

REQUEST FOR QUALIFICATIONS

Town of Melbourne Beach, Florida

**CONSULTING SERVICES FOR BUILDING
OFFICIAL SERVICES, INSPECTION SERVICES
AND PLAN REVIEW SERVICES**



Date: April 18, 2025

INVITATION TO BID

REQUEST FOR QUALIFICATIONS TOWN OF Melbourne Beach, FLORIDA CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES

Pursuant to Section 287.055, Florida Statutes, the Town of Melbourne Beach (Town) invites qualified firms to submit statements of their qualifications to provide engineering and consulting services to the Town in response to this Request for Qualifications (RFQ).

Proposals for the Request for Qualifications for Consulting Services for Building Official, Inspections Services and Plan Review Services for the Town of Melbourne Beach, Florida, will be received at the Town Managers office, located at 507 Ocean Avenue, Melbourne Beach, Florida, until **3:00 P.M. on Friday, May 16, 2025**. Bids received after the above time and date will be returned unopened.

SCOPE OF SERVICES: *The scope of work may include, but is not limited to the following services:*

Building Official -*manage and help administer the department and report to Town Manager, help guide citizen through complexities of the code in order to obtain compliance, monitor changes in the code including state and local codes, provide Building Code interpretations for final approval, oversee Certificate of Occupancy issuance, attend staff and Commission meetings as agreed upon, responsible for municipal report, responsible for client satisfaction, work to establish or refine building department processes, and issue stop Work Orders for non-conforming activities, return phone calls and emails to permit holders and contractors.*

Inspection Services-*perform code compliant inspections to determine that construction complies with approved plans, provide onsite inspection consultations to residents and contractors, return calls and emails from permit holders, identify and document areas of non-compliance.*

Plan Review Services-*provide plan review services electronically or in paper format, review plans for compliance with adopted building codes and Town Ordinances, be available for pre-submittal meetings by appointment, provide feedback on plan review tracking and scheduling, communicate plan review findings in writing, return a set of finalized plans and all supporting documentation and provide plan revisions*

Copies of the Request for Qualifications may be obtained from the Town Managers office, located at 507 Ocean Avenue, Melbourne Beach, Florida. The Town Manager, Elizabeth Mascaro, can be contacted by telephone (321) 724-5860, facsimile (321) 984-8994, and email at townmanager@melbournebeachfl.org. Any addenda to these documents will be issued via electronic mail.

Questions: Direct all questions in writing to the Town Managers office, located at 507 Ocean Avenue, Melbourne Beach, Florida 32951. The Town Manager, Elizabeth Mascaro, can be contacted by telephone (321)724-5860, facsimile (321) 984-8994, and email at Townmanager@melbournebeachfl.org

Proposals shall be:

1. Submitted in the required format listed in the RFQ.
2. Submitted in an envelope marked **“Request for Qualifications, CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES, Town of Melbourne Beach, Florida**
In addition, the bidders name and address shall be shown on the outside of the envelope.
Facsimile submittals will not be accepted.
3. Proposals should be mailed or hand delivered to the Office of the Town Manager,
Attention: Elizabeth Mascaro, 507 Ocean Avenue, Melbourne Beach, Florida 32951.

The Town of Melbourne Beach is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a submittal can be considered. Proposals by telephone, email or FAX will not be accepted.

The Town of Melbourne Beach reserves the right to waive informalities deemed to be in the best interests of the Town and to reject any or all bids.

TOWN OF Melbourne Beach



Elizabeth Mascaro
Town Manager

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SECTION 1

INTRODUCTION

The Town of Melbourne Beach (hereinafter referred to as "Town") is requesting Statements of Qualifications to contract for **CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES**

This solicitation shall be part of the Consultants Competitive Negotiation Act process as mandated in F.S. 287.055

RFQ DUE DATE & TIME: Friday, May 16, 2025 at 3:00 P.M. Qualifications packages shall be mailed or hand-delivered to the Office of the Town Manager located at 507 Ocean Avenue, Melbourne Beach, FL 32951. Packages are to be received **NO LATER THAN 3:00 P.M.** Packages received after the specified time and date will not be accepted. The Town will not be responsible for mail delays, late or incorrect deliveries. The time as determined by the computer located at the Town Clerk's desk located at 507 Ocean Avenue, Melbourne beach, FL shall be the official authority for determining late responses.

