



***GAINESVILLE REGIONAL UTILITIES***  
***CITY OF GAINESVILLE, FLORIDA***

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**Solicitation No. 2017-071**

**Issue Date: May 15, 2017**

**Due Date @ 2:00 p.m. June 8, 2017**

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR  
RECRUITMENT SERVICES FOR PROFESSIONAL ENGINEER  
AND TECHNICAL POSITIONS AT A MUNICIPAL MULTI-  
SERVICE UTILITY**

**Purchasing Representative:  
Name: James Frampton  
Title: Senior Buyer  
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Email: framptonjw@gru.com**

***Gainesville Regional Utilities***  
**301 S.E. 4<sup>th</sup> Avenue**  
**Gainesville, FL 32601**

## **1.0 PURPOSE.**

The purpose is to select qualified firms/providers to perform recruitment services to assist in the selection and placement of professional engineer and technical level employees.

## **2.0 SCOPE OF SERVICES.**

The selected firms shall conduct nationwide technical and professional engineer searches and recruitment, which includes the recruitment of a diverse group of applicants that demonstrate characteristics, experience and competencies that would qualify them for this position. The Contractor shall provide applicable services which will include, but are not limited to, the following:

- 2.1 Develop a strategy for carrying out the recruitment, including outreach to encourage applicants from diverse backgrounds to apply.
- 2.2 Prepare a Diversity Recruitment Plan for each search to be agreed upon by GRU prior to beginning recruitment for each position.
- 2.3 Develop a recruitment brochure/profile and solicitations that describe the various professional level positions, the City organization and the community.
- 2.4 Conduct a broad and thorough nationwide recruitment including, but not limited to, professional publications, advertisements, Internet, targeted recruitment and professional contacts to ensure a pool of qualified individuals.
- 2.5 Acknowledge receipt of candidates' application materials.
- 2.6 Review resumes and conduct initial screening of all candidates' applications utilizing the criteria developed with GRU.
- 2.7 Review resumes for background and qualifications and conduct preliminary telephone or Skype interviews to clarify each applicant's experience. Prepare a written summary to GRU detailing background, achievements, and strengths of each candidate, including the resume of up to 20 candidates with the most promising qualifications. Candidate information to be provided within 60 days of initiating a search.
- 2.8 GRU will review the written summary and resumes and select up to ten (10) candidates on which the Contractor shall verify education and employment history.
- 2.9 The team will select approximately 5 candidates to interview.
- 2.10 Assist with salary, contract and employment negotiations with the selected candidate.
- 2.11 Provide notification to all candidates not selected as finalists for the position.
- 2.12 Provide a one year guarantee on all retained searches.
- 2.13 Retain all documents in accordance with Florida Statute 119 (Public Records Law).

## **3.0 SCHEDULING.**

Coordinate all on-site portions of the selection process including scheduling interviews and other activities, and making travel and lodging arrangements as directed by GRU.

## **4.0 CONTACT BETWEEN PROPOSER AND GRU:**

All inquiries shall be directed to:  
James Frampton, Senior Buyer  
Purchasing Division, Gainesville Regional Utilities  
P.O. Box 147117, Station #A -130  
Gainesville, FL 32614-7117  
Phone (352) 393-1251  
E-mail: [framptonjw@gru.com](mailto:framptonjw@gru.com) (preferred)

## 5.0 STATEMENT OF QUALIFICATIONS FORMAT:

The Statement of Qualifications must be submitted in the following format:

- 5.1 Qualifications of Firm: The qualifications of the firm in terms of experience, service capability and resources will be reviewed in order to assess the ability of the firm to successfully recruit for the positions requested in the scope of work. The firm's ability to provide the necessary professional and technical expertise will be a major consideration.
- 5.2 Qualifications of Recruiters: The qualifications and experience of the individuals who will be directly assigned GRU is a major evaluation factor to be considered. Their educational and professional credentials as well as experience will be considered in evaluating the firm. Experience with other utilities and familiarity with utility and municipal requirements will also be considered in the evaluation process. GRU reserves the right to consider information obtained in addition to the data submitted in the Statement of Qualifications.
- 5.3 References: List three utilities in the last five years where the firm has successfully filled positions for professional engineers and/or technical employees.
- 5.4 Project Understanding: Describe firm's understanding of the objectives and scope of the requested services. Provide a typical list of services provided by the firm. Comment on firm's unique abilities and experience.
- 5.5 The firm must meet registration requirements to perform required services in the State of Florida

