

December 28, 2016

REQUEST FOR PROPOSAL (RFP)
CONSULTANT/PROFESSIONAL ENGINEERING SERVICES

BID: NO. 2016-01

TO: ALL PROSPECTIVE PROPOSERS

FROM: CITY OF ANNA MARIA

SUBJECT: REQUEST FOR PROPOSALS FOR:
Engineering Services

DATE: December 28, 2016

The City of Anna Maria, Manatee County, Florida, hereby gives notice that it will accept written proposals from qualified and properly licensed firms or individuals interested in providing consultant/professional engineering services to the City of Anna Maria for the restoration of the Anna Maria City Pier.

Selection of the firm or individual will be made in accordance with Florida Statutes, Section 287.055 – Consultants’ Competitive Negotiations Act.

Proposals shall be accepted until **2:00 p.m. on Tuesday February 14, 2017**. A total of six (6) copies of the proposal must be submitted and clearly marked “Proposal for Engineering Services, Anna Maria City Pier,” on the lower left-hand corner of the front of the envelope and mailed or hand delivered to the City Clerk, City of Anna Maria, City Hall, 10005 Gulf Drive, Anna Maria, FL 34216 or, if sent by United States Mail, P.O. Box 779, Anna Maria, FL, 34216. A Public Proposal Opening of the submitted proposals will be held at 2:00 p.m. on February 14, 2017, at the Anna Maria City Hall, 10005 Gulf Drive, Anna Maria, FL 34216, Florida. Any proposals received after the specified date and time will not be considered. The City of Anna Maria, Florida, reserves the right to reject any and all proposals, whenever such rejection is in the best interest of the City.

If not attached to the URL hosting this summary, the full Request for Proposals is available on the City’s website at www.cityofannamaria.com under the Building Department.

**CITY OF ANNA MARIA, FLORIDA
REQUEST FOR PROPOSAL**

CONSULTANT/PROFESSIONAL ENGINEERING SERVICES

1. **PROPOSAL SUBMITTAL REQUIREMENTS:** The City of Anna Maria is accepting Proposals from qualified and properly licensed firms or individuals interested in providing consultant/professional structural and civil engineering services.
2. **SELECTION PROCESS:** Selection of the firm or individual will be made in accordance with Florida Statutes, Section 287.055 -Consultants' Competitive Negotiations Act.
3. **PUBLIC ENTITY CRIMES STATEMENT:** All proposals must be accompanied by an executed form PUR 7068, SWORN STATEMENT PURSUANT TO § 287.133, FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, which may be retrieved from www.cityofannamaria.com under the Building Department.
4. **DRUG-FREE WORKPLACE:** In accordance with Florida Statutes, § 287.087, preference will be given to businesses with drug-free workplace programs; whenever bids are similar in all other respects, award will be made to the entity having a Drug-Free Workplace Program if a Drug-Free Workplace Certification is submitted with the bid. The Drug-Free Workplace Certification form may be retrieved from www.cityofannamaria.com under the Building Department.
5. **SUBMITTAL:** Proposals will be accepted until 2:00 P.M. on Tuesday, February 14, 2017. A total of six (6) copies of the proposal must be submitted and clearly marked "Proposal for Engineering Services, Anna Maria City Pier," on the lower left-hand corner of the front of the envelope and mailed or hand delivered to the City Clerk, City of Anna Maria, City Hall, 10005 Gulf Drive, Anna Maria, FL, 34216 or, if sent by United States Mail, P.O. Box 779, Anna Maria, FL, 34216. Any proposals received after the aforementioned time and date shall not be accepted.
6. **PROPOSAL REQUIREMENTS:** Your Proposal should include as a minimum guideline at least the following:
 - a. Details of your qualifications and capabilities to provide services under this solicitation.
 - b. Composition and experience of the project team that will be assigned under this solicitation. Résumés of key personnel should be included. Location of the project team members should be clearly identified.

- c. Information on previous experience and client references for similar projects. Details of work performed on unique and specialized projects should be provided.
- d. Precise and concise descriptions of similar projects undertaken by your firm in the past five (5) years.
- e. Lists of references, including contacts and their contact information, for similar projects undertaken by your firm in the past five (5) years.
- f. Disclosure of any potential conflict(s) of interest that your firm may have due to other clients, contracts or property interests in the City's projects under this solicitation.
- g. A current SF 330, (retrievable from <https://www.gsa.gov/portal/forms/download/116486>), should be furnished, *i.e.* setting forth the firm's capabilities, adequacy of personnel, past performance record and experience.
- h. Evidence of recent, current and projected person-hour workload should be provided for the proposed project team members.
- i. The candidate firm must have at least one (1) registered professional engineer under Florida Statutes, Chapter 471, as principal officer or partner of the firm. The candidate firm must comply with Florida Statutes, Chapter 471.

