

RFQ Title: PROFESSIONAL ENGINEERING SERVICES ON COUNTY ROAD 354 FOR LAFAYETTE COUNTY

The Lafayette County Board of County Commissioners will receive qualifications at the Clerk of Court's Office located at 120 West Main Street, Mayo, FL 32066, on Friday, February 28, 2020 by 4:00 p.m. The RFQ's will be opened at a Special Board Meeting on Tuesday, March 3, 2020 at 5:30 p.m.

Responders must submit one original and seven copies; and label on the outside of the envelope as "*RFQ – Professional Engineering Services on County Road 354 for Lafayette County*".

The Board of County Commissioners will receive sealed QUALIFICATIONS STATEMENTS from qualified individuals or firms to provide engineering services for Lafayette County.

Scope of Services: Engineering services will include, but not be limited to, planning, survey, design, permitting, procurement, and construction administration of engineering projects and post design. Respondents shall be capable of performing all tasks associated with infrastructure projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the Commission.

Consultant shall provide administration of any applicable loan and grant programs and provide planning and engineering services as necessary. These services shall be provided in conjunction with any applicable Federal and State programs, and in accordance with the terms defined by Lafayette County. Additional duties may include design, preparation of bid documents, prepare/coordinate/monitor contracts, process change orders, perform inspections, conduct pre construction meetings, surveying, construction management and occasional buildings/structures. The County will utilize objective criteria when evaluating and ranking qualified respondents. Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiations Act.

The County reserves the right to separate or combine projects based on the needs of the County.

Timeline: The services shall begin upon execution of a contract. The initial term shall be for a period of three (3) years with the ability to extend the services yearly based on continued satisfactory performance by the Consultant at the sole discretion of Lafayette County.

Selection Process: Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.055 Florida Statutes, the Florida's Consultants' Competitive Negotiation Act (CCNA), and Lafayette County ordinances. A Selections and Negotiations Committee will utilize essential criteria when evaluating and ranking qualified respondents. Engineering fees will be negotiated after ranking in accordance with CCNA.

Criteria:

- Similar Experience max 20 pts.
- Experience with both Design and Construction Management Services max 20 pts.
- Ability to develop and comply with various project schedules max 20 pts.
- Familiarity with various funding mechanisms max 20 pts.
- Project Management Approach and Availability of Key Personnel max 20 pts.

Negotiations: Upon completion of the ranking process, the County will then negotiate on a per project basis the scope and fees of the proposed projects. The County reserves the right to select and contract with more than one consulting firm.

Competitive Negotiations: Approval of the recommendation to award by the Lafayette County Board of County Commissioners will constitute authorization to negotiate with the top-ranked firm. The proposal package, signed by the successful proposer, along with documentation included in the proposal as required by this RFQ and other additional materials submitted by the proposer, and accepted by the County, shall be the basis for negotiation of a contract. Lafayette County shall negotiate a contract with the top ranked firm for professional services at compensation which Lafayette County determines is fair, competitive, and reasonable. The firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

Unable to Negotiate: Should Lafayette County be unable to negotiate a satisfactory contract with the top ranked firm considered to be the most qualified at a price the County determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The County shall then undertake negotiations with the next top ranked firm. Failing accord with the next top ranked firm, the agency must terminate negotiations. The County shall then undertake negotiations with the next top ranked firm. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the County shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this paragraph until an agreement is reached.

Contract: A contract shall be drafted and forwarded to the County Attorney's office for review and approval. After final review the contract will be forwarded to the firm for review and execution.

Full Contract Execution: The Public Works Department shall prepare an agenda item presenting the contracts between the successful firm and the Board of County Commissioners and request authorization for the Chairman to execute the agreement. The Board of County Commissioners retains full discretion to approve or to reject the contract.

This solicitation does not commit Lafayette County to award a contract, to pay any costs incurred in the preparation of a qualifications statement, or to procure or contract for services.

The Board of County Commissioners reserves the right to reject any and all qualifications statements received as a result of this request, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation, or re-advertise if it is in the best interest of the County to do so.

The Board of County Commissioners does not discriminate because of race, creed, color, national origin or handicap status.

INSTRUCTIONS TO RESPONDENTS

In order to be considered responsive, all submittals must be made in accordance with these instructions.

Submittals shall include the following information and shall be organized in the following order:

- A. Title Page: include name of firm, address, phone number, contact person.
- B. Table of Contents.
- C. Letter of Transmittal: Limit to one or two pages.
 - 1. Briefly describe the firms experience providing the requested services.
 - 2. Name, title, and contact information of person(s) authorized to make representations on behalf of the firm.
 - 3. Describe the consulting team including each members title, total years of experience, and experience providing the requested services. Include the respective tasks that each member will be responsible for. Limit to three pages.
- D. Provide a statement that the firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registrations, and certifications of the firm and pertinent personnel who will participate in the project.
- E. Any supplemental information that might enhance the County's understanding of the firm and its experience/qualifications. Limit to one page.

- F. Provide a list of government entities and contact information where the firm has provided similar services in the past seven years. Limit to three pages.
- G. Describe the firms experience with Design and Construction Management Services. Include locations and contact information where applicable. Limit to two pages.
- H. Explain how the firm will develop and comply with various project schedules. Include examples of prior experience with expedited timelines. Limit to two pages.
- I. Describe familiarity with various public funding source/mechanisms. Limit to one page.
- J. Describe your firm’s Approach to Project Management and Availability of Key Personnel who will be a part of the Project Team. Limit to one page.
- K. Executed Sworn Entity Statement.
- L. By submission of a statement of qualification response, the prospective company certifies that no one in their organization, any affiliate or sub-consultant has bribed or lobbied, or attempted to bribe or lobby any employee of the Lafayette County Board of County Commissioners.
- M. Listed below are various insurance requirements that must be met by the company that the County contracts with for services. Your company **is not required** to submit proof of insurance with this RFQ however, failure to provide proof of insurance as prescribed by this document no later than three (3) working days after your company is notified that it has received a first place ranking will automatically disqualify your firm from further consideration.

Workmen’s compensation insurance in accordance with the laws of the State of Florida sufficient to secure the benefits of the Florida Workmen’s Compensation Law for all employees of the Contractor and employer’s liability coverage providing limits as specified in the following paragraph:

Comprehensive General Laibility	\$1,000,000 per person
Bodily Injury, including Death	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence \$1,000,000 aggregate
Comprehensive Auto	\$500,000 each person

Auto Liability	
Bodily Injury, including Death	\$500,000 each occurrence
Property Damage	\$200,000 each accident
Professional Liability: (errors and omissions)	\$1,000,000 (Minimum)

In addition, worker's compensation insurance will be required. Furthermore, the Consultant will be required to indemnify, hold harmless, and defend the Lafayette County Board of County Commissioners, and their officer and directors, representatives, and employees from any and all suits or claims for damages or injuries, including death, to any and all persons or property, arising out of the Consultant's work, product, services or operations under this procurement including any negligent act or omission on the part of the selected firm or its subcontractors, if any.

QUESTIONS: Submit or fax all questions about the RFQ Documents to Steve Land, Lafayette County Clerk of Court, by email to sland@lafayetteclerk.com or fax number (386) 294-4231.