All RFQ information and required attachments must be executed and submitted in a sealed envelope. Respondent shall mark envelope **"Request for Qualifications, for CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES for the Town of Melbourne Beach, Florida"**.

Respondent's name and return address must be clearly identified on the outside of the envelope.

These documents constitute the complete set of terms and conditions, specification requirements, and forms. Any additional information should be attached to this format or the respondent may be disqualified.

Respondents shall submit four (5) complete sets (one (1) original (marked "ORIGINAL"), and four (4) copies) of their response, complete with all supporting documentation. Responses submitted by facsimile or electronically will NOT be accepted. Responses, which do not comply with these requirements, may be rejected at the option of the Town. It is the respondent's responsibility to ensure that Proposal submittals are in accordance with all addendums issued. Failure of any respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. Addendums will be issued by the Town via email.

Responses not submitted in the format set forth herein shall be rejected unless otherwise explained in the response documents.

For information concerning procedure for responding to this Request for Qualifications (RFQ), contact Elizabeth Mascaro, Town Manager at (321) 724-5860. Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services or respondent procedures will only be transmitted by written addendum.

All questions about the meaning or intent of the RFQ Documents shall be submitted in writing and directed to the Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951, Attention: Elizabeth Mascaro, Town Manager. Questions may also be sent via e-mail townmanager@melbournebeachfl.org. Questions received less than five (5) calendar days prior to the

due date for the responses will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by respondent in submitting their response.

STANDARD TERMS & CONDITIONS

ACCEPTANCE AND REJECTION - The Town reserves the right to accept or reject any and all responses and to accept the response which best serves the interest of the Town of Melbourne Beach. The Town may award sections individually or collectively, whichever is in its best interest, unless the respondent only intends to respond for the contract in its entirety.

ASSIGNMENT - Neither the contract nor payment due may be assigned.

AWARD - Award shall be made to the consultant that demonstrates technical capability while most closely meeting the Town's needs according to the criteria designated in the solicitation.

CONFLICT OF INTEREST - The respondent certifies that this response has not been arrived at collusively or otherwise in violation of federal, state or local laws. Any purchase order, check requisition or contract from which any agent, officer or employee of the Town or any relative thereof, will realize a financial gain, directly or indirectly, shall be void, except that before the execution of a purchase order, check requisition or contract, the Commission shall have the authority to waive compliance with this section when it finds such action to be in the best interest of the Town.

DEVIATION FROM SPECIFICATION - Any deviation from specifications must be clearly stated, explained in detail and accepted by the Town in writing. Otherwise, items offered are expected to be in strict compliance with specifications and the successful response shall be held accordingly.

DISCRIMINATION STATEMENT: An entity or affiliate placed on the Discriminatory Vendor List may not submit a response for a contract to provide goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or perform any public work, may not submit Proposals for leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under any contract with any public entity, and may not transact business with any public entity.

ECONOMY OF PREPARATION: The responses should be prepared simply and economically, providing a straightforward, concise description of the respondent's qualifications and ability to fulfill the requirements of the RFQ.

INFORMALITIES - The Town of Melbourne Beach reserves the right to both waive any minor informality in responses and to determine, in its sole discretion, whether or not informality is minor.

INFORMATION AND LITERATURE - Respondents are to furnish all information and literature requested. Failure to do so may be cause for rejection.

INTERPRETATIONS - Any questions concerning conditions and specifications shall be directed to the attention of Elizabeth Mascaro, Town Manager. Interpretations that may affect the eventual outcome of this RFQ will be furnished in writing to all prospective potential respondents. No interpretation shall be considered binding unless provided in writing by the Town of Melbourne Beach.

NON-DISCRIMINATION - The successful respondent will comply with all federal and state requirements concerning fair employment and will not discriminate by reason of race, color, age, religion, sex, national origin or physical handicap.

