



THE
City of West Palm Beach

**Application for Pre-Qualification
as a
Professional Consultant
CCNA**



**401 Clematis St.
West Palm Beach, FL 33401
561-822-2100
Fax: 561-822-1564**



INSTRUCTIONS FOR SUBMITTING AN APPLICATION FOR PRE-QUALIFICATION AS A PROFESSIONAL CONSULTANT

WHO SHOULD SUBMIT: Florida State Statutes Chapter 287.055 governs the acquisition of professional architectural, engineering, landscape architectural, and surveying and mapping services. Only firms employing the above professions are required to be pre-qualified by the City of West Palm Beach. CCNA stands for Consultants Competitive Negotiation Act. Certification will be in effect for two (2) years.

Instructions are as follows:

1. Each firm is to submit one original and three (3) copies of the complete package.
2. Each package must represent the capabilities of your firm. Examples of completed projects and equipment must be submitted for each Type of Work you request.
3. Review the Type of Work listing and determine the Types of Work your firm is qualified to perform. Fill out the Qualification form (QFW1) for each Type of Work you selected and submit it with the application package.
4. Personnel qualified to perform various Types of Work must be listed for each Type of Work they perform, on each Qualification form, and the resumes you submit for such personnel must support their ability to perform this work. For each Type of Work requested, attach a set of resumes to each Type of Work even though the same people may be listed for several types of work. Also attach a copy of their professional license.
5. Please submit one copy of your financial statement for the preceding fiscal year certified by your chief financial officer.
6. Please also submit any additional marketing data that you feel will be helpful in qualifying your firm for various Types of Work should be included with your submittal.
7. A completed Package must be sent to the Procurement Office at P.O. Box 3366, West Palm Beach, FL 33402.

After evaluation of your Application for pre-qualification package, the Procurement Official will notify you as to whether you are considered qualified by the City and, if so, for which Types of Work.

SPECIAL NOTICE

DUTY TO UPDATE RECORDS: It shall be the responsibility of any individual or firm certified by the City of West Palm Beach for any Type(s) of Work to notify the City promptly of any substantive amendment to the information provided in this Application for Qualification, as well as to update the information in the Application every two (2) years.

EQUAL OPPORTUNITY STATEMENT: The City of West Palm Beach, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure equal participation in all contracts for consultant services. No firm or individual shall be discriminated against on the grounds of race, color, gender, national origin, religious affiliation, sexual orientation, age or disability in consideration for qualification or selection.

NOTICE OF A CONTRACT CRIME CONVICTION: Each person or firm who elects to submit a Request for Qualification package shall notify the Procurement Official within thirty (30) days after a conviction of a contract crime applicable to them or to any officers, directors, executives, shareholders active in management, employees or agent of their affiliates.

QUALIFICATION PROCEDURES: All respondents must be qualified to do business in the State of Florida. Their qualifications will be evaluated by the City of West Palm Beach in accordance with the criteria outlined in Section 287.055(3), Florida Statutes to determine whether each respondent will be certified to perform the requested services.

SMALL BUSINESS PROGRAM: Small businesses as defined in the Small Business Program Ordinance, No. 4172-08 will be afforded preferential treatment in bidding and request for proposals. Small Businesses must be certified as such by the Small Business Division. A Small Business is domiciled in Palm Beach County and certified by Palm Beach County or the City of West Palm Beach, which is an independently owned and operated business concern organized to engage in commercial transactions and whose adjusted gross margin and number of employees, including those working in all offices or locations, does not exceed the following:

- (a) In construction, the annual adjusted gross margin less than \$3,400,000 (averaged over the previous three (3) years, or if in business, less than three (3) years, averaged during duration of business),;
- (b) In commodities, the annual adjusted gross margin less than \$1,700,000 (averaged over the previous three (3) years, or if in business, less than three (3) years, averaged during duration of business),; and
- (c) In professional services, the annual adjusted gross margin less than \$2,900,000 (averaged over the previous three (3) years, or if in business, less than three (3) years, averaged during duration of business. and meets,

(d) The limits described in (1) (a) (b) and (c) above shall apply to all small businesses certified by the City as of October 1, 2009, the beginning of fiscal year 2009/2010.

Applications for Certification as a Small Business can be obtained from Tiffany McCray, Small Business Program, (561) 822-2100.

