

# 2319 RFQ No. 2020-02 - Coastal Engineering Services

## Applied Technology & Management Inc.

### SOLICITATION PACKAGE DOCUMENTS & EVALUATION FACTORS

#### 1.1. SOLICITATION PACKAGE DOCUMENTS

Filled

Weight: 0% Score: 0%


##### SCOPE OF WORK

1.1.1. Filled Knockout question

Weight: 0%

Please review the attached **Scope of Work**. There is no response needed for this section but the Contractor must read to fully understand project details and Contractor's responsibilities.

Attached documents:

 SCOPE OF WORK.pdf 148 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
---	--------------------------	--	-------------------------

Marking this option serves as a digital/electronic signature and certification of the Respondents acknowledgement of the Bid Document (0%) (KO)  
Score: 0%





##### TERMS & CONDITIONS

1.1.2. Filled Knockout question

Weight: 0%

Please review the attached RFP documents to include **Instructions to Suppliers and General Conditions, and General Terms and Conditions**. Please indicate if you read and understood the requirements of this solicitation.

Attached documents:

 ACH Authorization Form.pdf 122 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
 EVALUATION AND SELECTION COMMITTEE OVERVIEW .pdf 60 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
 FSS 119.0701 - 2018.pdf 107 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
 INSTRUCTIONS TO SUPPLIERS - RFQ.pdf 213 Kb	<a href="#">Download</a>		<a href="#">Preview</a>

Marking this option serves as a digital/electronic signature and certification of the Respondents acknowledgement of the Bid Documents (0%) (KO)  
Score: 0%

**STATE REGISTRATION REQUIREMENTS**

1.1.3. ● Filled Knockout question

Weight: 0%

Any company submitting a bid in response to this Solicitation should either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application may be required prior to award of a contract.

If you have already registered with the State of Florida, please select YES and upload evidence of this registration.

If you are not registered please confirm by selecting no and agree to the statement of intent to acquire this registration.

- Yes (Best)
- No (Worst) (KO)

Attached documents by supplier:

 1_Corporate Registration.pdf 110 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
---	--------------------------	--	-------------------------

Score: 0%

---

**INTENT LETTER**

1.1.4. ● Filled Knockout question

Weight: 0%

Please upload you company intent letter executed by person that has the authority to sign the contract on behalf of your company. Please include a statement of your understanding of the scope, and its requirements.

Attached documents by supplier:

<b>Evaluation method:</b> Yes / No  No - <b>KO</b>
---

 LOI_TOPB_Final.pdf 284 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
---	--------------------------	--	-------------------------

Score: 0%

---

● **1.2. SUPPLIER RESPONSE & ACKNOWLEDGEMENTS**

Filled

Weight: 0% Score: 0%

**PRIMARY CONTACT**

1.2.1. ● Filled Knockout question

Weight: 0%

Please provide information regarding who may be contacted regarding this proposal using the table below.

Score: 0%

**Evaluation method:**  
Yes / No  
No - **KO**

	Primary Contact	Second Contact (optional)
Name (First, Last):	Michael Jenkins, PhD, PE	
Title:	Principal	
Address (Street Address, City, State Zip):	2047 Vista Parkway, Suite 101, West Palm Beach, FL 33411	
Phone Number:	5614722144	
Mobile Phone Number:	5613518213	
Email Address:	mjenkins@appliedtm.com	

**START TIME**

1.2.2. ● Filled Knockout question

Weight: 0%

The Contractor shall be prepared to start the work under this Contract by February **28, 2020.**

- Marking this option serves as a digital/electronic signature and certification of the Respondents acknowledgement of the required time of completion. (0%) (KO)

Attached documents by supplier:

 3\_Contact Info.pdf 57 Kb [Download](#) | [Preview](#)

Score: 0%

## SUB CONTRACTORS

1.2.3. ● Filled Knockout question


Weight: 0%

Please list or upload the subcontractors that you will use on this contract. Please include the Subcontractor name, address and the amount of years you have used each subcontractor. Bidders using their own forces for the work will need to enter '**My company will not use any sub-contractors**' in No.1 under Sub-Contractor Name.

If subcontractors are listed below, the Bidder acknowledges that they have fully investigated each subcontractor listed and has in their files evidence each subcontractor has engaged successfully in his line of work for a reasonable period of time, of performing the work required. The Town reserves final approval of any subcontractors listed. Following award of contract the Town reserves the right for approval of future subcontractors and refusal of existing or future subcontractors providing work under this contract.

Please use fillable PDF form attached to list your subcontractors.

