

DAVID B LANGSTON DRIVE SIDEWALK

ENGINEERING SERVICES

REQUEST FOR PROPOSALS INFORMATION PACKAGE

FDOT FPID #: 435344-1-38-01

**Gulf County Board of County Commissioners
1000 Cecil G. Costin Sr., Blvd.
Port St. Joe, FL 32456**

**This Entire Package Is For Convenience Only and to Assist In Filling Out the Proposal.
Do Not Return With Your Proposal**

PART I – GENERAL INFORMATION

The Gulf County Board of County Commissioners is seeking professional consultant services for Design Services on the David B Langston Drive Sidewalk Project. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by FDOT to perform the indicated types of work.

Work Types: 3.1 – Minor Highway Design
Response Deadline: Friday, January 9, 2014 at 4:00 P.M. ET
Opening Date: Monday, January 12, 2014 at 10:00 A.M. ET

This project is federally funded with assistance from the FDOT and the Federal Highway Administration (FHWA). By submitting a letter of response, the Consultant certifies that they are in compliance with FDOT Procedure No. 375-030-006 (Restriction on Consultants Eligibility to Compete for Department Contracts) and that no principle is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

Information regarding the proposal can be obtained at the Gulf County Administration Building, 1000 Cecil G. Costin Sr., Blvd Room 312, and on the County's Web Site at www.gulfcounty-fl.gov. In order to ensure a fair, competitive, and open process, once a project is advertised for Letters of Qualifications, all communications between interested firms and the County must be directed to Ms. Kari Summers, Grant Writer-Coordinator, 850-229-6144 or at ksummers@gulfcounty-fl.gov.

Qualified Consultants are required to submit the original and three (3) copies of the letter of response to the Gulf County Clerk's Office, 1000 Cecil G. Costin Sr., Blvd, Room 149, Port St. Joe, FL 32456 by the response deadline. All letters of response shall be sealed.

PART II – PROPOSAL PREPARATION INSTRUCTIONS

The Letter of Response shall be signed by an authorized representative of the firm. All information requested must be sealed when submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters which are substantially incomplete or lack key information may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

Information submitted with the letter of response should include documentation to demonstrate the firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to present a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short list the firms. On-site presentations and/or interviews may be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being presented to the Board for approval. Negotiations will follow pending Board approval and FDOT approval.

All prospective submitters are hereby cautioned not to contact any County Commissioner member or any member of the Selection Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Selection Committee has arrived at a recommendation of the most qualified firms. Until notification is received, all contacts shall be channeled through Ms. Kari Summers at 850-229-6144 or at ksummers@gulfcountry-fl.gov. Failure to comply with these procedures will be cause for disqualification of the firm's proposal.

The Local Agency of Gulf County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement and any Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

The County shall comply with the Local Government Prompt Payment Act in accordance with Florida Statutes Chapter 218 and the Public Records Act in accordance with Florida Statutes Chapter 119.

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

SUBMITTAL REQUIREMENTS: The proposer shall submit the original and three (3) paper copies with all supporting documentation as described below (maximum of 20 pages total):

1. LETTER OF RESPONSE

Letter of response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually.

2. SCORING FACTORS (max score 100)

- a. **Ability of personnel (30 Points):** Identify the roles and responsibilities of the proposed personnel with each individual's experience and qualifications. Include resumes for each team player involved with the project.
- b. **Experience of the firm & References (30 Points):** Demonstrate experience in other projects of similar scope of work and complexity (a minimum of 3 sidewalk projects should be shown). A reference list for each project is required including the name of client contact familiar with the project, project name, telephone number and/or email address, brief description of the project, actual cost and project length. LAP projects should also be shown if possible.
- c. **Availability of workload & willingness to meet time requirement (20 Points):** Ability of the firm to manage this project within the specified project time and within budget. Show current workload of available personnel and hours projected on this project. Provide a schedule of project progress beginning with field review and ending with final plans and specifications.

- d. **Proposed approach and methodology (20 Points):** Explain how project design will be approached and what methodology will be followed when developing the design.

3. OTHER STATEMENTS, FORMS AND DOCUMENTATION

- a. Certificate of Insurance: see requirements as listed below
- b. Proof of Licenses/Certifications
Provide proof of proper State of Florida business licensure and professional certifications/registration(s) in the State of Florida.

Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification with the Secretary of State can be obtained at: <http://ccfcorp.dos.state.fl.us/index.html>.

- c. FDOT Prequalification: 3.1 – Minor Highway Design
- d. E-Verify
The consultant shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by Agency during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- e. Public Entity Crimes Statement
- f. Drug-Free Workplace Form
- g. Truth in Negotiation Certification
- h. Conflict of Interest Certification (FDOT Form #375-030-50)
- i. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts (FDOT Form #375-030-32)
- j. Certification of Disclosure of Lobbying Activities on Federal Aid Contracts (FDOT Form #375-030-33)

INSURANCE - The consultant shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is “preferred”; however, other ratings if “Secure Best Ratings’ may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any

of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name the County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the County, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

Workers Compensation Coverage: The consultant shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with Section 440.02(13)(d) and 440.10(1)(g) Florida Statutes. Contractor shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage: The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office. Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required: Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and

property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

Business Auto Liability Coverage: Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Excess or Umbrella Liability Coverage: Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

Professional Liability: \$1,000,000 per occurrence minimum limit.

PART III – SCOPE OF SERVICES

The services sought are the survey, design, and permitting of a 5' wide concrete sidewalk along Langston Drive between 1st Street and Avenue A in Port St. Joe, FL.

It shall be the responsibility of the Consultant to prepare the plans, specifications, and cost estimates for a bid ready project. Listed below are some of the tasks that the consultant will be expected to perform:

- Coordinate project design with the County
- Provide topographic and ROW survey of Langston Drive
- Coordinate improvements with existing utility owners
- Provide sidewalk design in accordance with FDOT and County standards including ADA
- Secure all environmental permits as necessary
- Submit 60%, 90%, and 100% construction documents to the County and FDOT for review
- Address comments received from the County and FDOT on design reviews
- Provide final plans, specifications, and cost estimates for a bid ready project in both hard copy and electronic formats
- Upload required documents into LAPIT

PART IV – EVALUATION OF PROPOSALS

EVALUATION METHOD AND CRITERIA: All proposals will be subject to review and an evaluation process. All proposers responding to the RFQ, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The County will consider all responsive and responsible proposals received.

Proposals shall include all of the information solicited in this RFQ, and any additional data that the consultant deems pertinent to the understanding and evaluating of the proposal. Each proposer will be ranked based on the criteria herein addressed.

During the evaluation process and at the sole discretion of the County, requests for clarification of one or more proposer submittals may be conducted. Any request for clarification will be requested by the County in written format. Such clarification request will provide proposers with an opportunity to answer any questions the County may have on a proposer’s submittal.

Proposals will be reviewed by the selection committee and evaluated based on the format and content outlined in this proposal as follows:

EVALUATION CRITERIA	POINTS
Ability of personnel	30
Experience of the firm & References	30
Availability of workload & willingness to meet time requirement	20
Proposed approach and methodology	20
TOTAL	100

SELECTION: The selection committee will review, evaluate and rank the proposals submitted by all responsive and responsible firms based on the criteria above. The top ranked firm will be recommended to the Board of County Commissioners for approval on January 13, 2015. Should a tie occur, discussion will be held within the Selection Committee to discuss the design firms until resolution is achieved and a top ranked firm is chosen. If no resolution is achieved, an alternate committee member will be asked to evaluate the firms based on the submitted proposals. The alternate score will be the tie-breaker.

If the Board of County Commissioners concurs with the selection committee, the firm name with the required selection documentation will be forwarded to FDOT for approval of the selected firm. Should FDOT concur with the Board’s recommendation, contract price negotiations will begin between the selected firm and Gulf County.

Schedule: The anticipated schedule for this project is as follows:

Proposal Advertised and Issued Initially	December 5, 2014 & December 12, 2014
Proposal Due Date	January 9, 2015
Selection Committee Meeting	January 12, 2015
County Board of Commissioners to award contingent upon negotiations	January 13, 2015
Submittal to FDOT for Approval	January 13, 2015
Contract Price Negotiations	January 14, 2015
60% Plans Submittal	February 27, 2015
90% Plans Submittal	April 30, 2015
100% Plans Submittal	June 30, 2015