For questions regarding the CCNA application, please contact:

Nora W. Laudermilk, FCCN
Procurement Official
401 Clematis St. 5th Flr.
West Palm Beach, FL 33401
561-822-2100 Fax 561-822-1564

Thank you for your interest in the City of West Palm Beach.



Nora W. Laudermilk, FCCN
Procurement Official



City of West Palm Beach

Request for Qualification Submittal for Professional Consultants

Firm Name: _____
(As registered with Florida Secretary of State)

Address: _____ City: _____

State: _____ Zip Code: _____ County: _____

Tel: _____ Fax: _____ Web-site: _____

Contact Person: _____ E-mail: _____

Name of Parent Company (if applicable): _____

Address: _____

Type of Firm: Corporation Partnership Individual Other

If Corporation: Date Incorporated: _____ State Incorporated: _____

Date Authorized in Florida: _____ Name of President: _____

If Partnership: Date organized: _____ Type: General Limited Other

Name(s) of Partner(s): _____

Florida Secretary of State Document No.: _____

Florida State Board -

Professional Engineer's Certificate No.: _____ Date: _____

Land Surveyor's & Mapper's Certificate No.: _____ Date: _____

Architecture & Interior Design Registration No.: _____ Date: _____

Landscape Architecture Registration No.: _____ Date: _____

Real Estate Commission Registration No.: _____ Date: _____

Firm Name: _____
(As registered with Florida Secretary of State)

Federal Employer Identification No.: _____

Most recent financial statement Attached: No Yes

Firm's Current Annual Gross Income: \$ _____

Blanket Professional Liability Insurance: No Yes Amount: \$ _____

Policy No.: _____ Company: _____

If yes: Attach a copy of certificate showing policy number, company, amount and expiration date.

If no: Attach commitment letter from insurance company that project liability insurance would be provided to applicant, or a commitment letter for a non-assignable, nontransferable, irrevocable letter of credit created pursuant to Chapter 287, Florida Statute, in a minimum amount of \$250,000.00.

Does your firm have a CADD system? No Yes Type: _____

I hereby certify that the information contained in this package is true and correct to the best of my knowledge and that this firm is duly authorized to conduct business in the State of Florida. I further certify that neither the firm, nor any officer, director, employee of the firm or any of its affiliates have been criminally or civilly charged with antitrust criminal acts under State or Federal law which involved fraud, bribery, collusion, conspiracy, antitrust violations or material misrepresentation with respect to a public contract, except for matters previously disclosed to the City of West Palm Beach and filed in case no(s) _____ (if applicable, enter N/A) with the Clerk of Agency Proceedings. I further certify that the employment practices of this organization fully comply with Title VI provisions of the 1964 Civil Rights Act.

Signature Title Date

List of Branch Offices in Florida

Please include address, city, zip code, county, contact person, telephone number, and email address.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



TYPES OF WORK

The following is a list of the Types of Work the City of West Palm Beach may require. Each Type of Work states the minimum requirements to be met in order to be qualified by the City of West Palm Beach.

Code Type of Work

101 Water Resource

Requires engineering expertise in planning, design, permitting, bidding and construction administration services in connection with Water Resources as well as knowledge of current rules and regulations of local, state and federal agencies protecting the environment, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Water Resources.

102 Surface Water Treatment

Requires engineering expertise in planning, design, permitting, bidding and construction administration services in connection with surface water treatment as well as knowledge of current rules and regulations of local, state and federal agencies protecting the environment, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency and the United States Corps of Engineers. The firm must employ at least one professional engineer who is registered with the Florida State Board of Professional Engineers and who has at least five years training or experience in the area of Surface Water Treatment.

103 Wastewater Treatment

Requires engineering expertise in planning, design, permitting, bidding and construction administration services in connection with wastewater treatment as well as knowledge of current rules and regulations of local, state and federal agencies protecting the environment, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency and the United States Corps of Engineers. The firm must employ at least one professional engineer who is registered with the Florida State Board of Professional Engineers and who has at least five years of training or experience in the area of Wastewater Treatment.

Code Type of Work

104 Architectural Design

Requires architectural expertise in planning, designing, permitting, bidding and construction administration phases of service in Architectural Design. The firm must employ at least one architect, registered with the Florida State Board of Architecture and Interior Design. Additionally, the firm must have knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers.

105 Storm Sewer

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Storm Sewer Design, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Storm Sewer.

106 Water Distribution, Sewer Collection System, and Force Main

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Water Distribution and Sewer Collection System and Force Main, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of gravity and pressure systems.

