

## SECTION 1: PROJECT INFORMATION

- 1.1 PURPOSE:** The Lafayette County Board of County Commissioners is soliciting Request for Qualifications from professional firms, registered in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide Professional Engineering Services for the NW County Road 53 resurfacing.
- 1.2 PROJECT SUMMARY:** Lafayette County is seeking the services of a professional engineering firm to provide design services for the resurfacing of NW County Road 53. The project consists of resurfacing of an existing roadway, paving all driveways, and installing signage and striping. The total project length is approximately 9 miles from US 27 to the Madison County line. The selected firm will perform services as listed under the “Scope of Services, attached hereto as Attachment “A”, or services not specifically mentioned, but directly related to the project.

## SECTION 2: INSTRUCTION AND INFORMATION TO PROPOSERS

### 2.1 Tentative schedule of Selection Process

The County’s intended schedule for the selection of Consultants is as follows:

<b>Event</b>	<b>Date</b>
Advertise for RFQ	Wednesday, December 8, 2021 & Wednesday, December 15, 2021
Request for RFQ Available	Wednesday, December 8, 2021
Deadline for Questions	Friday, January 7, 2022
Proposal Due Date	Friday, January 21, 2022 4:00 PM
Opening Date	Monday, January 24, 2022 5:30 PM
Contract Negotiations/Contract Execution	Design contract to be let on or before February 28, 2022

**These dates are estimates only and the County reserves the right, in its sole discretion, to alter this schedule, as it deems necessary or appropriate.**

- 2.2 SUBMISSION OF PROPOSALS.** An original and five (5) copies of the proposal shall be sealed and clearly marked on the outside: “**Request for Qualifications – NW County Road 53 Professional Engineering Services**”.

Proposals must be in writing, and may be submitted by the Proposer in person, by courier or overnight to: Lafayette County Board of County Commissioners, c/o Steve Land, Ex-Officio Clerk, 120 West Main Street, Mayo, FL 32066. Proposals must be received no later than **Friday, January 21, 2022 at 4:00 p.m.** Facsimile or electronic proposals are not acceptable. Any proposals received after this date and time will be rejected and returned un-opened to the proposer. Proposals will be opened at the regular board meeting on Monday, January 24, 2022 in the Commissioners’ Room on the second floor of the Courthouse.

**NOTE: THIS REQUEST FOR QUALIFICATIONS IS A NON-PRICED QUALIFICATIONS-BASED PROCESS. PRICING WILL BE CONSIDERED DURING THE NEGOTIATION PHASE ONLY.**

- 2.3 Proposers are directed not to contact evaluating committee members, County Commissioners, Elected Officials, County departments or divisions until award has been made by the Board of County Commissioners. ALL QUESTIONS FROM PROPOSERS SHALL BE ADDRESSED IN WRITING TO THE CONTRACT MANAGEMENT DEPARTMENT (see contact information below).**
- 2.4 Additional Information/Addenda.** Any ambiguity, conflict, discrepancy, omissions or other error discovered in this solicitation must be reported immediately in writing to the jurisdiction and a request made for modifications or clarification. Request for additional information or clarifications must be made in writing no later than Friday, January 7, 2022. Request for additional information or clarifications will be received by letter, facsimile, or email. The request must contain the proposer's name, address, phone number, facsimile number, and email address and addressed to:

Steve Land  
Lafayette County Clerk of Court  
120 W Main St  
Mayo, FL 32066  
(386) 294-1600 Fax: (386) 294-4231  
Email: [sland@lafayetteclerk.com](mailto:sland@lafayetteclerk.com)

Facsimiles must have a cover sheet, which includes, at a minimum, the proposer's name, address, number of pages transmitted, phone number, and facsimile number.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Proposers should not rely on any representations, statements or explanations other than those made in this solicitation or in any addendum to this solicitation. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

It is the proposer's responsibility to be sure all addenda were received. The proposer should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their submission of the proposal. Proposers shall submit the Addendum Acknowledgment form attached hereto as Attachment "B".

- 2.5 Proposals and Presentation Cost.** The County will not be liable in any way for any cost incurred by the offerors in the preparation of their proposal in response to the RFQ nor for the presentation of their proposals or participation in any discussions or negotiations.
- 2.6 PROPOSAL – STATEMENT OF QUALIFICATIONS SUBMITTAL FORMAT.** To facilitate and expedite review, the County asks that all proposers follow the response format outlined below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. To assist you in preparing your response, the County's selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.