Your proposal shall not exceed four thousand, five hundred, (4,500) words. Included in this word count are the text of the proposal, transmittal letters, tables, graphs, charts and captions of photographs or other illustrations. Not included in the word count are the Public Entity Crimes Statement, the Drug Free Workplace Statement, the SF 330, or résumés of key personnel which résumés shall be submitted as appendices and shall not exceed one thousand, one hundred (1,100) words each.

Proposals shall be submitted in Times New Roman, 14 point, or equivalent, font. A certificate of compliance shall be included in each proposal stating that the proposal complies with the word count and font requirements set out herein, (the certificate of compliance shall not be included in the word count).

The attached Scope of Service provides more detail as to actual tasks involved within the scope of this proposal.

TERMS AND CONDITIONS:

1. **STATUTORY REQUIREMENTS:** Selection of the consultant will be made in accordance with the Florida Statutes, Section 287.055, "Consultants' Competitive Negotiation Act".

Pursuant to Florida Statutes, Chapter 119, Public Records, Section 119.071, inspection and examination of records; exemptions (b): “Sealed bids or proposals received by an agency pursuant to invitations to bid or request for proposals are exempt from s. 119.07(1) and s. 24(a), Art. 1 of the State constitution until such time as the agency provides notice of the decision or intended decision pursuant to s 120.57(3)(a) or within 10 days after bid or proposal opening, whichever is earlier.”

2. **RIGHT TO WITHDRAW:** The City reserves the right to withdraw this Request for Proposal (RFP) at any time to protect its best interest. The request and submittal of a proposal shall in no way be construed as an obligation on the part of the City to provide compensation for same.
3. **PROOF OF INSURANCE:** The successful firm or individual selected by the City to provide consulting engineering services shall procure and shall maintain during the life of this Contract, Professional Liability Insurance and all other necessary forms of insurance, in an amount satisfactory to the City of Anna Maria.
4. **NON-DISCRIMINATION:** The successful firm or individual will comply with all Federal and State requirements concerning fair employment and will not discriminate by reason of race, gender, color, age, religion, sexual orientation, national origin or physical handicap.
5. **CONFLICT OF INTEREST:** The successful firm or individual certifies that this proposal has not been arrived at collusively or otherwise in violation of Federal, State or Local laws.
6. **OTHER ISSUES:**
 - a. The City reserves the right to determine whether the consultant’s responses are adequate or inadequate, complete or incomplete, compliant or non-compliant with this RFP, and to determine what constitutes the grounds for disqualification of a consultant who may submit inadequate, incomplete or non-compliant responses. The City reserves the right to determine if a proposal is non-responsive. The City may disqualify a consultant who submits a proposal determined by the City to be non-responsive or which contains insufficient, inadequate, or incomplete responses to be deemed responsive. The City Mayor shall make such determinations and will rely on the staff selection committee for input in this matter.
 - b. The City reserves the right to request clarification of information submitted and to request additional information from consultants after the deadline for receipt of qualifications.
 - c. Any proposal may be withdrawn until the date and time set above for submission

- of the proposals.
- d. Costs of preparation of a response to this RFP are solely those of the proposer and the City assumes no responsibility for any such costs incurred by the proposer.
 - e. By submitting a proposal in response to this RFP, the consultant explicitly acknowledges that this RFP or any response hereto do not constitute an agreement or a contract with the City.
 - f. Any consultant, who submits in its proposal to the City, any information that is determined by the City to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration. The City Mayor will determine if a consultant will be disqualified.
7. **EVALUATION CRITERIA:** The qualifications will be reviewed and evaluated in accordance with the following criteria:

<u>Criteria</u>	<u>Points</u>
Past Performance and Experience – Firm	30
Past Performance and Experience – Individual/Project Team	25
Ability of Professional Personnel	25
Approach to the Project	<u>20</u>
TOTAL	<u>100</u>

SCOPE OF SERVICES

BACKGROUND ¹ AND GENERAL OBJECTIVES

The City of Anna Maria Pier is located at the east end of Pine Avenue, one of the City's major streets, and east of Bay Boulevard, a road serving the east side of the City. The Pier was originally constructed in 1910-1911 as a commercial and tourist facility, and was acquired by the City in 1928. The Pier is considered to be an historical landmark by Manatee County and is recognized by the City as having significant historic value. A franchisee operates a restaurant and bait shop/concession stand on the end of the Pier. The Pier consists of an access path of 1,690 feet by 12 feet wide; and a T-head platform of approximately 6,720 square feet. The T-head platform contains a restaurant building and a bait shop/concession building.