107 Lift and Pump Station Design

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Lift and Pump Station Design, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Lift Station and pump station design.

Code Types of Work

108 Surveying Services

Requires surveying expertise in the preparation of Boundary, Topographic and Right of Way Surveys and Sketch and Legal Descriptions in conformance with the Florida Minimum Technical Standards. The firm must employ at least one land surveyor, registered with the Florida State Board of Land Surveyors, having at least one year of land surveying experience acting as responsible in charge. The consultant must employ and list sufficient staff to undertake the requirements normally associated with this type of work and must document the availability of proper equipment to perform this work.

109 Environmental Analysis of Underground Fuel Storage Tanks

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Environmental Analysis of Underground Fuel Storage Tanks, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Underground and Fuel Storage Tanks.

110 Environmental Assessments

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Environmental Assessments, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Environmental Assessments.

111 Community Park

Requires engineering or architectural expertise in planning, designing, permitting, bidding and construction administration phases of service in connection with the design of community parks, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers or at least one professional architect, registered with the Florida State Board of Professional Architects and Interior Design, having training and experience in the area of Community Parks.

Code Types of Work

112 Landscape Architect

Requires expertise in planning designing, permitting, bidding and construction administration phases of service for Landscape Architecture. The firm must employ at least one landscape architect, registered with the Florida State Board of Landscape Architecture. Additionally, the firm must employ sufficient personnel to provide services normally associated with this type of work.

113 Neighborhood Improvements

Requires engineering, architectural or landscape architectural expertise in planning, designing, permitting, bidding and construction administration phases of service for various neighborhood improvements, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the environment and all land use and building code provisions. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers or at least one professional architect, registered with the Florida State Board of Professional Architects and Interior Design or at least one professional Landscape Architect, registered with the Florida State Board of Landscape Architecture, having training and experience in the area of Community Parks.

114 Control Systems

Requires engineering expertise in planning, designing, permitting, bidding and construction administration services in connection with control systems, as well as knowledge of current rules and regulations of local, state and federal agencies including any building code provisions. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Control Systems.

115 Mechanical Systems

Requires engineering expertise in planning, designing, permitting, bidding and construction administration services in connection with mechanical system analysis, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the industry. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Mechanical Systems.

116 Electrical Systems

Requires engineering expertise in planning, designing, permitting, bidding and construction administration services in connection with electrical systems as well as knowledge of current rules and regulations of local, state and federal agencies regulating the industry. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Electrical Systems.

Code Types of Work

117 Structural Systems

Requires engineering expertise in planning, designing, permitting, bidding and construction administration services in connection with structural design, as well as knowledge of current rules and regulations of local, state and federal agencies regulating the industry. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Structural Systems.

118 Geo-Technical Analysis

Requires engineering expertise in connection with Geo-Technical Analysis. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers having demonstrated experience in the activities normally associated with this work. The consultant must employ and list sufficient staff to undertake the requirements normally associated with this type of work and must document the availability of proper equipment to perform this work.

119 Civil Engineering

Requires engineering expertise in planning, designing, permitting, bidding and construction administration services in connection with Civil Engineering as well as knowledge of current rules and regulations of local, state and federal agencies regulating the industry, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in this general area.

120 Marine Engineering

Requires engineering expertise in planning, design, permitting, bidding and construction administration services in connection with Waterfront Facilities, including docks, seawalls, dredging activities and permitting as well as knowledge of current rules and regulations of local, state and federal agencies, including the Department of Environmental protection Agency and the United States Corps of Engineers. The firm must employ at least one professional engineer, registered with the Florida State Board of professional Engineers, having training and experience in the area of marine design.

121 Golf Course Architect

Requires expertise in planning designing, permitting, bidding and construction administration phases of service for Golf Course Architecture. Knowledge of the game of golf, proper training, experience, vision and inherent ability, to design and prepare specifications for a golf course of functional aesthetic perfection. Educational background in one of the following fields is required, Landscape Architecture, Civil Engineering, Golf Course Management, or Environmental Studies.

End of Types of Work

QUALIFICATION FOR TYPE OF WORK

Name of Firm: _____

Date: _____

List the personnel permanently employed by your firm and indicate the groups of work that you feel they are qualified to do. Attach supplemental sheets if necessary and attach a resume for each person which supports their ability.

Name of Employee	City of Residence	Florida Registration Number	Years of Professional Experience	Type of Work Code						