### **Introduction**

Provide a cover letter no longer than two (2) pages in length, signed by an authorized representative of your firm. The cover letter should contain the following:

- A brief statement of the proposers understanding of services to be provided under this contract.
- The name, title, phone number, fax number, e-mail address, and street address of the person in the consultant's organization who will respond to questions about the proposal.
- Highlights of the consultant's qualifications and ability to perform the project services.

The table of contents should follow the cover letter.

### **Table of Contents**

Include a clear identification of the material included in the proposal by page number.

### **Tab 1 – Consultant Profile**

Please provide the following information about your firm:

- a. Provide a brief description of your firm's organization, structure and philosophy.
- b. Provide firm's background and years of experience.
- c. Number of employees.
- d. The location of office(s) and identify the office(s) that would provide the project services.
- e. Describe any significant or unique awards received or accomplishments in previous, similar projects.

### **Tab 2 – Qualifications and Experience**

Please provide the following information regarding your firm's qualifications and experience:

- a. Describe your firm's ability to provide quality, cost effective, engineering services.
- b. Describe experience and expertise of the firm on similar projects.
- c. Demonstrate your firm's ability to communicate, work effectively in a group and build consensus with staff, elected officials, board, committees and the public.
- d. Describe experience regarding project budgets and schedules, and your firm's demonstrated ability to meet both.

**Tab 3 – Staff Qualifications and Project Team** – Start the section by introducing the designated project manager and the project team. Include a project team organizational chart.

Then, for each key person that would be assigned to the project, include:

- a. A one or two-page résumé that includes a summary of relevant professional qualifications, relevant project experience, education, and professional registration.
- b. Include a copy of current Department of Business and Professional Regulation License for each key person with a professional registration.
- e. Describe the services the individuals will provide to Lafayette County.
- f. Contact information.

### **Tab 4 – Project Approach**

Please provide the following information regarding your firm's project approach:

- a. Define what services your company is proposing to Lafayette County that will best meet the criteria specified in the Scope of Work. State your project management plan, firm's interpretation of scope and method of approach.
- b. Describe the responsibilities of the management and staff personnel that will perform work on the Project; describe methods employed to ensure prompt service, customer satisfaction, prompt compliant resolution, effective employee performance and training, and timely initiation and completion of all work.
- c. List and provide background information for any subconsultant to be used.
- d. Provide information regarding any proposed innovative concepts that may enhance value and quality, any favorable cost containment approaches or additional or alternative ideas that may be successful if implemented by Lafayette County.

**Tab 5 – Quality Control** – Describe your firm's quality assurance/quality control (QA/QC) procedures.

**Tab 6 – Related Experience and References -**

For a minimum of three (3) relevant projects, include a one or two page project description that demonstrates capabilities in providing CEI services, experience with similar counties, and/or local project experience within the last three (3) years.

For the projects listed above provide references that include the following information:

- Client name, address, **phone numbers, fax numbers and email addresses**
- Client Project Manager name and contract information (if different from above)
- Description of all services provided
- Performance period
- Total amount of contract
- Identify key members of the project team

**Tab 7 – References** – Include a minimum of three letters of reference from clients regarding projects of similar type.

**Tab 8 – Attachments**

All Attachment/Forms required by the RFQ shall be fully executed by the proposer and submitted in the following order. Failure to do so will diminish your score.

- Addendum Acknowledgement (Attachment "B") and copies of all signed addenda
- Public Entities Crimes Statement (Attachment "C")
- Provide a letter from the proposer's insurance representative acknowledging the requirements of this contract and its commitment to provide the coverage if awarded a Contract.

**2.7** It is the intent of Lafayette County to enter into a professional service agreement with the successful firm (see Exhibit "1") for the duration of this project. Any contract extension will be upon mutual agreement by all parties and based upon the availability of funds and the need for services. These additional services will be added to the contract by contract amendment or change order.

**2.8** It is expressly understood that the Board's preference/selection of any proposal does not constitute an award of a Contract with the County. It is further expressly understood that no

Contractual relationship exists with the County until a Contract has been formally executed by both the County, and the selected Proposer. It is further understood, no Proposer may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Proposer, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Proposer.

