

RFQ Title: PROFESSIONAL ENGINEERING SERVICE 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 Monday, November 27, 2023 by 3:00 p.m. The RFQ's will be opened at a regular scheduled Board Meeting on Tuesday, November 28, 2023 at 5:30 p.m. or as soon thereafter as they can be opened.

Responders must submit one original and seven copies; and label on the outside of the envelope as "*RFQ – Professional Engineering Services 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, inspection, and construction administration of engineering projects. 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, construction inspection and occasional buildings/structures. The County will utilize objective criteria when evaluating and ranking qualified respondents. These criteria are outlined in the County's Request for Qualifications documentation. 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.

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.

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.