PATENTS AND COPYRIGHTS - The respondent will agree to hold harmless the Town of Melbourne Beach, its officers, agents and employees from liability of any kind, including cost and expenses, with respect to any claim, action, cost or judgment for patent or copyright infringements.

PAYMENTS - Upon acceptance of work by using the Finance Department of the Town, employees and others, the Town shall make payment to the Contractor in accordance with the Florida Prompt Payment Act, Section 218.70, Florida Statutes.

PUBLIC ENTITY CRIMES - A person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or perform any public work, may not submit a response for leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the Convicted Vendor List.

PUBLIC RECORDS: Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01 F.S., The Public Records Law. Information and materials received by the Town in connection with an RFQ response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the respondent believes any of the information contained in his or her response is exempt from the Public Records Law, then the respondent must in his or her response, specifically identify the material, which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the Town will treat all materials received as public records.

TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the Town may, upon written notice to the Contractor, terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the Town by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the Town, become the Town's property and the contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the Town. The Contractor, however, shall not be relieved of liability to the Town for damages sustained by the Town by reason of any breach of the Agreement by the Contractor, and the Town may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the Town from the Contractor can be determined.

TERMINATION FOR CONVENIENCE: The Town reserves the right, in its best interest as determined by the Town, in its sole discretion, to cancel the contract by giving written notice to the Contractor thirty (30)-days prior to the effective date of such cancellation.

TIME FOR CONSIDERATIONS - Proposals will be irrevocable after the time and date set for the opening of Proposals and for a period of ninety (90)-days thereafter.

TRADE SECRETS - Respondents should not send trade secrets. If, however, trade secrets are claimed by any respondent, they will not be considered as trade secrets until the Town is presented with the alleged secrets together with proof that they are legally trade secrets. The Town will then determine whether it agrees and consents that, they are in fact trade secrets. If a respondent fails to submit a claim of trade secrets to the Town before obtaining the Town's agreement, any subsequently claimed trade secrets will be treated as public records and will be provided to any person or entity making a public records request for the information (F.S. 119.01).

SPECIAL CONDITIONS

ADDENDUM AND AMENDMENTS TO REQUEST FOR QUALIFICATIONS: If it becomes necessary to revise or amend any part of this Request for Qualifications, the Town will furnish the revision by written Addendum to all prospective respondents who are recorded with the Town as having received an original Request for Qualifications.

INDEMNIFICATION STATEMENT – By submitting a response document signed by an authorized agent of the respondent, respondent acknowledges and accepts the terms and conditions of the following Indemnification Statement in the event of contract award:

"For other and additional good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Contractor shall indemnify, hold harmless and defend the Town of Melbourne Beach, its officers, agents, officials, representatives and employees (hereinafter the "Town") against any and all liability, loss, cost, damages, expenses, claim or actions, of whatever type, including but not limited to attorney's fees and suit costs, for trial and appeal, which the Town may hereafter sustain, incur or be required to pay, arising out of, wholly or in part, or due to any act or omission of Contractor, its agent(s), vendors, contractors, subcontractor(s), representatives, servants, or employees in the execution, performance or nonperformance or failure to adequately perform contractor's obligations pursuant to this contract."

LIMITATION OF LIABILITY STATEMENT – By submitting a response document signed by an authorized agent of the respondent, respondent acknowledges and accepts the terms and conditions of the following Limited Liability Statement in the event of contract award:

"The TOWN desires to enter into this Agreement only if in so doing the TOWN can place a limit on the TOWN's liability for any cause of action arising out of the Agreement, so that the TOWN's liability for any breach never exceeds the sum of \$100. For other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CONTRACTOR expresses its willingness to enter into this Agreement with the knowledge that the CONTRACTOR's recovery from the TOWN to any action or claim arising from the Agreement is limited to a maximum amount of \$100 less the amount of all funds actually paid by the TOWN to CONTRACTOR pursuant to this Agreement. Accordingly, and notwithstanding any other term or condition of this Agreement that may suggest otherwise, CONTRACTOR agrees that the TOWN shall not be liable to CONTRACTOR for damages in the amount in excess of \$100, which amount shall be reduced by the amount actually paid by the TOWN to CONTRACTOR pursuant to this Agreement, for any action or claim arising out of this Agreement. Nothing contained in this paragraph or elsewhere in this Agreement is in any way intended either to be a waiver of the limitation placed upon the TOWN's liability as set forth in Section 768.28 Florida Statutes, or to extend the TOWN's liability beyond the limits established in said Section 768.28 Florida Statutes;

and no claim or award against the TOWN shall include attorney's fees, investigative costs, expert fees, suit costs or pre-judgment interest."