Attached documents:

 LIST OF PROPOSED SUBCONTRACTORS -FORMS.pdf 49 Kb [Download](#) | [Preview](#)

Attached documents by supplier:

**Evaluation method:**

Yes / No

No - **KO**

 4\_LIST OF PROPOSED SUBCONTRACTORS -FORMS(60481).pdf 60 Kb [Download](#) | [Preview](#)

Score: 0%

---

## PROJECT REFERENCES


1.2.4. ● Filled Knockout question

Weight: 0%

Provide at least five (5) business references, from which all should be related to this scope of work, preferably of public or government type agencies within three (3) years. You may use the provided fillable PDF form or upload your own document which must contain at a minimum the information requested on the Town provided form.

A referenced person(s) must be someone who has personal knowledge of the Proposer's performance. The referenced person must have been informed that they are being used as a reference and that the Town may check references.

Attached documents:

 PROFESSIONAL REFERENCES - FORMS.pdf 55 Kb [Download](#) | [Preview](#)

Attached documents by supplier:

**Evaluation method:**

Yes / No

No - **KO**

 5\_PROFESSIONAL REFERENCES - FORMS(60482).pdf 58 Kb [Download](#) | [Preview](#)

Score: 0%

---

**BIDDERS' QUALIFICATION**


1.2.5. ● Filled Knockout question

Weight: 0%

Please respond to this question by submitting fillable PDF form attached.

Please upload your W-9 and Business Tax Receipt. In case that you do not have a Business Tax Receipt please upload a statement of explanation.

Attached documents:

 BIDDER'S QUALIFICATION -FORM.pdf 53 Kb [Download](#) | [Preview](#)

Attached documents by supplier:

**Evaluation method:**

Yes / No

No - **KO**

 6\_BIDDER'S QUALIFICATION -FORM(60483).pdf 73 Kb [Download](#) | [Preview](#)

Score: 0%

**W-9**

1.2.6. ● Filled Knockout question

Weight: 0%

- Please upload your W-9

- Yes (Best)
- No (Worst) (KO)

Attached documents by supplier:

 7\_W9\_USE THIS ONE.pdf 564 Kb [Download](#) | [Preview](#)

Score: 0%

**BUSINESS TAX RECEIPT**

1.2.7. ● Filled Knockout question

Weight: 0%

Please upload your Business Tax Receipt. In case that you do not have a Business Tax Receipt please upload a statement of explanation.

- Yes (Best)
- No (Worst) (KO)

Attached documents by supplier:

 8\_Business Tax Receipt.pdf 129 Kb [Download](#) | [Preview](#)

Score: 0%


**DRUG - FREE WORKPLACE CERTIFICATION**

1.2.8. ● Filled

Weight: 0%

Please submit a drug free form by using attached fillable PDF form.

Attached documents:

 DRUG-FREE WORKPLACE CERTIFICATION -FORM.pdf 45 Kb [Download](#) | [Preview](#)

Attached documents by supplier:

**Evaluation method:**  
Yes / No

 9\_DRUG-FREE WORKPLACE CERTIFICATION -FORM(60484).pdf 58 Kb [Download](#) | [Preview](#)

Score: 0%

---


**SCRUTINIZED VENDOR FORM**

1.2.9. ● Filled Knockout question

Weight: 0%

Please complete the scrutinized vendor form attached and upload for review.

Attached documents:

 Scrutinized Companies - FORM.pdf 94 Kb [Download](#) | [Preview](#)

- Yes (Best)
- No (Worst) (KO)

Attached documents by supplier:

 10\_Scrutinized Companies - FORM(60715).pdf 334 Kb [Download](#) | [Preview](#)

Score: 0%

---


**TRUTH IN NEGOTIATIONS**

1.2.10. ● Filled Knockout question

Weight: 0%

Please submit a truth in negotiations form by using attached fillable PDF form.

Attached documents:

 Truth-in-Negotiations.pdf 62 Kb [Download](#) | [Preview](#)

Attached documents by supplier:

**Evaluation method:**  
Yes / No  
No - **KO**

 11\_Truth-in-Negotiations(60486).pdf 370 Kb [Download](#) | [Preview](#)

Score: 0%

---

**INSURANCE REQUIREMENTS**


1.2.11. ● Filled Knockout question

Weight: 0%

Please acknowledge insurance requirements attached.

Note: Prime Contractor is legally responsible for all their subcontractors and the Town recommends that a certificate of insurance is obtained by prime contractor for all subcontractors performing any services on this project.

