



**South Florida Regional Planning Council**

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# **REQUEST FOR QUALIFICATIONS FOR PLANNING SERVICES**

**JUNE 21, 2022**  
**AMENDED JULY 11, 2022**

**Deadline for responses to RFQ: August 19, 2022, 5 p.m.**

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL**

**REQUEST FOR QUALIFICATIONS**

**Professional Planning Services  
On A Continuing Contract Basis**



# REQUEST FOR QUALIFICATIONS (RFQ) FOR PLANNING SERVICES (UPDATED JULY 11, 2020)

## I. INTRODUCTION

### A. Overview

Thank you for your interest in providing professional services to the South Florida Regional Planning Council. We have made every effort to simplify the original RFQ issued on June 21<sup>st</sup> and differentiate between the Request for Qualifications and a competitive bidding process.

The sole purpose of this RFQ is to identify and pre-qualify consultant firms who can augment Council staff and assist us in securing and implementing contract work from multiple sources.

The South Florida Regional Planning Council provides technical assistance to local governments and other regional stakeholders in an array of planning areas. These include, but are not limited to, economic development; data analysis; resilience/peril of flood; urban design; transportation planning; transportation impact methodology, planning and analysis; GIS; affordable housing analysis; water and wastewater infrastructure planning; preparation of comprehensive land use plans; capital improvement elements; brownfield assessment, remediation, and redevelopment; grant writing support; and assessment of large-scale development impacts.

The South Florida Regional Planning Council (“SFRPC/Council”) is requesting statements of qualifications from environmental, planning, engineering, or general consulting advisory firms (hereinafter “Consultants”) registered to do business in Florida with a local office and personnel in Southeast Florida (Monroe, Miami-Dade, Broward, and Palm Beach counties) to provide professional services such as the following:

#### **Categories / Topic Area:**

- Environmental Services; Brownfields Services
- Grant Writing
- Resilience Planning Services including Vulnerability Assessments
- Transportation Planning Services
- Economic Development Planning and Research
- General Planning Services

#### **Greater Detail:**

- **Environmental Services and Brownfields Services:** Environmental site assessment, consultation, and related services for the SFRPC Brownfields Program, as required by any

Revolving Loan Fund (RLF), Clean Up Grant, Assessment Grant, or Multi-Purpose Grant from the U.S. Environmental Protection Agency (EPA). The intent of the SFRPC is to facilitate the redevelopment and revitalization of hazardous substances and/or petroleum-contaminated Brownfield sites and promote overall economic and environmental enhancement in communities. Qualified firms will bring experience, comprehensive technical skills, a collaborative style, and insight to a partnership with the SFRPC to refine and potentially implement grants and explore other grants as competitive processes for funding are announced. Consultants must be able to comply with US EPA federal qualifications-based procurement requirements specified in 40 CFR 200.317-326, the Brownfields Program. Qualified firms will assist with securing and if awarded, potentially implementing EPA-funded assessment grants.

- **Grant Writing:** Grant writing and technical assistance for various programs in the Regional Planning field, including environmental, transportation, resilience, and economic development program areas among others. The programs may include the Florida Department of Environmental Protection (FDEP) programs, Florida Department of Economic Opportunity programs, SFRPC Brownfields Program, any Revolving Loan Funds (RLF), Clean Up Grants, Assessment Grants or Multi-Purpose Grant from the U.S. Environmental Protection Agency (EPA) and other state or federal agencies with similar programs.
- **Resilience Planning Services including Vulnerability Assessments:** Demonstrated expertise in the development of Flood Vulnerability Assessments, Post Disaster Recovery Plans, codification of resilience strategies, Peril of Flood requirements, data compilation, technical data analyses and reporting, spatial querying, public outreach, consultation, and related services on Resilient Florida Grant program contracts with various South Florida municipalities. The intent of the SFRPC is to assist local communities, both coastal and inland, in inventorying their critical assets for flood risk in order to better plan for future flooding and other climate risks. Various programs exist to assist entities in assessing and planning for the risks of flooding and sea level rise under s. 380.093, F.S. The objective is to promote community resilience planning in Florida's communities and to support the completion of vulnerability assessments, including ensuring compliance with Peril of Flood, and support other resilience initiatives. The vulnerability assessment process, specifically, is intended to include the assessment of available data, community engagement, inventory of critical assets, Exposure Analysis, Sensitivity Analysis, and Focus Area Mapping and the creation of a Vulnerability Assessment Report.

