



WEST PALM BEACH

Procurement

# Application for Pre-Qualification as a Professional Consultant CCNA



**City of West Palm Beach  
Procurement Division  
401 Clematis Street, 5th Floor  
West Palm Beach, FL 33402  
Phone: 561-822-2100  
TTY: 1-800-955-8771**



## Application Instruction

### 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.

Instructions are as follows:

1. Each firm is to submit one (1) original and one (1) copy of the complete package.
2. Each package must represent the capabilities of your firm. Examples of completed projects, such as picture/ drawing, description/involvement of previous project(s), equipment own (if applicable) to support your qualification to each Type of Work.
3. Review the Type of Work listed and determine the Types of Work your firm is qualified to perform. Fill out the Qualification form (QFW1) and submit it with the application package.
4. Personnel qualified to perform various Types of Work must be listed out on the Qualification form (QFW1), and the resumes you submit for such personnel must support their ability to perform this work. Also, include professional certification if applicable.
5. 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.
6. A completed Package must be mailed or delivered to the Procurement Office at 401 Clematis Street, 5th Floor, West Palm Beach, Florida 33401.

After evaluation of your Application for prequalification package, the Procurement Official will notify you as to whether have been pre-qualified by the City.

#### **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 on an annual basis. Any professional personnel change, a new Application must be resubmitted.

**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 Program. A Small Business is domiciled in Palm Beach County and certified by Palm Beach County, School Board of Palm Beach County or the City of West Palm Beach, which is an independently owned and controlled business concern organized to engage in commercial transactions and whose adjusted gross margin, including all offices or locations, does not exceed the following:

- (a) In construction, the annual adjusted gross margin of \$9,000,000 (averaged over the previous three (3) years, or if in business less than three (3) years, averaged during the duration of business);
- (b) In commodities, the annual adjusted gross margin of \$5,000,000 (averaged over the previous three (3) years, or if in business less than three (3) years, averaged during the duration of business);
- (c) In professional services, the annual adjusted gross margin of \$5,000,000 (averaged over the previous three (3) years, or if in business less than three (3) years, averaged during the duration of business).

The dollar thresholds will be adjusted each October according to the Consumer Price Index and shall be in conjunction with Palm Beach County's Office of Small Business.

Applications for Certification as a Small Business can be obtained from Aisha Darrough, Procurement Division/Small Business Program at (561) 822-2103/ Email: [adarrough@wpb.org](mailto:adarrough@wpb.org).

For questions regarding the CCNA application, please contact:

Charisse Mayfield, Contract Specialist

Office Tel: 561-822-2100 / TTY: 800-955-8771  
Dir. Tel: 561-494-1056 Email: [CMayfield@wpb.org](mailto:CMayfield@wpb.org)

Office Location:  
City Hall  
Procurement Division, 5th Floor  
401 Clematis Street  
West Palm Beach, FL 33401

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



Donna L. Levensgood, MSF, CPPO, CPPB  
Procurement Official

## 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.: \_\_\_\_\_

Firm's Current Annual Gross Income: \$ \_\_\_\_\_

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. **We removed some Type of Works on this revised application.**

### 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.

### **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.

### **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.

## Code    Types 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.

### **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.

## Code    Types of Work

### **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.

### **122    Solar Power Systems**

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Solar Power Systems, including interfaces with building or facility electrical systems, FPL energy interchange and installation design of solar panels as well as knowledge of current South Florida Building Code requirements. 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 engineering or Solar Power system design.

### **123    Green Infrastructure**

Requires engineering expertise in planning, designing, permitting, bidding and construction administration phases of service for Green Infrastructure, 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 Florida Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, and the South Florida Building Code. 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 and Landscaping design and stormwater pollutant removal technologies.

## Code    Types of Work

### **124    Transportation Engineering**

Requires engineering expertise in complete streets design, transportation engineering, traffic engineering, roadway geometry, design exceptions, lane elimination, grading and drainage improvements, lighting photometric design, streetscapes, bicycle design, bicycle signalization, signing and pavement markings, signalization projects, value engineering, permitting, bidding and construction administration services in connection with Transportation Engineering as well as knowledge of current rules and regulations of local, state and federal agencies, including the Department of Environmental protection Agency, South Florida Water Management District, the Palm Beach County Engineering, Federal Railroad Administration, and the Florida Department of Transportation. The firm must employ at least one professional engineer, registered with the Florida State Board of professional Engineers, having training and experience in traffic engineering.

### **125    Urban Design**

Requires engineering, architectural or landscape architectural expertise in high level vision, including but not limited to, conceptual design, programming, and integration of the Downtown Mobility Study into the existing and anticipated land use framework, planning, designing, permitting, bidding and construction administration phases of service for various Urban 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. The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, one urban designer, registered with the American Planning Association, and 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 Urban Design.

### **126    Construction Management and Inspection**

Requires Engineering/Construction Management expertise in order to provide field oversight of various construction projects for Roadway, Utilities, Streetscapes, Parks and /or Vertical Construction, to ensure that work is proceeding according to the approved design plans and specifications and City standards, as well as schedule and budget requirements.

The following Types of Work No longer apply to CCNA Pre-Qualification Application:

Removed Code   Removed Types of Work

109	Environmental Analysis of Underground Fuel Storage Tanks
121	Golf Course Architect

**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 and professional certification (if applicable) for each person which supports their ability in prior relevant experience, capability, expertise.

Name of Employee	City of Residence	Florida Registration Number	Years of Professional Experience	Type of Work Code (Please list out all the code that apply)						

Form QFW1