Attached documents:

 Town of Palm Beach Insurance Requirements.pdf 38 Kb [Download](#) | [Preview](#)

- Yes (Best)
- No (Worst) (KO)

Attached documents by supplier:

 COI\_For Proposal Purposes Only.pdf 175 Kb [Download](#) | [Preview](#)

Score: 0%

**MINIMUM QUALIFICATIONS**

1.2.12. ● Filled Knockout question

Weight: 0%

(Proposer) shall provide adequate information with its proposal to demonstrate that it satisfies the following minimum as set forth below. The Town will consider what types of experience the Proposer has when making a determination of award. All decisions of the Town are final.

- a. The Proposer shall provide information with its proposal showing that it has relevant experience and qualifications to successfully meet the scope of work.
- b. The Proposer, with its proposal, must demonstrate successful performance with respect to comparable requirements, in type, size, complexity, for a minimum of five years.
- c. Availability of staff and their credentials
- d. Experience of staff for at least five years, that will be assigned to the Town
- e. Provide Project Specific Information, including the following:
  - i. Name of Project \_\_\_\_\_
  - ii. Name of Owner and Project Locations \_\_\_\_\_
  - iii. Description of Project \_\_\_\_\_
  - iv. Contact name, telephone number, fax number, email address \_\_\_\_\_
  - v. Project duration including start and end dates \_\_\_\_\_
  - vi. Contract dollar amount \_\_\_\_\_

Note: Please upload documentation for above requirements.

Attached documents by supplier:

**Evaluation method:**  
 Yes / No  
 No - **KO**

 12\_Minium Quals\_Final.pdf 981 Kb [Download](#) | [Preview](#)

Score: 0%

## PROPOSERS CERTIFICATION / SIGNATURE

1.2.13. ● Filled ● Knockout question ● Document attachment is missing

Weight: 0%

By electronically submitting and with signature on paper submission, this proposal the respondent attests and certifies that:

- It understands all requirements of this solicitation and it satisfies all legal requirements (as an entity) to do business with the Town.
- Hereby propose to furnish the Services specified in the Request for Proposals. Furthermore, I agree to abide by all conditions of the solicitation and resulting contract.
- Respondent acknowledges award of a contract may be contingent upon a determination by the Town that the Respondent has the capacity and capability to successfully perform the contract.
- Respondent represents that I am either authorized to bind the Respondent, or that I am submitting the Response on behalf of and at the direction of the Respondent's representative authorized to contractually bind the Respondent.
- I represent that the Respondent and/or its applicable representative(s) has reviewed the information contained in this Solicitation and that the information submitted is accurate.
- Respondent agrees that the action of electronically submitting its response constitutes:
  - an electronic signature on the responses, generally,
  - an electronic signature on any form or section specifically calling for a signature, and
  - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.

Indicate your certification by marking the option below. Neglecting to respond to this question is equivalent to not signing a physical solicitation response and would cause Respondent's response to be disqualified and not considered for award.

**Respondents must reply to this question by selecting one of the options provided below.**

- Marking this option serves as a digital/electronic signature and certification of the Respondent's intent to submit a binding offer. (0%) (KO)

Attached documents by supplier:

Score: 0%

---

## ● 1.3. EVALUATION FACTORS

● Filled

Weight: 100% Score: 82.25%



**Experience of Firm / Past Performance**

1.3.1. ● Filled Knockout question

Weight: 25%

Please provide following information by uploading a document(s):

- Company Credentials
- Current Related Projects (ie. Design, Engineering, Permitting, Construction Management, Monitoring), with emphasizes in Florida
- Completed Commercial and/or Governmental Coastal Projects over \$5,000,000 (ie. Storm Protection, Erosion Control, Inlet Maintenance)
- Schedule/Budget Compliance of Previous Work
- Understanding of the Town's needs
- Technical soundness of the proposal
- References

**Note: weight of this criteria is 25 points**

Attached documents by supplier:

**Evaluation method:**

Value

Worst: 0.00 (KO)

Best: 5.00

Unit: Points

 13\_Experience and Past Performance\_Final\_Combined with Min Quals.pdf 1101 Kb

[Download](#)

| [Preview](#)

Score: 22.5%

**Experience / Ability of Personnel**

1.3.2. ● Filled Knockout question

Weight: 30%

Please attach detailed requirements, but not limited to:

- Organizational Chart
- Management's Credentials
- Project Personnel Credentials assigned to the Town
- High quality level of services to be provided to Town

**Note: weight of this criteria is 30 points**

Attached documents by supplier:


**Evaluation method:**

Value

Worst: 0.00 (KO)

Best: 5.00

Unit: Points

 14\_Experience and Ability of Personnel\_Final.pdf 359 Kb

[Download](#)

| [Preview](#)

Score: 27%

## Financial Information

1.3.3. ● Filled Knockout question

Weight: 10%

- Financial resources and capabilities information: An indication of the resources and the necessary working capital available and how it will relate to the firm's financial stability through the completion of the project should be included in the response
- Evidence of insurance capability
- Annual Report submitted and determined adequate by Town
- Town will request from short listed firms Financial Statement certified or reviewed by a CPA for last two year period

Note: The Town may request a Dun & Bradstreet report from all short listed finalists.