Since 1928 the Pier has been damaged or destroyed and rebuilt on numerous occasions, with the damage or destruction resulting from both the passage of time and from specific storm events. The Bergmann Report found that the repairs to the Pier done over time were "haphazard" and inconsistent. Notwithstanding the repair and restoration work done to date, extensive work remains to be done on and under the Pier structure and on the buildings at the end of the Pier.

The general objectives of this work are to make the Anna Maria City Pier and the buildings on the end of the Pier, safe, code compliant, and attractive. In particular, it is the City's objective that the Pier and its buildings, when fully restored, will completely comply with the Florida Building Code, applicable requirements of the Life Safety Code, and reasonable and prudent structural engineering principles and practices.

STRUCTURAL ENGINEERING SERVICES

The structural engineering services sought will achieve the City's general objectives of making the Pier and its buildings safe, code compliant and attractive. These services include the preparation of plans and specifications for the Pier and its buildings, which plans will serve as the basis for soliciting bids from contractors for the work of restoring the Pier and its buildings. Based on the recommendations of the Bergmann report, the plans and specifications should include, by way of example and not limitation:

1. Add diagonal bracing at all bents.
2. Add second bolts in bents with single bolts.

¹ This Background is derived from Bergmann, Jeffrey R., P.E., *Anna Maria Pier Structural Assessment*, Bridge Design Associates, Royal Palm Beach, Florida, revised January 18, 2016. This report can be retrieved from the City of Anna Maria website at *.

3. Add stringer tie downs to bents at every stringer.
4. Modify crutch pile locations as needed to allow transfer of loads from the bent to the piles. Ensure piles are placed such that bents connect to crutch piles.
5. Add blocking between stringers.
6. Add second bent boards in locations where there is a single bent board.
7. Add crutch piles at locations with significant voids as needed.
8. Remove all abandoned piles.
9. Design cohesive re-framing of the T-head Pier to remedy the haphazard remedial framing that has been done over the years.
10. Design repairs to, or replacement of, the load paths on the T-head.
11. Design the hardening of the T-head Pier and the buildings thereon to come into closer compliance with regulatory requirements for wind and wave loading.
12. Design the repair or replacement of all underlying piles.
13. Design the installation of a lateral cross bracing system for the Pier T-head.
14. Design a structural system to harden the structure and substructure of both elements of the Pier against wind and wave action.
15. Design the replacement or reinforcement, as appropriate, of the pile bent timber and stringers, including positive connections to all the timber bents and stringers and additional framing to provide a positive load path from the building sub-structure to the outlying piles.
16. Design the removal and replacement of the decking with breakaway capability to reduce the overall lateral and vertical forces of wave action.
17. Design the reinforcement of the walls of the building structures to withstand code prescribed wind loading including lateral cross bracing at the exterior comers.
18. Design the replacement of the glass and mullion walls with impact resistant glazing and structural steel or aluminum lateral frame, respectively, tied into the reinforced wall for lateral stability.
19. Design the removal and replacement of the roof structure with a code compliant structural diaphragm system, including wood trusses supplemented with hurricane tie down strapping at all the reaction points. The replacement roof shall be a Florida Building Code compliant roofing system. The replacement roofing system is to retain the same aesthetic design as currently exists.
20. Design the removal and replacement of the 1x6 boards with a plywood diaphragm with positive attachment to the truss and wall system.
21. With the assistance of a civil engineer, design the replacement of the existing utilities running under the Pier.

PERMITTING SERVICES

22. Assist the City in securing all permits necessary to undertake the restoration work to be

design as set out herein, with those permits including, but not limited to:

- a. United States Army, Corps of Engineers
- b. State of Florida
- c. Southwest Florida Water Management District
- d. Manatee County
- e. Any other agency having jurisdiction over the project.

CONSTRUCTION SUPERVISION SERVICES

23. The Consultant shall provide ongoing construction supervision services throughout the duration of the Pier restoration project to ensure that the selected contractor is undertaking the construction in strict compliance with the Consultant's plans and specifications.

Questions or requests for clarification with respect to this RFP shall be submitted only by e-mail to*. Questions or requests for clarification, and responses thereto, will be posted on the City's website at *. All proposers are urged to monitor this website for additional information that may be posted with respect to this RFP.

The City of Anna Maria
By
LeAnne Addy
City Clerk