- 2.9 Public Entities Crimes.** A person or affiliate who has been placed on the convicted vendors list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Vendor list. By signature on this solicitation and confirmation on the attached form (Attachment "C"), proposer certifies that they are qualified to do business with Lafayette County in accordance with Florida Statutes.
- 2.10** The consultant by submission of their proposal warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the consultant to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the County shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

### **SECTION 3. EVALUATION/SELECTION OF SHORT-LIST**

- 3.1 Evaluation/Selection Committee.** The Board of County Commissioners or their designee, will be responsible for evaluating and ranking each firm based upon the proposals submitted.
- 3.2** The Board of County Commissioners or their designee shall evaluate the responses of the RFQ and rank the firms based on the evaluation criteria contained herein. Each firm should submit documents that provide evidence of capability to provide the services required for the Board's review for short-listing purposes.
- 3.3 Evaluation Criteria.** A 100-point formula scoring system will be utilized based upon the following criteria:
- 1. Compliance with RFQ Instructions - 5 Points**
    - a. Firm's proposal complied with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. (5 points)
  - 2. Firms Qualifications and Experience - 20 Points**
    - a. The ability and capability of firm to perform services of this type. (5 points)
    - b. Firm's experience and expertise on similar projects. (5 points)

- c. Firm's ability to communicate, work effectively in a group and build consensus with staff, elected officials, board, committees and the public. (5 points)
- d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both. (5 points)

**3. Project Team/Abilities and Expertise – 15 Points**

- a. The adequacy of the firm's professional key personnel and project team to be assigned to the project. (5 points)
- b. Project team's previous experience demonstrates success in completing similar projects. (5 points)
- c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the projects described in this RFQ. (5 points)

**4. Project Approach – 35 Points**

- a. Firm's detailed project management plan, interpretation of scope and method of approach. Including any proposed innovative concepts that may enhance value and quality, any favorable cost containment approaches or additional or alternative ideas that may be successful in implemented by Lafayette County. (10 points)
- b. Firm's methods employed to ensure prompt service, customer satisfaction, and prompt compliant resolution (5 points).
- c. Responsibilities and capabilities of the management and staff personnel, including sub-contractors, who will work on the project (10 points).
- d. Firm's proposed schedule for services, timely initiation and completion of all work (10 points).

**5. Quality Control – 10 Points**

- a. The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner. (10 points)

**6. Previous Projects/References – 15 Points**

- a. Firm's references with emphasis on similar size projects. Proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for counties and other state or federal agencies will be considered. (15 points)

**3.4 Short List/Competitive Selection.** At the County's discretion, the Board may short-list a minimum of three (3) firms based upon the average technical scores as outlined in Section 3.3. During the evaluation process, the Board reserves the right where it may serve the County's best interest, to request additional information or clarifications from proposers.

**3.5** The County reserves the right to make selections based on the submittals only or to request oral presentations or questions/answer sessions with the top ranked firms before determining the final ranking.

**3.6** If the County request oral presentations from the top ranked firms, a separate evaluation process will be conducted. Any scores from the initial evaluation process for short-ranking purposes will

not be used or added to the oral presentation scoring. The evaluation criteria and scoring that will be used for the ranking of the oral presentations will be provided prior to the presentation date.

#### **SECTION 4. CONTRACT PROCEDURES**

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.

**Attachment A**  
**Consultant Scope of Services for**  
**Professional Engineering Services on NW County Road 53**  
**Board of County Commissioners, Lafayette County, Florida**

**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.



ATTACHMENT "B"

**Addendum Acknowledgment**

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.  <b>NE County Road 354</b>	Addendum # _____ through # _____  Initial:  Date:
Person Completing RFQ (Signature)	
Name (Printed):	Title:

>>>Failure to submit this form may disqualify your response<<<

**ATTACHMENT "C"**

LAFAYETTE COUNTY

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES,  
ON PUBLIC ENTITY CRIMES

**TO BE RETURNED WITH BID**

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Bid, Proposal or Contract for \_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_ (entity submitting sworn statement), whose business address is \_\_\_\_\_ and its Federal Employee Identification Number (FEIN) is \_\_\_\_\_. (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_).
3. My name is \_\_\_\_\_ (please print name of individual signing), and my relationship to the entity named above is \_\_\_\_\_.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1) (a), Florida Statutes, means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or
  - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_, who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_ (seal)