**Note: weight of this criteria is 10 points**

Attached documents by supplier:




**Evaluation method:**

Value

Worst: 0.00 (KO)

Best: 5.00

Unit:

 15_Financial_Final.pdf 163 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
 Balance Sheet Nov 19 2019.pdf 78 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
 COI_For Proposal Purposes Only.pdf 175 Kb	<a href="#">Download</a>		<a href="#">Preview</a>

Score: 6%

## Workload and Scheduling

1.3.4. ● Filled Knockout question

Weight: 15%

- Over-all workload of the company
- Project scheduling ability/timely completion of work
- Schedule will accommodate this project
- Applicability of the services offered
- Meeting the Town's operational and administrative requirements

**Note: weight of this criteria is 15 points**

Attached documents by supplier:

**Evaluation method:**

Value

Worst: 0.00 (KO)

Best: 5.00

Unit:

 16_Workload and Scheduling_Final.pdf 207 Kb	<a href="#">Download</a>		<a href="#">Preview</a>
---	--------------------------	--	-------------------------

Score: 12%

**Volume of Previous Work**

1.3.5. ● Filled

Weight: 5%

This question is only for the buyer. You don't have to give an answer to this question.

Points awarded based upon past award made by the Town.

Points will be awarded based upon the percentage of past awards made by the Town. At the closing of the Request for Qualifications the total of all purchase orders issued (for the past three-year period) will be determined for each proposer. The highest proposer total will become the basis for evaluation point distribution.

The point distribution will be as follows:

- Proposers whose past awards have totaled less than 5% of the basis will receive 5 points.
- Proposers whose past awards have totaled over 5%, but less than 25% will receive 4 points.
- Proposers whose past awards have totaled over 25%, but less than 50% will receive 3 points.
- Proposers whose past awards have totaled over 50%, but less than 85% will receive 2 points.
- Proposers whose past awards have totaled over 85% will receive 1 point.

No need for proposers to submit any information.

**Note: weight of this criteria is max 5 points**

Score: 2%

**Evaluation method:**

Value

Worst: 0.00

Best: 5.00

Unit:

**Other**

1.3.6. ● Filled Knockout question

Weight: 15%

- Overall completeness, clarity and quality of proposal
- Accessibility of firm
- Present and future litigation or dispute and resolutions

**Note: weight of this criteria is 15 points**

Attached documents by supplier:

**Evaluation method:**

Value

Worst: 0.00 (KO)

Best: 5.00

Unit:

 17\_Other\_Final.pdf 121 Kb [Download](#) | [Preview](#)

Score: 12.75%

● 1.4. ADDENDUM - If issued will be posted here.

Filled

Weight: 0% Score: 0%

**SOLICITATION ADDENDUM**



1.4.1. ● Filled Knockout question

Weight: 0%

Solicitation Addendum(s) will be added to this question if any are issued. The Addendum document will contain all information issued as an Addendum to the solicitation.

Suppliers are required to acknowledge they did review this question and any Addenda issued.

Attached documents:

 ADDENDUM No. 1.pdf <i>231 Kb</i>	<a href="#">Download</a>   <a href="#">Preview</a>
 Pre-Proposal Sign in Sheet 11.6.2019.pdf <i>1537 Kb</i>	<a href="#">Download</a>   <a href="#">Preview</a>

- I have reviewed the document and no addendum have been issued. (0%) (KO)
- I have reviewed the document and have given consideration to any issued addendum information in preparing my response to this solicitation. (0%) (KO)

Score: 0%

---

## Presentations

### ● 2.1. Additional Information to Upload

Filled

Questionnaire is not weighted

#### **Presentation**

2.1.1. ● Filled Knockout question


Please upload the presentation here.

Attached documents by supplier:

**Evaluation method:**

Yes / No

No - **KO**

 18\_Presentation.pdf 95 Kb [Download](#) | [Preview](#)

---

#### **Questions and Answers**

2.1.2. ● Filled Knockout question

Please upload your answers to the questions delivered to you.

Attached documents by supplier:

**Evaluation method:**

Yes / No

No - **KO**

 19\_Answers to Questions.pdf 96 Kb [Download](#) | [Preview](#)

---

---