



RFP 09-80 (CLOSED)

**ST. JOHNS COUNTY
REQUEST FOR PROPOSALS FOR
DESIGN OF US 1 & SR 312 INTERSECTION IMPROVEMENTS**

Approval (initial & date)

Requestor: _____
Dept. Head: _____
Purchasing Mgr: _____
Buyer: _____
P.O. #: _____

In accordance with the provisions of Subsection 287.055, Florida Statutes and St. Johns County Purchasing Procedures, notice is hereby given that St. Johns County, a political subdivision of the State of Florida, will accept letters of interest and proposals **until 4:00 P.M. on April 30, 2009**, at the St. Johns County Purchasing Department, 2446 Dobbs Rd, St. Augustine, Florida 32086 for the following Professional Services:

“Design of US 1 & SR 312 Intersection Improvements”

This is a limited solicitation and the County will accept proposals only from civil engineering firms currently under continuing contract.

Qualified firms currently under continuing contract desiring to provide the required professional and consulting services for the Design of US 1 & SR 312 Intersection Improvements must submit **six (6)** proposal packages, clearly marked on the outside:

“Sealed Proposal for RFP 09-38: Design of US 1 & SR 312 Intersection Improvements”

to Bridget Pope, Contract Specialist, St. Johns County Purchasing Department, 2446 Dobbs Road, St. Augustine, Florida 32086.

Introduction

The project consists of the design for the improvements to US 1 & SR 312 intersection. The intersection of US 1 and State Road 312 intersection requires several improvements per the SR 207 Corridor Improvement Group Agreement. Improvements to this intersection are as follows: Construction of a South bound right turn lane, a second eastbound left-turn lane, a second northbound left-turn lane, and a third northbound through lane.

The following information is our understanding of the scope necessary to development the final construction plans for this important project.

I. SCOPE OF PROJECT

The CONSULTANT shall perform those engineering services required to complete:

- (1) Design Phase - Design Plans / Permitting
- (2) Construction Assistance Phase.

Separate Notice to Proceeds will be issued for the Design Phase and for the Construction Assistance Phase. No work shall commence until the CONSULTANT has received the Notice to Proceed for that phase.

A. Design Phase

The intent of the final design phase is for the CONSULTANT to provide services to prepare the final plans and bid package for the proposed improvements.

The CONSULTANT'S services will result in drawings, specifications and permit applications needed for the County to acquire necessary right-of-way and easements, adjust utilities, seek bids, and contract for construction of the project.

1. DESIGN SURVEY / LEGAL DESCRIPTIONS

A. Topographic Survey, Legal descriptions and Sketches

Legal Descriptions

Legal descriptions of takings and easements (per ownership), with the right-of-way maps serving as the certified sketches to accompany.

Roadway Topographic Survey

Topographic survey of the existing and proposed rights-of-way will be secured by the CONSULTANT.

2. GEOTECHNICAL EXPLORATION AND TESTING

The geotechnical exploration and testing required for the project will be secured by the CONSULTANT. This will include roadway and stormwater pond borings (if necessary) and borings for the proposed traffic signal mast arm foundation designs.

3. ROADWAY PLANS PACKAGE

The Roadway Plans Package shall be prepared by the CONSULTANT. This work effort includes the design and drainage analysis needed to prepare a complete set of Roadway Plans, Drainage Plans, Traffic Control Plans, and other necessary documents as required.

A. Design Analysis: Geometrics

The CONSULTANT shall design the geometrics for the project using the St Johns County design standards.

B. Design Elements

The design elements shall include, but not be limited to, horizontal and vertical alignments, lane widths, shoulder widths, cross slopes, borders, sight distance, side slopes and ditches, lane transitions, super-elevation, and features of intersections.

C. Design Documentation, Opinion of Construction Cost, Quantities and Construction Days Analysis

The CONSULTANT shall submit to the County design notes and computations to document the design conclusions reached during the development of the construction plans.

The design notes and computations shall be recorded on standard size computation sheets, fully titled, numbered, dated, indexed and signed by the designer and the checker. All design utilizing computer software shall include an input model used for simulating the system designed. Computer output forms and other oversize sheets shall be folded to the standard size. The data shall be in a hardback folder for submittal to the County.

Two copies of the design notes and computations shall be submitted to the County with each submittal. At the project completion, a final set of design notes and computations, properly endorsed by the CONSULTANT, shall be submitted with the record set of the plans and tracings. All electronic files shall be submitted with the record set of plans.