PROPOSER EXPENSES - No out-of-scope services shall be provided in the absence of prior, written authorization in the form of a written supplemental agreement and issuance of an appropriate amendment to the contract. The Town will not pay a retainer or similar fee. The Town is not responsible for any expenses that respondent may incur in preparing and submitting responses called for in this request. The Town will not pay for any out-of-pocket expenses, such as word processing; photocopying; postage; per diem; travel expenses; and the like, incurred by the respondent. The Town will not be liable for any costs incurred by the respondent in connection with any interviews/presentations (i.e., travel, accommodations, etc.).

REQUEST FOR ADDITIONAL INFORMATION/CLARIFICATION: The respondent shall furnish such additional information/clarification as the Town may reasonably require. This includes, but is not limited to, information that indicates financial resources as well as the ability to provide and maintain the services requested. The Town reserves the right to make investigations of the qualifications of the respondent as it deems appropriate including, but not limited to, a background investigation of service personnel to be conducted by the Town of Melbourne Beach Police Department or its designees.

REQUEST FOR MODIFICATION: The Town reserves the right to negotiate a final agreement with the top- ranked respondent(s) to meet the needs of the Town.

TERMS: The initial contract period shall be for One (1) years and will begin as of the date on the Notice of Award. The terms will allow for renewals of the agreement of both parties. Contract renewal(s) may be based upon satisfactory performance and funding as made available by the Town through its regular budgeting process on an annual basis.

STANDARD INSURANCE REQUIREMENTS

The Certificate of Insurance should be made to the Town of Melbourne Beach, 507 Ocean Avenue, Melbourne Beach, FL 32951 and should reference the operation and name the Town as an additional insured.

Prior to renewal, non-renewal, cancellation, or change or modification of any insurance policy, at least 30 days advance written notice shall be given to the Town of Melbourne Beach.

All Certificates of Insurance shall be approved by the Town **prior** to the commencement of any work. Minimum coverage with limits and provisions are as follows:

COMMERCIAL GENERAL LIABILITY INSURANCE:

It is required that individuals and firms contracting with the Town of Melbourne Beach, maintain Commercial General Liability insurance with a minimum per occurrence limit of not less than \$1,000,000 and with a deductible not greater than \$1,000. It is further required that the Town of Melbourne Beach be named as an additional insured to the contractor's CGL policy, and that proof of same in the form of a certificate of insurance be submitted before work is begun.

AUTOMOBILE LIABILITY INSURANCE:

It is required that individuals and firms contracting with the Town of Melbourne Beach who own licensed

motor vehicles that will be utilized in connection with any Town contract or job maintain automobile liability insurance and submit proof of same in the form of a certificate of insurance before work is begun. It is further required that individuals and firms contracting with the Town of Melbourne Beach who lease, rent, or borrow licensed motor vehicles that will be utilized in connection with any Town contract or job be required to maintain non-owned or hired automobile liability insurance and submit proof of same in the form of a certificate of insurance before work is begun.

PROFESSIONAL LIABILITY INSURANCE:

Professionals and professional corporations, associations, and firms who contract with the Town of Melbourne Beach to provide professional services are required to maintain Professional Liability Insurance and submit proof of same in the form of a certificate of insurance before work is begun.

WORKERS' COMPENSATION INSURANCE:

It is required that firms employing four or more people who contract with the Town of Melbourne Beach maintain Workers' Compensation Insurance at the statutory limits and employer liability insurance and submit proof of same in the form of a certificate of insurance before work is begun.