## 6.0 SUBMISSION OF QUALIFICATIONS:

- 6.1 Interested firms shall submit one original and one electronic copy on a disk or memory stick of their Statement of Qualifications (SOQ's) to GRU's Purchasing Division if sent by courier or hand delivered. Submittals may also be emailed to [framptonjw@gru.com](mailto:framptonjw@gru.com) . All submittals must be received by GRU **no later than 2:00 p.m., local time, June 8, 2017 at the following address :**

Gainesville Regional Utilities  
Purchasing Division  
301 S.E. 4<sup>th</sup> Avenue  
Gainesville, FL 32601

- 6.2 Submissions should include a Letter of Interest and sections corresponding to the five items above. Forms may be re-typed or resized to provide additional information or pictures provided the information requested is provided in the order requested. Each page should be numbered sequentially. The entire submission shall be limited to 50 single-sided 8.5x11" pages. Covers, table of contents, and divider tabs will not count as pages provided no additional information is included on those pages. Any pages over the stated limit will not be considered.
- 6.3 Submittals shall include on the envelope and the cover sheet the following information:

**Attention Purchasing  
"RFSQ No. 2017-056 for Recruitment Services"**

**7.0 SELECTION CRITERIA:**

The following criteria will be utilized by GRU to evaluate and rank the Statements of Qualifications.

- 7.1 Qualifications of the Firm: The qualifications of the firm in terms of experience, service capability and resources will be reviewed in order to assess the ability of the firm to successfully recruit for the positions being requested. will be a major consideration.
- 7.2 Qualifications of Project Personnel: The qualifications and experience of the individuals who will be directly assigned to GRU. Experience with other public funded projects and familiarity with municipal requirements and procedures will also be considered in the evaluation process.
- 7.3 Past Performance: The firm's successful experience in recruiting within the primary areas similar to the ones reflected in this RFSQ will be a major consideration. GRU will determine if the firm has the track record to provide the required services.
- 7.4 References: Firm shall provide references including current contact names and phone numbers of firms for which you have performed similar professional services.
- 7.5 Project Understanding: Describe firm's understanding of the objectives and scope of the requested services in a clear and concise, written expression.
- 7.6 Local Preference: The firm's status in relation to City of Gainesville Ordinance Ord. No. 001261, § 5, 3-29-04
- 7.7. Small Business preference.

**8.0 GRU SELECTION PROCEDURES:**

Selection of a firm to provide the aforementioned services will be in accordance with Florida Statutes, the City of Gainesville Purchasing Policies and GRU's Purchasing Procedures. GRU shall select the successful firm using the following steps:

- 8.1 Step 1 – As a result of this RFSQ, GRU will evaluate the Statements of Qualifications in accordance with the stated selection criteria and will rank the firms based on qualifications. All who respond to this solicitation will be notified of their status.
- 8.2 Step 2 - GRU may conduct oral discussions, which may include presentations, with any of the top three ranking firms regarding their qualifications, approach to the project, and ability to furnish the required services.
- 8.3 Step 3 – If applicable GRU will submit the final ranking to the City of Gainesville Commission for approval and request authority to initiate contract negotiations.
- 8.4 Step 4 – GRU intends to select the most qualified firms based on the selection criteria in the RFSQ. All responding Proposers will be notified of the intended award recommendation.

**9.0 CONDITIONS ESTABLISHED BY GRU:**

- 9.1 Late Submittal: Any response submitted after the due date and time as specified in the RFSQ will not be considered and will be returned unopened.
- 9.2 Rejection of Submittal: GRU reserves the right to reject any and all submittals received in response to the RFSQ and to waive any minor technicalities or irregularities as determined to be in the best interest of GRU. Non-acceptance of any Statement of Qualifications will not imply any criticism of the Statement or convey an indication that it was deficient.
- 9.3 All materials submitted in response to the RFSQ become the property of GRU and will be returned only at the option of GRU.
- 9.4 If any firm submitting a Statement of Qualifications is a corporation, it must be registered to conduct business in the State of Florida.

#### **10.0 PROPOSERS COST TO DEVELOP SUBMITTAL:**

GRU does not intend to pay for any information solicited or obtained by the submission of Statement of Qualifications. All costs for developing a submittal in response to this RFSQ or any oral presentation required as part of the selection process are entirely the obligation of the firm and shall not be chargeable in any manner to GRU.