**Key tasks include:** GIS modeling, inventorying available data and identifying existing data gaps, data collection, planning and engagement in community workshops and meetings,

critical and regionally significant asset inventory, Exposure Analysis, Sensitivity Analysis, Focus Area Mapping, Peril of Flood compliance, FDEP reporting, presentation, and engagement with the SFRPC leadership and membership, and other activities that may be required.

- **Transportation Planning Services:** Expertise to support Council staff in the technical tasks of all areas of urban and transportation planning to guide public policy planning, decision making, and investments related to transportation, transit-oriented development (TOD), and other mobility needs.
- **Economic Development Planning and Research:** Expertise to support the Council's economic development program including researching and developing long-term objectives, strategies, and approaches to urban redevelopment and revitalization; analysis of business incentives and economic impact; economic impact analysis reports using Regional Economic Models, Inc. software and other economic research tools; and assessing tax revenue and economic impacts of redevelopment/revitalization projects and business relocation with Monroe, Miami-Dade, and Broward counties. Professional support is needed to research, compile, analyze and interpret data on economic, labor, and demographic conditions and trends.
- **General Planning Services:** Includes research and analysis on special issue topics; preparing, reviewing, and revising Comprehensive Plans, including the preparation of Evaluation and Appraisal Reports and Amendments.

The SFRPC seeks to establish a continuing contract with qualified planning, engineering, environmental and/or general consulting advisory firms in order to be able to periodically issue to such firms specific Task Assignments to provide services and other items as may be required. Respondents to this Request for Qualifications (RFQ) must be prepared to meet all federal and state requirements for work funded by any federal or state grant.

**Additional notes:**

1. The SFRPC seeks to pre-qualify and contract with several firms on an ongoing, as needed, basis during this process and beyond.
2. Contract requirements and insurance coverage will be addressed separately to reflect what is usually required depending on the planning area.
3. You are not required to submit on all categories. Please pick your specialty/specialties.
4. There is no specific contract at this time.

5. The SFRPC has not previously pre-qualified consultant firms. The intention is to identify qualified firms to work with in the future while streamlining the procurement process.
6. No minimum or maximum amount of work is guaranteed under any future contracts that may result from this Request for Qualifications.
7. A firm may submit both as a prime and/or serve as a subconsultant under another firm.

#### **B. Term of Contract**

The term of the contract shall be as set forth in the contract upon mutual agreement and shall require the Consultant to complete all work in a timely manner so that the SFRPC can meet its contractual requirements. The SFRPC, at its sole discretion, will perform annual performance reviews to allow contract extensions. Conversely, the SFRPC, at its sole discretion, may terminate a contract if work is not provided in a timely manner.

We do not currently have an annual proposed budget or contract duration.

#### **C. Type of Contract Contemplated**

It is anticipated that the contract will be a continuing contract which will be amended as needed to assign/delegate tasks. No task assignments will be issued until after a continuing contract has been executed between the SFRPC and the Consultant.

A copy of the proposed contract containing all requirements will be provided to the Consultant at the time of contract negotiation. The SFRPC reserves the right to revise any proposed contract in connection with negotiations with specific Consultants and to revise any executed contract with any Consultant at any time to include additional terms and conditions as may be required pursuant to grants awarded to the SFRPC from time to time.

