

**BAPTIST COLLEGE OF FLORIDA SIDEWALK PROJECT -
PHASE I**

ENGINEERING DESIGN SERVICES

**REQUEST FOR QUALIFICATIONS
INFORMATION PACKAGE**

FDOT FPID #: 440730-1-38-01

**Jackson County Board of County Commissioners
2864 Madison Street
Marianna, FL**

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

Jackson COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PROPOSALS
FDOT FPID NO. 440730-1-38-01

The Jackson County Board of County Commissioners is seeking professional consultant services for Design Services on the Baptist College of Florida Sidewalk Project in Graceville Florida. The scope of this project will include the surveying, design, and permitting (if applicable) of a 5' wide concrete ADA compliant sidewalk. The project is along the south side of CR 193 (Sanders Avenue) from the existing sidewalk that ends approximately 725' west of College Drive and will extend the sidewalk to Ezell Street. The project will consist of a new ADA compliant pedestrian walkway system including concrete sidewalks, crosswalks, pavement markings, signs, and other appurtenances. The overall length of the project is approximately 3,405 feet.

Work Types: 3.1 – Minor Highway Design
Response Deadline: **Thursday May 4, 2017 at 2:00 P.M. CT**
Opening Date: Same as above

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 Jackson County - County Engineer's office at 2828 Owens Street, Marianna, Florida or by email to lalvarez@jacksoncountyfl.com, and on the County's Web Site at www.jacksoncountyfl.net. 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 Mr. Larry Alvarez, County Engineer, 850-482-9677 or at lalvarez@jacksoncountyfl.com.

If interested, qualified consultants are required to submit **one original and five (5) copies of the letter of response and qualifications to the Larry Alvarez, County Engineer, at 2828 Owens Street, Marianna, FL 32446** by the response deadline.

Please indicate on the envelope that this is a sealed proposal for the **"RFQ #440730-1-38-01- Baptist College of Florida Sidewalk Project - Phase I Services"**.

PART I – GENERAL INFORMATION

The Jackson County Board of County Commissioners is seeking professional consultant services for Design Services on the Baptist College of Florida Sidewalk Project - Phase I. 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.

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Opening Date: Same as above

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If interested, qualified consultants are required to submit **one original and five copies of the letter of response to Larry Alvarez, County Engineer at 2828 Owens Street, Marianna, FL 32446** 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 Mr. Larry Alvarez at lavarez@jacksoncountyfl.com Failure to comply with these procedures will be cause for disqualification of the firm's proposal.

The Local Agency of Jackson 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 should at a minimum include the following information:

- a. Project name/FDOT Financial Management Number
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number, and internet email address

- e. Indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE)

2. SCORING FACTORS (max score 100)

- **Ability of personnel (25 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.
- **Experience of the firm & References (25 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.
- **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.
- **Proposed approach and methodology (30 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 (FDOT Form #375-040-18)

- g. Truth in Negotiation Certification (FDOT Form #375-030-30)
- 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 and if necessary #375-030-034)

LENGTH OF SERVICE - The Consultant’s engineering design services shall begin upon written Notice to Proceed (NTP) by the County. **It is anticipated that the NTP will be issued by July 1, 2017. It is projected that all work will be completed by January 30, 2018.**

TERMS FOR FEDERAL AID CONTRACTS - For this FDOT assisted contract, the Terms for Federal Aid Contracts (FDOT Form #375-040-84), shall be incorporated into the final agreement. The prime firm will be responsible for including these terms in any sub-consultants contracts utilized for project.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) - For this FDOT assisted contract, Apple County has adopted the FDOT DBE Program goal. The FDOT began its race neutral DBE program on January 1, 2000 and has an overall 9.91% goal it must achieve. While the utilization is not mandatory in order to be awarded the contract, continuing utilization of DBE firms on contracts supports the success of Florida’s Voluntary DBE Program, and supports contractor’s Equal Employment Opportunity and DBE Affirmative Action Programs.

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBE’s and non-DBEs. Please complete the Bidders Opportunity List through the Equal Opportunity Compliance system within 3 business days of submission of the bid or proposal for ALL subcontractors or sub-consultants who quoted to you for specific project for this letting. The web address to the Equal Opportunity Compliance system is: <https://www3.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/Login?ReturnUrl=%2fEqualOpportunityCompliance%2f>.

