

2009

Jefferson County Board of Commissioners

Request for Qualifications RFQ#: 09-02 Engineering Services Jefferson County - Engineering Services

The Jefferson County Board of County Commissioners is soliciting letters of interest and statement of qualifications from registered, qualified engineers and engineering firms in the State of Florida

Jefferson County Coordinators Office
445 W Walnut St.
Monticello, Fl. 32344
9/15/2009
John McHugh



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JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
RFQ #: 09-02
Engineering Services

INTENT AND GENERAL INFORMATION

INTRODUCTION

The Jefferson County Board of County Commissioners is soliciting letters of interest and statement of qualifications from registered, qualified engineers and engineering firms 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 Jefferson County.

The Jefferson County Board of County Commissioners expects that interested individuals and firms will make every effort to assemble a team with the requisite experience and qualifications to perform required services as may be required by Jefferson County and staff.

The Jefferson County Board of County Commissioners reserves the right to accept or reject any and /or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the County.

Attached are important instructions and specifications regarding responses to this RFQ. Failure to follow these instructions could result in Proposer disqualification.

Questions regarding this proposal must be submitted in writing and sent to Roy Schleicher, County Coordinator, at 450 W Walnut St., Monticello, FL 32344.
All questions must be received by Thursday, November 12, 2009.

Prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Qualifications with the Board of County Commissioners, any employee of Jefferson County, other than as directed in the cover page of the Request for Qualifications. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

SUBMITTIAL

Interested parties are invited to submit on 8 ½" X 11" one (1) unbound original marked "ORIGINAL" and six (6) copies marked "COPY" of their proposal in a sealed envelope to the Coordinator's Office. The envelope should be labeled "**RFQ #:09-02 - Engineering Services**" and marked with the respondent's name and address. Proposals may be mailed, express mailed or hand delivered to:

Jefferson County Coordinator's Office
450 W Walnut Street
Monticello, FL 32344

The submittal shall be received by the County only at the above address prior to 11:00 a.m., Wednesday, November 25, 2009.

The delivery of the submittal on the above date and prior to the specified time is solely the responsibility of the proposer. The submittal may be withdrawn either by written notice to the County or in person, if properly identified, at any time prior to the above submittal deadline.

SCOPE OF SERVICES

Jefferson County, Florida is seeking proposals from Florida certified engineering firms interested in providing engineering and other related services to the County under a continuing contract conforming to the stipulations outlined within Chapter 287.055 of the Florida Statutes, also known as the "Consultant's Competitive Negotiation Act." These services may include, but are not limited to, performing any or all of the following tasks related to the construction, improvement or maintenance of water, sewer, stormwater, roads, sidewalks, and other types of public infrastructure, and such public facilities as parks and buildings.

- Feasibility analysis
- Cost estimating
- Funding research
- Preparation of grant/loan applications
- Design, including site design
- Permitting
- Contract and construction management
- Inspections
- Testing
- Other similar civil engineering work
- Reviewing land development applications and their associated documents (such as site plans or subdivision plats) to ensure compliance with the County's Land Development Code.
- Meeting with elected officials and County staff to consult on issues and projects requiring professional engineering analysis and evaluation.
- Providing (using company staff or qualified subcontractors) land use planning, surveying, geological and/or geo-technical services.
- Advising elected officials and County staff on such matters as may materially affect the County's physical infrastructure and public assets (such as roads, drainage systems, park facilities, etc.).

TERMS AND CONDITIONS

Conformity and adherence to the terms and conditions of these solicitations shall be a condition considered by Jefferson County Board of County Commissioners as part of its review process. In determining submission acceptance, any data submitted or related to the offeror's proposal, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the County, including the conduct of the offeror or any representative of the offeror with regard to an Jefferson County Board of County Commissioners official or employee. Inaccurate and misleading information provided in an offeror's proposal may result in rejection of the proposal. Submittals in response to this Solicitation will be reviewed against the criteria listed herein above, and award of contract shall be made in accordance to standard purchasing procedures, the Jefferson County Board of County Commissioners Procurement Policy and applicable regulations of the State of Florida.

Evidence of current professional registration (engineering) is required.

A certificate of Insurability for professional errors and omission liability shall be provided before contract execution at minimum amounts as follows:

- Professional engineering services exclusive of design and permitting of capital projects \$ 100,000
- Professional engineering services for design and permitting of capital projects \$ 1,000,000

SUBMITTAL FORMAT

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFQ. It is requested that the responses be in the same order as the selection and evaluation procedures.

The submittals should include the following:

Firm Experience

- Brief overview of the firm's history and capabilities that includes the name of the firm's contact person, telephone, fax number and email address. **(Limit response to one page.)**
- Provide examples of recent projects located in Florida to indicate proficiency in similar work.
- Provide references (client name, contact name, address, and phone number) for three Florida clients for whom similar services have been provided.

Project Team Experience

- Provide an organizational chart of the proposed project team

- Identify any subconsultants that will be involved and include a description of their qualifications. **(Limit response to one page maximum per subconsultant.)**
- Provide resumes of all key personnel that will be assigned to the project. **(Limit response to two pages per resume, maximum.)**

Approach

- Provide a short narrative outlining how you propose to manage the projects in order to meet schedule and budget requirements. **(Limit response to two pages, maximum.)**
- Relative to the scope of services for the project, describe the specific ability of the firm. Include any innovative approaches to providing the services; Describe how firm ensures constructability and design performance of project. Describe how your firm interacts with the regulatory agencies. **(Limit response to five pages, maximum.)**
- Provide description of the firm's familiarity with the County's facility. **(Limit response to three pages, maximum.)**

SELECTION AND EVALUATION PROCEDURES

Following the closing date for receiving proposals, a Review Committee will convene to review each proposal that has been submitted. The Review Committee will evaluate all submitting firms based on the information contained within each firm's proposal, and select the three most qualified firms for further consideration. The evaluation criteria listed below will be used to rank the firms. Interviews will be scheduled with the three firms selected as most qualified at the discretion of the Review Committee. The Review Committee will rank each of the top three firms in order, for approval by the Board of County Commission. Then proceed to negotiate a contract with the number one-ranked firm (including compensation to be paid for services rendered). Should the County be unable to satisfactorily negotiate a contract with the number one-ranked firm, the County will then attempt to negotiate a contract with the next highest-ranked firm. The recommended firm will receive final approval from the Jefferson County Board of County Commissioners. Jefferson County reserves the right to reject any and all proposals for any reason whatsoever, to waive any informalities or irregularities in the proposal process, and to award a contract in the best interest of the County.

SCORE SHEET – TO BE USED BY THE SELECTION COMMITTEE

RFP #:09-02 - Engineering Services

RATING CRITERIA

All submittals received in accordance with this Request for Statement of Qualifications will be evaluated using the following worksheet.

Consultants will be evaluated using a number of factors including, but not limited to, the following:

Firm Experience

- Experience and expertise of the consulting firm in projects similar to those in the Request for Qualifications (20 points)

Project Team Experience

- Experience and expertise of key personnel in providing services similar to those in the Request for Qualifications (20 points)

Approach

- Approach to projects (10 points)
- Ability to complete project in a timely manner (10 points)
- Ability to work with County and regulatory agency staff (20 points)
- Familiarity with County's Facility (15 points)

Overall

- Quality of submittal (clarity, conciseness, and compliance with the requirements in the Request for Qualifications) (5 points)

Name of Consultant Being Scored: _