#### **D. Submission Deadline and Submittal Requirements**

1. **Submission Deadline:** All responses to this RFQ must be received in the offices of the South Florida Regional Planning Council by August 19, 2022. **The Council reserves the right to contract for professional services at any time as needed.**
2. **Submittal Requirements:** Respondents to this RFQ are requested to please provide **one (1) signed original, five (5) copies** of their qualification statements, and jump drive to SFRPC's offices with the following:

- I. Please use your 12-point font of choice; and at least 1.15 line spacing to facilitate reading of the qualifications. This does not apply to resumes.
- II. Clearly articulated Letter of Interest, three-page limit. The letter should include project approach and show an understanding of expertise with a focus in environmental, planning, engineering, or general consulting advisory services.
- III. Statement of Qualifications, three-page limit per category/topic area that applies to the Consultant, exhibiting how the applicant meets the project experience and expectations of the SFRPC.
- IV. If you are presenting qualifications in more than one category, you can provide the entirety of the backup for that category.
- V. Provide a team organizational chart indicating the specific role of each team member in the project and key personnel working in the category/topic area. Also, if any team member or key personnel will be a sub-consultant or subcontractor this shall be clearly indicated in the submittal of this RFQ.
- VI. Resumes of key firm personnel providing expertise and developing work product. To the best of your availability please indicate the personnel that would be working with the SFRPC in the category/topic area. Font and spacing requirements do not apply to resumes.
- VII. Provide four (4) verifiable references from the past five (5) years. Provide on-time and on-budget performance data, and a brief description of the work performed for that client.
- VIII. Provide schedule of fees outlining individual/firm fee structure based upon an hourly and per diem basis.
- IX. Provide the location of the firm's South Florida office(s), office director, and project director. We would like to know who the key personnel/expert/project director are that the SFRPC would be working with and where they are located.
- X. Provide evidence of past or current experience in public sector efforts. Please submit what you believe to be relevant but still succinct.
- XI. A firm may submit both as a prime and/or serve as a subconsultant under another firm.

Submittals should be organized and presented in the same order that the information is requested in this RFQ.

## E. Correspondence

All responses to this RFQ are to be submitted to:

Ms. Kathe Lerch  
Director of Administration  
South Florida Regional Planning Council  
1 Oakwood Boulevard, Suite 250  
Hollywood, FL 33020  
Phone: (954) 924.3653  
Email: [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com)

**Email should be used to submit questions only.** Delivery of RFQ packets may be delivered via hand delivery, U.S. Mail, or overnight delivery service; however, the SFRPC shall not be responsible for delays in delivery by any delivery service or postal service.

Proposals may be opened by SFRPC staff as received. They will be kept confidential until after the pre-qualification process has been completed. This RFQ and any resulting contract shall be governed by and construed according to the laws of the State of Florida, including Chapter 119, *Florida Statutes*.

## II. TERMS AND CONDITIONS

### A. Number of Awards / Contracts

The SFRPC, at its sole discretion, will determine how many contracts are deemed appropriate to meet the needs of the Council. It is anticipated that there will be multiple contracts to address different areas of expertise. The SFRPC may contract with multiple firms for the same area of expertise.

### B. Contingencies

This RFQ does not commit the SFRPC to award a contract. The SFRPC reserves the right to accept or reject any or all responses to this RFQ; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope of services; or to cancel this RFQ in its entirety.

### **C. Modifications to the RFQ**

The SFRPC reserves the right to issue addenda to this RFQ, to make amendments to its provisions, or change the timelines related to this RFQ. Any addenda will be posted to the SFRPC website on or before August 12, 2022.

### **D. Materials Submitted Will Not be Returned to Consultant**

All material submitted by Respondents to this RFQ will be retained by and become property of the SFRPC and will not be returned to the Consultant.

### **E. Questions and Responses**

Once the RFQ has been advertised, please do not contact the SFRPC personnel directly for meetings, conferences, or technical discussions related to this RFQ. Failure to adhere to this policy may result in disqualification of the Respondent. All questions regarding this RFQ can be presented in writing to [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com).

Respondents will not receive specific responses to their questions in real time. Rather, responses to specific questions received prior to the deadline for submittal of questions to this RFQ, will be posted to the SFRPC website the following day or as soon thereafter as can reasonably be done.

