANT under the applicable Scope of Services notwithstanding the fault, tort (including negligence), strict liability or other basis of legal liability of the CONSULTANT and shall extend to its officers, directors, employees, licensors, agents, subcontractors, vendors and related entities.
ARTICLE 30. CONSEQUENTIAL DAMAGES

30.1 Notwithstanding any provision in this Agreement to the contrary, and to the fullest extent permitted by law, CONSULTANT shall not be liable to COMMISSION for loss of profits, revenue, use, opportunity, and goodwill; cost of substitute facilities, goods, and services; cost of capital; and increased operating costs.

ARTICLE 31. TERMS

31.1 Terms used in this AGREEMENT will have the meanings indicated in the General Terms and Conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

OWNER: UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA

By: William R. Mitchum
    General Manager/CEO

CONSULTANT:_____________________

By: _______________________

Its: _______________________

ATTEST:_____________________

ATTEST:_____________________

APPROVED AS TO FORM AND CORRECTNESS:_____________________

Its: _______________________

(CORPORATE SEAL)

Utilities Commission Attorney
# UTILITIES COMMISSION
City of New Smyrna Beach, Florida

REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL SERVICES
RSQ NO. 16-18

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>EXHIBIT</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Task Authorization Form</td>
</tr>
<tr>
<td>B</td>
<td>Insurance Requirements</td>
</tr>
<tr>
<td>C</td>
<td>Truth in Negotiation Certificate and Statement Concerning Competitive Act</td>
</tr>
</tbody>
</table>
EXHIBIT "A": TASK AUTHORIZATION FORM

In accordance with the Agreement for Continuing Professional Services between the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, hereinafter referred to as "COMMISSION", located at 200 Canal Street, New Smyrna Beach, Florida 32168, and ________________________________, hereinafter referred to as "CONSULTANT", located at ________________________________, dated ________________, 2018, COMMISSION hereby authorizes CONSULTANT to proceed with the services as set forth in the attached proposal and the following:

Task No.: ________________________________

Project No.: ________________________________

Consulting Firm: ________________________________

Scope of Work: (reference separate document) ________________________________

Estimated Man-Hours: ________________________________

Estimated Cost: ________________________________

Not-to-Exceed Cost: ________________________________

Consultant's Project Mgr.: ________________________________

Commission's Designated Project Leader: ________________________________

CONSULTANT

Accepted By: ________________________________ Date: ________________________________

(Type) Name & Title: ________________________________

UTILITIES COMMISSION

Reviewed By: ________________________________ Date: ________________________________

Derek Wainscott, P.E.
Director of Engineering

Accepted By: ________________________________ Date: ________________________________

William Ray Mitchum
General Manager/CEO
EXHIBIT "B": INSURANCE REQUIREMENTS

I. INSURANCE: Except as otherwise specified in this contract, the CONSULTANT and its subcontractors of any tier will be required at their own expense to maintain in effect at all times during the performance of the work insurance coverage with limits set forth below with insurers and under forms of policies satisfactory to the COMMISSION. It shall be the responsibility of the CONSULTANT and its subcontractors to maintain adequate insurance coverage and to assure that subcontractors are adequately insured at all times. Failure of the CONSULTANT and its subcontractors to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation.

The CONSULTANT and its subcontractors shall furnish to the COMMISSION such Certificates of Insurance or endorsements required by the provisions set forth herein, which Certificates of Insurance shall name the COMMISSION as Additional Insured. All Certificates of Insurance must be provided by an acceptable insurance carrier to the COMMISSION and that the carrier should have no less rating than A - X by A.M. Best and Company. COMMISSION reserves the right to accept or decline carrier providing coverage.

II. CERTIFICATES OF INSURANCE: At the time of the execution of this contract and each subcontract, but in any event, prior to commencing work, the CONSULTANT and its subcontractors shall furnish the COMMISSION with Certificates of Insurance as evidence that the policies providing the required coverages and limits of insurance are in full force and effect. The Certificates shall provide that any company issuing an insurance policy for the work under this contract shall provide not less than thirty (30) days' advance notice to the COMMISSION in writing of cancellation, non-renewal, or material change in the policy of insurance. In addition, the CONSULTANT shall immediately provide written notice to the COMMISSION upon receipt of notice of cancellation of an insurance policy or a decision to terminate or alter any insurance policy. All Certificates of Insurance shall clearly state that all applicable requirements have been satisfied including certification that the Comprehensive General Liability policies are of the "occurrence form". Certificates of Insurance for CONSULTANT and subcontractor-furnished insurance and notices of any cancellations, terminations, or alterations of such policies shall be mailed to the COMMISSION's office, ATTN: Engineering Manager, at P.O. Box 100, New Smyrna Beach, Florida 32170-0100.

III. ADDITIONAL INSURED: All insurance coverages (except Workers' Compensation and Professional Liability) furnished under this contract shall include the CONSULTANT, the COMMISSION and its commissioners, officials, directors, officers, agents, and employees as Additional Insured’s with respect to the activities of the CONSULTANT and its subcontractors.

These policies shall contain a "cross-liability" or "severability of interest" clause or endorsement. Notwithstanding any other provisions of these policies, the insurance afforded shall apply separately to each insured, named insured, or Additional Insured with respect to any claim, suit, or judgment made or brought by or for any other insured, named insured, or Additional Insured as though a separate policy had
been issued to each, except the insurer's liability shall not be increased beyond the amount or amounts for which the insurer would have been liable had only one insured been named.

