

**PALM BEACH COUNTY  
NOTICE**

Pursuant to Florida Statutes 287.055, Notice is hereby given that Palm Beach County requires professional services on the following project:

**COASTAL AND MARINE ENGINEERING ANNUAL SERVICES ON A TASK ORDER BASIS  
PROJECT NO.: ERM-CCNA-2019**

**SCOPE OF WORK**

**UP TO FOUR (4) CERTIFIED PROFESSIONAL ENGINEERING FIRMS TO PERFORM STUDIES, EVALUATE EXISTING COASTAL AND MARINE CONDITIONS OR STRUCTURES, MANAGE BIOLOGICAL AND PHYSICAL MONITORING PROJECTS, AND PREPARE REPORTS. PREPARE PERMIT APPLICATIONS, PLANS AND SPECIFICATIONS FOR COASTAL AND MARINE PROJECTS. SERVE AS AN EXPERT WITNESS. PROVIDE ASSISTANCE WITH BIDDING CONSTRUCTION CONTRACTS AND INSPECTION OF CONSTRUCTION PROJECTS.**

Consultants interested in this project are required to furnish one original (bound) and one electronic version (PDF format) of their proposal no later than 4:00 P.M., May 3, 2019, with the following:

- 1) Letter of Interest (4 pages maximum) including reference to this Notice and the Summary Table. Minimum font of 11 and minimum margins of 0.75" requested along with sufficient spacing within the letter.
- 2) GSA Form SF 330, to include those personnel within your firm, or sub-consultants who have expertise in the following categories:  
**11.01 (Offshore Sand Studies) and 11.02 (Beach Restoration).**
- 3) A completed Prime Consultant Questionnaire.
- 4) A completed Sub-consultant Questionnaire (for each sub-consultant).
- 5) Summary Table Form
- 6) Copy of S/M/WBE (Palm Beach County) Certificate and/or M/WBE (State of Florida) Certificate.
- 7) Proposal Certification Form.
- 8) Conflict of Interest Disclosure Form (for Prime and each sub-consultant).

Relevant forms may be obtained by contacting Juan Cueto at 561-233-2431 or [jcueto@pbcgov.org](mailto:jcueto@pbcgov.org), or at [www.pbcerm.com](http://www.pbcerm.com). Interested firms are required to periodically check the website for additional information or amendments to this notice.

**Note:** In accordance with *Palm Beach County Code 2-351 through 2-358*, "Cone of Silence" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation.

The proposal should be sent to:                    Juan Cueto, Technical Assistant III  
Department of Environmental Resources Management  
2300 N. Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, FL 33411-2743

Pursuant to the *Palm Beach County Code Section 2-80-21 – 2-80-34*, the County will provide contracting opportunities for Small Business Enterprises (SBEs) and also desires to provide contracting opportunities for Minority and Woman Businesses (M/WBEs) in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultants' Competitive Negotiation Act" (CCNA). Responses will be evaluated based on the criteria set out in the County's PPM #CW-O-048 and the Affirmative Procurement Initiatives (APIs) determined by the County's Goal Setting Committee. The APIs for this solicitation are: **the SBE goal for this project is a mandatory minimum of 20% participation.**

**If a mandatory SBE or M/WBE goal applies to this solicitation, then any proposal that fails to comply with the required goal shall be deemed non-responsive after the period allowed for waiver requests has lapsed.** If a proposer is unable to comply with a required goal, such proposer shall submit a request for a waiver or partial waiver at least 7 days prior to the proposal due date. If a proposer requests a waiver from a goal from the Office of Equal Business Opportunity (EBO) at least 7 days prior to the proposal due date, then the proposal due date will be extended pending the outcome of a waiver request. Additionally if the waiver is granted the solicitation will be amended accordingly and the due date extended again. Fillable pdfs of all EBO forms can be found on the EBO website at <http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>. Also, see the EBO Ordinance and Countywide PPM CW-O-043 for further information on the County's EBO Program.

Additional information pertaining to this project can be obtained from Joseph Chaison, P.E., Engineering Services Section, Department of Environmental Resources Management at [jchaison@pbcgov.org](mailto:jchaison@pbcgov.org), or at [www.pbcerm.com](http://www.pbcerm.com).

A **NON-MANDATORY PRE-PROPOSAL MEETING** will be held on **April 9, 2019 at 10:00 a.m.** at the Vista Center, Conference Room 1E-60, 2300 N. Jog Road, West Palm Beach, FL 33411. The purpose of the meeting is to provide a general overview of the anticipated scope of work, vendor registration, SBE mandatory participation, and to respond to general questions about the contract. All interested firms are encouraged to attend.

In addition, prior to submission of a proposal, any firm or individual, as a prime consultant or as a sub-consultant, desiring to provide architectural, engineering, landscape architectural, or surveying and mapping professional services to Palm Beach County **must first be CCNA certified with the Engineering and Public Works Department** as qualified pursuant to law, and in accordance with the most recent administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

Proposer must register in the County's Vendor Self Service ("VSS") at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService> in order to propose on County contracts. If proposer intends to use subconsultants, proposer must also ensure that all subconsultants are registered as vendors in VSS.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Any proposer may protest a notification of recommended award by submitting a written protest to Dept. of Environmental Resources Management, at 2300 North Jog Road, 4<sup>th</sup> Floor, West Palm Beach, FL 33411 within five (5) business days after the posting of the notification of recommended award by the Department. After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Department.

Palm Beach County reserves the right to reject any or all responses; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel the solicitation in its entirety.

This Notice given this 4th day of April, 2019.

PALM BEACH COUNTY, DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT

BY: 

Deborah Drum, Director  
Dept. of Environmental Resources Management

**PUBLISH: THE PALM BEACH POST**

**SUNDAY: April 7, 2019**

**April 14, 2019**