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| East Lake Tarpon Special Fire Control District | | |
|  | <i>SOP 108.1 Contracting for Professional Services</i> | |
| | Implementation Date: 05/2003 | Revision Date(s): 04/26/2011 |
| | | Reviewed Date(s): |
| | Forms or Attachments: None | |

INTRODUCTION

The purpose of the policy and procedure, established hereunder, is to ensure East Lake Tarpon Special Fire Control District's compliance with Section 287.055 F.S. known as the "Consultant's Competitive Negotiation Act" (CCNA). The following is a summary:

When requiring services within the scope of practice of professional architectural, engineering, landscape architectural, or registered surveying and mapping as defined by the laws of the State of Florida, the District shall select such consultants in accordance with the Consultant's Competitive Negotiation Act (CCNA). This process shall involve appropriate administration of public announcement and qualification procedures, competitive selection, and competitive negotiation as further described below.

POLICY AND PROCEDURE

A. General Policies:

1. The District shall encourage consultants desiring to do business with the District to establish a general qualification file with the District for receiving direct notification when consulting services are required. The Administrative Office shall administer and maintain such files, database, and listing of firms certified to do business with the District.

The certification requirements shall include:

- a) Proof of the firm being licensed in the State of Florida:
 1. A copy of the firm's Florida Department of Business and Professional Regulation's license to practice.
 2. If a corporation, a copy of the Florida Secretary of State's Corporation Registration.
- b) If applicable, proof of the firm's certification as a Minority Business Enterprise as provided by the Florida Small and Minority Business Assistance Act of 1985.
- c) Proof of professional liability insurance.
- d) A current SF-254 (federal standard form) with all sections completed.

- e) Resumes of the firm’s significant owners, officers, or principals in charge.

As a prerequisite to being placed on a qualified list, the consultant must submit the required information to demonstrate qualifications. After the consultant satisfies these requirements, the consultant will be certified by the Fire Chief.

When certified, the name of the consultant and the area of professional expertise shall be added to the District’s “Qualified List of Architectural, Engineering, and Surveying/Mapping Consultants.” Certified firms will be asked to update their files on an annual basis to maintain certification with the District.

2. When professional services are considered necessary the Board of Fire Commissioners will approve the start of the selection process.
3. A Selection Advisory Committee (SAC) shall be appointed by the Chairman of the Board of Fire Commissioners and shall include one Fire Commissioner, the Fire Chief, Division Chief, and the Financial Administrator. Other persons chosen to provide outside input and citizen involvement may be appointed to the committee at the Chairman’s direction. Administration shall provide staff for secretarial or other services related to committee activities.

The SAC shall function as an oversight committee to review and make recommendations on all CCNA consultants hiring by the Board of Fire Commissioners. The objectives of SAC shall be to:

- Provide fair competition among all consultants desiring to compete for District work.
- Provide an equitable distribution of work among qualified firms.
- Provide that consultant performance issues of past similar projects were satisfactory both within and outside of the District.
- Endeavor to meet the Minority Business Enterprise procurement goals set forth under Section 287.09451 F.S.

B. Competitive Selection Procedures:

1. When consultant services meeting CCNA requirements are needed, the Office Manager shall issue a Public Announcement in a daily regional newspaper. Publications of statewide and national distribution may be utilized for such announcements when the magnitude of the project merits this effort. The request

shall include a project title and a brief description of the project, services required the deadline for receipt of letters of interest and project specific qualifications.

The Financial Administrator shall check to insure funds are budgeted to support the professional services requested prior to an announcement being issued.

From the qualified list of consultants on file the Office Manager will send all firms, which are qualified for the particular type of project or service a public announcement of the proposed project as described above.

2. Within one (1) business day following the submittal deadline, the Office Manager shall distribute copies of all letters of interest/qualification statements received to the SAC employees for their review, rating, and comment at a subsequent SAC meeting. All written summaries and ratings developed by SAC for presentation to the SAC shall be on forms and/or formats as approved by the SAC. (Form 108.1b and 108.1c)
3. At a publicly scheduled SAC meeting, the committee shall review the qualifications of those firms having indicated written interest and select a short list of three (3) or more of the most qualified. In determining this short list the committee will evaluate the following criteria:
 - The capabilities and adequacy of the consultant's proposed personnel and sub-consultants.
 - Past record of performance on similar projects.
 - Recent relevant experience on comparable projects.
 - The firm's size, financial resources, and business ability relative to the District Project's scope.
 - Location, recent, current and projected workloads.
 - Volume of work previously awarded to a firm by the District.
 - Whether a firm is a certified Minority Business Enterprise.
4. Following the SAC's establishment of a short list, requests for proposals will be solicited from the short-listed firms and/or the firms may be required to make public presentations and interview with employees of the SAC and departmental professional staff. The information obtained shall be used to determine a final recommended ranking of the most qualified firms.
 - A. The SAC with the assistance of administration shall prepare a request for proposal and send it to the listed firms and/or schedule interviews as directed by the Board of Fire Commissioners.
 - B. The request for proposals or interview presentations shall include:
 - A request that the firm provide a proposed scope of services for the project.

- A request for specific and general information on how the firm will proceed with the project from a technical management approach, and the firm's understanding of District needs and project issues.
- A final team organizational chart indicating all project personnel and sub-consultant relationships.
- The firm's proposed schedule for the project.
- A sample "Standard" contract indicating legal and contractual conditions with which the firm must comply if selected.
- Specific instructions on how, when, and where proposal shall be submitted. All proposals will be received by the District's Administrative Office.
- The requirement that the proposal be submitted as a sealed package.

C. Following the receipt of proposals and/or interviews, the SAC shall review each firm's final qualifications based on:

- Team/Staff Quality and Overall Experience
- Experience on Projects of Similar Scope/Magnitude.
- Technical Approach and Proposed Scope of Services.
- Understanding of the District's Needs and Project Issues.
- Firm's Proposed Schedule/Ability to Meet Deadlines.
- Proof of the Firm's Certification as a Minority Business Enterprise, if applicable.

5. Minority Business Enterprise Consideration: Consistent with Section 287.055 (3)(d) F.S., if a firm consultant is on a Minority Business Advocacy and Assistance Offices' certified Minority Business Enterprise list and provides proof of certification, the SAC shall award a total of five (5) points toward consideration of the evaluation criteria in selecting the firm/consultant.
6. The final recommended ranking of the three (3) best qualified firms in numerical preference shall be presented to the Board of Fire Commissioners, through the Fire Chief, for the Board's approval and authorization to negotiate with the top ranked firms in the order of their numerical preference.

C. Competitive Negotiation Procedures

1. Negotiations for a contract shall be conducted by the Board of Fire Commissioners and/or appropriate staff and shall be carried to conclusion with the top ranked firm. If negotiations are unsuccessful, that firm shall be notified in writing; and negotiations shall be undertaken with the second ranked firm. Failing accord with the second firm, negotiations with the third firm shall be undertaken. If no proposed contract is agreed upon between the District and the three (3) ranked firms at a price the District recommends as fair, competitive, and reasonable, the SAC shall make further recommendations to the Board of Fire Commissioners on additional firms with which to negotiate. Following the development of a successfully negotiated agreement, the

District Board of Fire Commissioners shall approve the contract, following necessary contract review by legal staff.