## **III. SCOPE OF SERVICES AND OWNERSHIP OF WORK PRODUCT**

- A. Community Relations Support:** The Consultant may be required to provide community relations support during all phases of work. These activities may include preparing audio-visual materials and fact sheets, organizing, presenting and participation in public meetings, workshops, and strategic meetings.
- B. Task Assignment / Work Orders:** The SFRPC will issue work orders/tasks, in consultation with the Consultant, to perform services that are deemed necessary by the Council to be performed, with mutually agreed timelines and deliverables, as needed.
- C. Deliverables and Ownership:** All deliverables shall be submitted to the SFRPC in electronic and/or hardcopy formats, as defined in the Task Assignment. All deliverables will, upon submittal to the SFRPC, become the property of the SFRPC and thereafter shall be owned by the SFRPC.



#### IV. SELECTION PROCESS AND SCHEDULE

A. **Selection Process, Criteria and Weight:** The SFRPC will review and evaluate qualifications submitted. The following selection criteria will be used to evaluate the statements of qualification on a scale of 100 points.

1. **Ability and Experience of the Project Team:** **50 points**  
Submissions will be evaluated based on related experience, past record, qualifications of key personnel and team members and their knowledge of their respective field. The team must demonstrate exceptional skills and expertise.
  
2. **Approach to and Understanding of Regional Needs & Issues:** **40 points**  
Submissions will be evaluated based on the Responders' understanding and approach to providing the services and deliverables to the SFRPC that are set forth in this RFQ and ability to present information clearly.
  
3. **Pricing:** **5 points**  
Competitive schedule of fees outlining individual/firm fee structure based upon an hourly and per diem basis.
  
4. **References:** **5 points**  
References will be contacted and asked about contractor reliability, flexibility, responsiveness, quality, on-time performance, and consistency.

After the initial pre-qualification/ranking process is complete, the SFRPC may conduct interviews with a short list of finalists and/or request additional information.

B. **Project Schedule:** The following is a tentative schedule for this RFQ process.

Release of RFQ	June 21, 2022 Amended June 23, 2022 Amended July 11, 2022
Deadline for Submission of Questions	August 3, 2022
Date for Posting Responses to Questions	Ongoing until August 12, 2022
Deadline for Responses to RFQ	August 19, 2022, 5 p.m.
Tentative Date for Awarding of Contract	Ongoing / September 2022

## V. OTHER CONSIDERATIONS

- A. **Subcontracting:** Consultant shall not assign, sublet, or transfer any obligations, rights, or interests (including without limitation, moneys that may become due or moneys that are due) under any contract with the SFRPC, without the prior written consent of the SFRPC which the SFRPC may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet or transfer will release or discharge the assignor or transferor from any duty or responsibility under its contract with the SFRPC.

It is also contemplated that a continuing contract may have additional provisions restricting the Consultant's ability to assign, sublet or transfer, regarding Task Assignments. Any subcontracting of duties or responsibilities must also comply with all guidelines of the source funding agency, which may include the EPA, and as such must comply with the relevant procurement guidelines.

- B. **Indemnification and Hold Harmless:** It is contemplated that in the contract to be executed with the Consultant, the Consultant shall agree to indemnify, defend, save and hold harmless the South Florida Regional Planning Council, (SFRPC) its board members and employees, from all claims, damages, demands, liabilities and suits of any nature (including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial and appellate proceedings and post judgment proceedings in arbitration, bankruptcy and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due, to the extent caused by, any negligent act, error, omission, default under the contract with the SFRPC, or negligence or other wrongdoing or other wrongful conduct, of the Consultant, its subcontractors, agents or employees. The specific indemnification shall be set forth in the contract with the SFRPC and may differ from the foregoing. The indemnification language in any awarded contract will be consistent with F.S. §725.08.
- C. **Contract:** The selected Consultant will be expected to execute a Contract with the SFRPC for professional services and other items, with additional terms and in such form as may be required by the SFRPC.
- D. **Non-Discrimination:** Selected Consultants and the SFRPC agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age, marital status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties under the SFRPC's consultant contracts.