IV. WAIVER OF SUBROGATION: The CONSULTANT and its subcontractors shall require their insurance carrier, with respect to all insurance policies, to waive all rights of subrogation against the COMMISSION, its commissioners, officials, directors, officers, agents, and employees.

V. COMPREHENSIVE GENERAL LIABILITY: This insurance shall be an occurrence-type policy written in comprehensive form and shall protect the CONSULTANT and its subcontractors and the Additional Insured’s against all claims arising from bodily injury, sickness, disease, or death of any person other than the CONSULTANT’s employees or damage to property of the COMMISSION or others arising out of the act or omission of the CONSULTANT or its subcontractors or their agents, employees, or subcontractors. This policy shall include protection against claims insured by usual Personal Injury Liability coverage and an endorsement (Protective Liability) to insure the contractual liability assumed by the CONSULTANT and its subcontractors under the Section entitled "Indemnification," as well as Completed Operations, Products Liability, Contractual Liability, Broad Form Property Coverage, Premises/Operations, and Independent Contractors.

Combined Single Limit: $1,000,000 per claim and annual aggregate of $2,000,000.

VI. COMPREHENSIVE AUTOMOBILE LIABILITY: This insurance shall be written in the comprehensive form and shall protect the CONSULTANT and its subcontractors and the Additional Insured’s against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned, or hired. The liability shall not be less than:

Combined Single Limit: $1,000,000 per claim and annual aggregate of $2,000,000.
VII. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY: The insurance shall protect the CONSULTANT and its subcontractors against all claims under applicable state workers' compensation laws. The insured shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of workers’ compensation laws. This policy shall include an all-states endorsement. The liability limits shall not be less than:

- Workers' Compensation: Statutory

- Employers' Liability: $100,000 each accident;
  $500,000 disease policy limit;
  and
  $100,000 disease, each employee.

VIII. PROFESSIONAL LIABILITY: Professional Liability insurance shall be provided in an amount of $100,000.
EXHIBIT "C": TRUTH IN NEGOTIATION CERTIFICATE
and
STATEMENT CONCERNING COMPETITIVE ACT

Truth in Negotiation Certificate:
For all lump-sums or cost-plus-fixed-fee professional service contracts over $50,000 the Utilities Commission shall require the A/E firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contract negotiations. Contracts for professional services for all lump sum or cost-plus-a-fixed-fee type of compensation shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one year following the end of the contract. All records of cost and expenses are available to the Utilities Commission, City of New Smyrna Beach, Florida and shall be maintained throughout this contract upon which the Lump Sum Amount was estimated and finally accepted.

Competitive Negotiations Act:
The architect, registered land surveyor or professional consultant (as applicable), warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the architect, registered land surveyor or professional consultant to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for an architect, registered land surveyor, or professional consultant any fee, commission, percentage, gift, or other consideration, contingent upon or resulting from the award or making of this Agreement.

Firm Name: ________________________________

Authorized Signature: ________________________________

Name: ________________________________

Title: ________________________________ Date: ________________________________

STATE OF FLORIDA, COUNTY OF __________

Before me personally appeared______________________________, to me well known and known to me to be the person described in and who executed the foregoing instrument.

WITNESS my hand and official seal, this _______ day of ________________, 2018.

______________________________ My commission expires ____________________

Notary Public, State of Florida

Witness ________________________________ Date ________________________________
FREQUENTLY ASKED QUESTIONS

1. What firms currently hold the contract to provide services?
   a. This is a specific RSQ for one project. Currently, no firm is retained for these services.

2. Do you know what was the estimated value of this contract per year? I am trying to understand the volume of work envisioned.
   a. The estimate for construction costs of this project exceed $2,000,000.00.

3. Who will be on the selection committee?
   a. Utilities Commission Staff from varying departments.

4. Can you tell me if there are any specific projects that have been identified at present for this contract?
   a. This RSQ is for a single project as defined in the RSQ.

5. Does it have to be double-sided?
   a. The Commission wants to limit the number of sheets in each submittal to 40. Double-sided responses are permitted. As mentioned on Page 4, submittals longer than forty (40) sheets will be discarded. (Yes, firms ask this question)

6. On Page 17 of the RSQ documents there is a Table of Contents with the following items: Task Authorization Form (Exhibit A), Insurance Requirements (Exhibit B), Truth in Negotiation Certificate and Statement Concerning Competitive Act (Exhibit C), and Schedule of Direct Costs for Staffing of Consultant’s Organization (Appendix A) is not included in the package. Is this document available?
   a. The Schedule of Direct Costs for Staff of Consultant’s Organization will be submitted by the Consultants after acceptance by the COMMISSION of the agreement
      i. Principal @ ###.## $/hr.
      ii. Admin. @ ##.## $/hr.
      iii. Etc.

7. Are the three (3) references for the three (3) current similar contracts or should the three (3) references be separate? What would be preferred?
   a. Three (3) references for current similar contracts is preferred, but we will review separate references.
9. What if all sub-consultants cannot be determined or teamed at the time of submittal?

   a. We understand that not all sub-consultants will be available for the submittal. At the very least, the team submitting should include:
      a. Civil
      b. Architecture
      c. Environmental
      d. Surveyor
   b. Other sub-consultants which may perform data collection or relatively smaller design roles will be considered during negotiation of the final project scope and contract for services (e.g. irrigation designer)