#### **11.0 USE OF RFSQ RESPONSE IDEAS:**

GRU reserves the right to use any or all information presented in any response to the RFSQ, whether amended or not, except as prohibited by law. Selection or rejection of the submittal does not affect this right.

#### **12.0 LOBBYING:**

To ensure fair consideration and consistent and accurate dissemination of information for all proposers, the City prohibits communication to or with any department, employee, or agent evaluating or considering the proposals during the submission process, except as authorized by the contact person. During the blackout period as defined herein, except as pursuant to an authorized appeal, no person may lobby, as defined herein, on behalf of a competing party in a particular procurement process, City officials or employees except the purchasing designated staff contact in the purchasing division. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred. The blackout period means the period between the time the solicitation response is received by GRU Purchasing and the time City officials and employees award the contract. Lobbying means when any natural person, for compensation, seeks to influence the governmental decision-making, to encourage the passage, defeat or modification of any proposal, recommendation or decision by City officials and employees, except as authorized by procurement documents.

#### **13.0 DISCLOSURE AND CONFIDENTIALITY.**

- 13.1 "Confidential Information" includes, to the extent such information is defined pursuant to Sections 119.07 and 812.081, *Florida Statutes*, as trade secrets, confidential, or otherwise exempt from the Florida Public Records Law. "Confidential Information" that is marked as "confidential" upon receipt, may include, but not limited to, certain information about GRU's operations, specifications, formulas, codes, software, hardware, intellectual properties, and other confidential and proprietary information belonging to GRU, Work Product (as defined below) or technical documentation, prepared, developed, or obtained by GRU, Contractor, or any of GRU's or Contractor's agents, representatives, or employees.

- 13.2 "Work Product" may include creative work which may lead to programs, intellectual properties, computer software, computer programs, codes, text, hypertext, designs, and/or any other work products associated with or arising directly out of the performance of the Work.

#### **14.0 PUBLIC RECORDS.**

If Contractor is either a "contractor" as defined in Section 119.0701(1)(a), Florida Statutes, or an "agency" as defined in Section 119.011(2), Florida Statutes, Contractor shall:

- 14.1 Keep and maintain all public records, as defined in Section 119.011(12), Florida Statutes, that ordinarily and necessarily would be required by GRU.
- 14.2 Provide the public with access to public records on the same terms and conditions that GRU would provide the records and at a cost that does not exceed the cost provided by law;
- 14.3 Ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- 14.4 Meet all requirements for retaining public records and transfer to GRU, at no cost, all public records in possession of Contractor upon termination of this Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to GRU in a format that is compatible with the information technology systems of GRU.
- 14.5 **IN THE EVENT THAT CONTRACTOR HAS QUESTIONS REGARDING FLORIDA'S PUBLIC RECORDS LAW, CHAPTER 119 OF THE FLORIDA STATUTES, OR IF CONTRACTOR HAS QUESTIONS RELATED TO CONTRACTOR'S OBLIGATION TO PROVIDE PUBLIC RECORDS, CONTRACTOR SHOULD CONTACT THE GRU PURCHASING REPRESENTATIVE USING THE CONTACT INFORMATION PROVIDED IN THIS CONTRACT, CONTACT THE PURCHASING DEPARTMENT AT (352) 393-1240, OR EMAIL [PURCHASING@GRU.COM](mailto:PURCHASING@GRU.COM).**

#### **16.0 INSURANCE:**

Contractor shall meet the minimum insurance requirements at all times as required by law and GRU. Contractor shall notify GRU of any changes in coverage within seven (7) business days of knowledge of such change taking effect. Failure to maintain minimum coverage may result in breach of Contract. Contractor shall procure and maintain insurance with coverage amounts as required. Contractor must furnish GRU a certificate of insurance in a form acceptable to GRU for the insurance required with endorsement naming GRU as additional insured.

#### **17.0 DISCRIMINATION PROHIBITION:**

No person shall, on the grounds of race, sex, age, handicap, creed, color, or national origin, be refused the benefits of, or be otherwise subjected to discrimination under any activities resulting from this RFSQ.

#### **18.0 PROHIBITION AGAINST CONTINGENT FEE/TRUTH IN NEGOTIATION.**

This Request for Statement of Qualifications will be governed by the requirements of Florida Statute 285.055 in its entirety, to include the "Prohibition Against Contingent Fees and Truth in Negotiation".