TITLE VI NONDISCRIMINATION POLICY STATEMENT – During the performance of this Contract, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

1. Compliance with Regulations: The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the US Department of Transportation (hereinafter, “USDOT”) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Contract.
2. Nondiscrimination: The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the basis of race, color, national origin or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the

Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for subcontractors, including procurements of materials and equipment: In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, or sex.
4. Information and Reports: The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Florida Department of Transportation or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, order and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the Florida Department of Transportation shall impose such Contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the Contract until the Contractor complies, or
 - b. cancellation, termination or suspension of the Contract, in whole or in part.
6. Incorporation of Provisions: The Contractor shall include the provisions of the 7-30.1 through 7-30.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Florida Department of Transportation or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Florida Department of Transportation to enter into such litigation to protect the interests of the Florida Department of Transportation, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

During the performance of this Contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor" agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination

on the basis of race, color, national origin); and 49 CFR Part 21;

2. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired of Federal or Federal-aid programs and projects);
3. Federal-Aid Highway Act of 1973, (23 U.S.C § 324 et seq.), (prohibits discrimination on the basis of sex);
4. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 U.S.C. 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color national origins or sex);
7. The Civil Rights Restoration Act of 1987 (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

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 Work includes survey, design, permitting, construction, and construction engineering inspection (CEI) of a sidewalk in the City of Graceville. The project is to construct a 5' wide sidewalk along (beside) CR 193 (Sanders Avenue) from the existing sidewalk approximately 725' west of College Drive to Ezell Street. The sidewalk will be designed and constructed in accordance with FDOT Standards, Local Agency Program Standards, and ADA Standards. The work will primarily consist of a new ADA compliant pedestrian walkway system including concrete sidewalks, crosswalks, pavement markings, and other appurtenances. The overall length of the project is approximately 3,405 feet.

A. Surveying

1. Prepare route survey for the sidewalk construction limits along CR 193 (Sanders Avenue) from 430' east of College Drive to Ezell Street.
2. Locate rights of ways where possible along all sidewalk routes.
3. Wetlands locations.

B. Engineering

1. Design and prepare plans for sidewalk construction as identified above according to the following design standards:
 - a. The Florida Green Book
 - b. The Florida Department of Transportation (FDOT) Plans Preparation Manual (PPM).
 - c. The FDOT Design Standards.
 - d. The Manual on Uniform Traffic Control Devices (MUTCD).
 - e. The Americans with Disabilities Act (ADA).
2. Prepare design documentation and computation booklets
3. Prepare contract documents and technical specifications and plans. Coordinate sidewalk location with FDOT within its right of way.
4. Coordinate with all utility companies during the design process.
5. Prepare the Northwest Florida Water Management District (NFWFMD) Stormwater Noticed General Permit Application, if necessary.
6. Provide stormwater/drainage as necessary to accommodate sidewalk in accordance with the FDOT Drainage Manual.
7. Provide monthly status reports and update meetings through the design and permitting process.
8. Attend progress meetings with the County as necessary.
9. Develop probable cost of construction estimate after 90% design is complete.
10. Upload documents into the Department's Local Agency Program Information Tool (LAPIT) as necessary and response to comments the Department's Electronic Review Comments (ERC) System
11. Provide any necessary materials for public announcements or public participation meetings required by the FDOT.

C. Deliverables

1. Two sets of Conceptual Design Plans for the County's review plus a PDF Copy.
2. Two sets of 60% Design Plans for the County and Department's review plus PDF copy.

3. Two sets of 90% Plans and Specifications for the County and Department's review plus PDF copy.
4. Two sets of 100% signed and sealed Construction Plans and Specifications (Released for Construction) plus PDF copy of all documents.
5. One copy of the signed and sealed Design and Computations Booklet plus PDF of all.

The finished product will result in FDOT approved plans and specifications and bid documents in both hard copy and electronic versions ready for project bidding and construction during the following fiscal year. Services provided by the Consultant shall comply with all aspects of the Jackson County's Local Agency Program Agreement with the Florida Department of Transportation identified as FPID # 440730-1-38-01.

All questions concerning this project must be in writing and can be sent to Larry Alvarez by email at lalvarez@jacksoncountyfl.com, or by fax (850) 482-9063. No verbal questions will be addressed. The deadline for receiving questions is **Tuesday April 20, 2017**.

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	25
Experience of the firm & References	25
Availability of workload & willingness to meet time requirement	20
Proposed approach and methodology	30
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. Should a tie occur, an alternate committee member will be asked to evaluate the firms based on the information submitted. 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 Jackson County.

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

Proposal Advertised and Issued Initially	April 1, 2017
Proposal Due Date	May 4, 2017
Review Committee Meeting	May 8, 2017
Final Scores & Ranking Submitted to FDOT for Review	June 14, 2017
Rankings Presented to BCC for Selection and Approval to Begin Negotiations	June 13, 2017
Submittal to FDOT for Approval	June 14, 2017
Contract Price Negotiations	June 28, 2017
Finalize Execute Agreement	July 12, 2017
Issue Notice to Proceed	July 13, 2017
60% Plans Submittal	August 15, 2017
90% Plans Submittal	September 28, 2017
100% Plans Submittal	November 8, 2017