It is required that firms employing less than four people who contract with the Town of Melbourne Beach comply with the exemption and notice provisions of F.S. 440 and maintain employer liability insurance and submit proof of same in the form of a certificate of insurance before work is begun.

However, if you are a corporate officer of a corporation that is actively engaged in the construction industry, or a sole proprietor or partner who is actively engaged in the construction industry, then your exemption will not apply to any work performed at a commercial building project valued at \$250,000 or greater and you must secure workers' compensation coverage in accordance with F.S. 440.38 and these general conditions and submit proof of same in the form of a certificate of insurance before work is begun.

SECTION II

1. GENERAL INFORMATION

The Town of Melbourne Beach is requesting Statements of Qualifications from qualified consulting firms in the state of Florida. This solicitation shall be part of the Consultants Competitive Negotiation Act process as mandated in F.S.287.055. The Town reserves the right to enter into contract with more than one firm in different categories of work and to classify the type of work awarded to selected consultant(s).

2. SCOPE OF SERVICES

The scope of work may include, but is not limited to the following services: permitting, inspecting, reporting, compliance, testing, evaluation, planning, and design.

The firms will be expected to incorporate innovations and best practices relative to environmental sensitivity in all projects. Evaluation criteria may be based on typical availability to expedite permitting, inspection, effective quality control, construction management, error management, and engineering

Other criteria for selection may include previous experience, location & references, and ability to meet deadlines.

Additional related services may also be requested by the Town of Melbourne Beach. Authorization to perform tasks will be given on an individual task order basis in accordance with Town of Melbourne Beach Purchasing guidelines and budgetary restraints.

3. MINIMUM RESPONDENT QUALIFICATIONS

A copy of the Statements of Qualification requirements will be available beginning April 18, 2024 from the office of the Town Manager located at 507 Ocean Avenue, Melbourne Beach, FL 32951.

One (1) Marked as “**Original**” qualification package and four (4) copies must be submitted.

The Town reserves the right to reject any or all Statements of Qualification or any portion thereof, with or without cause, to waive technical errors and informalities, and to accept the firm, which, in its judgment will best serve the Town.

Qualified firms wishing to respond to this RFQ must provide all services described in this document, whether directly or through sub-consultants. The Town reserves the right to approve or disapprove any sub-consultants. This does not, however, limit the use of qualified sub-consultants.

The successful respondent will appoint one of its employees as the key contact for approval by the Town Manager.

It is the Town's belief that the service required is adequately described herein. Therefore, any negotiated contract or Task Order, which may result from this RFQ, must include the entire effort required of the respondent to provide the service described. Specifically, no additional fees shall be allowed for any additional services performed for any reasons whatsoever except those directly attributable to the Town's errors or omissions. A provision to this effect shall be included in any negotiated contract.

SECTION III

PROPOSAL SUBMITTALS

For the response to be considered, one (1) original **marked "ORIGINAL"**, and four (4) copies of the proposal must be received by the Town of Melbourne Beach on or before **3:00 P.M. Friday, May 16, 2025**.

Respondents must include the following information and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

Title Page (1 page maximum): Title Page shall show the Request for Qualification subject and title; **“Request for Qualifications, CONSULTING SERVICES FOR BUILDING OFFICIAL SERVICES, INSPECTION SERVICES AND PLAN REVIEW SERVICES for the Town of Melbourne Beach, Florida”**; the firm's name; the name, address, telephone number and email address of a contact person; and the date of the proposal.

Cover Letter (2 pages maximum): The response shall contain a cover letter signed by a person who is authorized to commit the offeror to perform the work included in the RFQ and should identify all materials and enclosures being forwarded in response to the RFQ. **The cover letter shall clearly indicate**

which category (or categories) of work for which the firm wishes to be considered.

Table of Contents (1 page maximum): The Table of Contents shall provide a listing of all major topics, their associated section number, and starting page.

Executive Summary: The Executive Summary section of the proposal shall be limited to two (2) typewritten pages. The purpose of the Executive Summary is to provide a description of the offeror's ability to meet the requirements of the RFQ.

General Information: The General Information section of the proposal shall be limited to two (2) typewritten pages. The purpose of the General Information section is to provide a brief discussion of Proposers business history and current purpose/function in the marketplace.

Summary of Qualifications: The Summary of Qualifications section of the proposal shall be limited to two (2) typewritten pages **per category, which the consultant wishes to be considered.** Indicate the Proposers background in providing these services to governmental entities. Provide a listing of comparable client references that are using the Proposers professional services, (i.e., client name, address, telephone number, contact person and length of time service was provided). Indicate specifically the members of the firm who will have primary responsibility for the Town's contract. Also, indicate all key individuals and their tasks and/or areas of expertise. Innovative approaches to projects should be highlighted. **Each category should be tabbed for ease of evaluation.**

Resumes and Attachments (5 pages maximum): Resumes and additional information which the offeror feels will assist in the evaluation should be included.

SECTION IV

REQUEST FOR QUALIFICATION TIME LINE

The anticipated schedule for this RFQ is as follows: Ranking based on written submittals will be made within sixty (60) days of submittal of the qualification package. If Oral interviews are required, Interviews will be scheduled within ninety (90) days of submittal of written qualifications and final ranking within thirty (30) days of interview dates.

EVALUATION PROCEDURE

All responses will be subject to a review and evaluation process. It is the intent of the Town that all consultants responding to this RFQ who meet the requirements shall be ranked in accordance with the criteria established in these documents. The Town will consider all responsive and responsible responses received in its evaluation and award process. The Town will appoint a committee to evaluate the submittals.

The Town's evaluation criteria will include consideration of, but will not be limited to the following:

- 1) Responsiveness of the consultant related to the Scope of Work;
- 2) The ability, capability and skill of the consultant to perform the contract;
- 3) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- 4) The ability of the proposer to provide future service for the use of the subject of the contract;
- 5) The sufficiency of the financial resources and ability of the consultant's personnel to perform the contract or service;

- 6) Whether the consultant has performed similar contracts within the time specified, without delay or interference;
- 7) The character, integrity, reputation, judgment, experience and efficiency of the consultant;
- 8) The quality of performance of previous contracts;
- 9) The previous and existing compliance by the proposer with laws and ordinances relating to the scope of services;
- 10) Responsiveness of client references;
- 11) Location as it relates to the ability of the consultant to provide requested services;
- 12) Such other information as may be secured deemed applicable by the Town.

CRITERIA

Firms meeting the mandatory criteria will have their proposals evaluated and scored for qualifications in categories, which they have been requested to be considered. The following represent the principal selection criteria which will be considered during the evaluation process.

1) Mandatory Elements

- a) The Building Official is licensed in the State of Florida.
- b) Services will be performed during the Town's regular business hours.
- c) The Building Official will be on-site at 507 Ocean Avenue as mutually agreed upon.
- d) Inspectors will be dispatched on as an as-needed basis
- e) A representative will be on-site on a weekly basis based on activity level.
- f) A representative will be available by phone and email.
- g) A representative will meet with the public by appointment.

2) Experience and Qualifications

- a) Has the firm successfully completed work for the Town in the past?
- b) Location of firm's office and personnel
- c) How well has the firm demonstrated experience completing similar projects on time and within budget?
- d) How successful is the general history of the firm regarding timely and successful completion of projects?
- e) Do the individuals assigned to the project have experience on similar projects?
- f) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- g) How knowledgeable are the offeror's personnel of the local area; and how many individuals have worked in the area previously?
- h) How extensive is, the applicable education and experience of the personnel designated to work on the project?
- i) Has the firm provided innovative solutions on previous projects?

During the evaluation process, top-ranked firms may be asked to participate in oral interviews. Such interviews will provide firms with an opportunity to answer any questions the Town may have on a firm's proposal. Not all firms may be asked to participate in such interviews.

SELECTION PROCESS

In general, the Town wishes to avoid the expense to the Town and to proposers of unnecessary presentations. Therefore, the Town will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm(s) can be clearly identified by review of the written submittals alone, then the evaluator(s) shall request to schedule the top ranked firm(s) for interviews (up to five) in person.