The design notes and calculations shall include, but not be limited to the following data:

1. Design criteria used for the project.
2. Geometric design calculations for horizontal alignment.
3. Vertical geometry calculations.
4. Drainage computations.
5. Earthwork calculations.
6. Documentation of decisions reached resulting from meetings, telephone conversations or site visits.
7. Calculations of quantities and opinion of Construction Costs.
8. All permit support documentation.
9. Justification for any variation from standards.

D. Drainage Stormwater Analysis

The CONSULTANT shall be responsible for designing a drainage and stormwater management system. All design work shall be in compliance with the requirements of the respective regulatory agencies. This work will include the engineering analysis necessary to design any or all of the following: cross drains, roadway ditches, outfall ditches, storm sewers, and retention/detention facilities. Full coordination with all permitting agencies and the County's staff will be implemented from the outset. Full documentation of all meetings and decisions are to be submitted to the County.

The exact number of drainage basins, outfalls and water management facilities (retention/detention areas, weirs, etc.) will be the CONSULTANT's responsibility.

The objective is to provide an approved stormwater treatment/attenuation design. These services shall include, but are not limited to the following:

1. Determination of volume of stormwater to be treated and attenuated.
2. Locate and assess suitable land areas for stormwater management.
3. Discuss preliminary design concepts with permitting agencies.
4. Provide preliminary plans at Phase submittals for review by the County and revise as necessary, provided changes are within this scope of services.
5. Review preliminary design concept with permitting agencies and finalize plans.

E. Roadway Plans

The CONSULTANT shall prepare plan sheets, notes, and details to include, if required, the following: Key Map, Typical Section sheet(s) with notes, Plan/Profile sheets (1"=40' for 11"x17")(1"=20' for 24"x36"), Intersection Detail sheet(s), special Profile sheet(s), Soil Data Sheet(s), and Cross Section sheet(s).

F. Drainage Plans

The CONSULTANT shall prepare plan sheets, notes, and details to include, if required, the following: Drainage Map sheet(s), Drainage Structure sheet(s), Lateral Ditch and Outfall Plan sheet(s), Lateral Ditch and Outfall Cross Section sheets(s), Retention/Detention Plan sheet(s) Retention/Detention Cross Sections, Special Drainage Detail sheet(s), and Erosion Control Detail sheet(s).

G. Traffic Control Analysis

The CONSULTANT shall design a safe and effective Traffic Control Plan to move vehicular traffic during all phases of construction. The design shall include construction phasing of roadways, ingress and egress to existing property owners and businesses, and signing and pavement markings. Special consideration shall be given to the construction of the drainage system when developing the construction phase. Positive drainage must be maintained at all times.

The Traffic Control Plan shall be prepared by a certified designer who has completed the FDOT's training course, and in accordance with the FDOT's Roadway and Traffic Design Standards, Index 600 series and the Roadway Plans Preparation Manual.

Traffic Control Plans –The CONSULTANT shall prepare plan sheets, notes, and details to include, if required, the following: Typical Section sheet(s), General Notes and Construction sequence sheet(s), Typical Detail sheet(s), and Traffic Control Plan sheet(s).

H. Signing and Pavement Marking Plans

The CONSULTANT shall prepare plan sheets, notes, and details to include, if required, the following: General Note sheet(s), Plan Sheet(s), and Special Marking Detail sheet(s).

I. Signalization Plans

The CONSULTANT shall design a traffic signal for the reconstructed intersection. The CONSULTANT shall prepare plan sheets, notes, and details to include, if required, the following: General Note sheet(s), Tabulation of Quantities sheet(s), Plan Sheet(s), Mast Arm Schedule sheet(s), Detail sheet(s) and Mast Arm Foundation sheet(s). The CONSULTANT shall also provide the required structural design of the mast arms and foundations.

J. Utility Adjustment Plans

The CONSULTANT shall contact the known private and public utility companies within the project corridor. The CONSULTANT will be responsible for providing technical data at utility meetings to determine the effects the project has on existing utilities. Utility meetings will be held at the 60% and 90% design stages. Each utility company shall be responsible for the design of any required relocations to their facilities. The CONSULTANT will not provide utility design services. The CONSULTANT shall request one set of color coded plans (at the 60% phase) from each affected utility agency from which final utility location information shall be transferred onto the Utility Adjustment Plan sheets.

K. Subsurface Utility Locating (VVH)

The fee for Subsurface Utility Exploration shall be a limiting amount. The locations of required subsurface utility locates will be agreed upon by the County & the CONSULTANT during final design.

4. ENVIRONMENTAL SERVICES / PERMITS

A. Establish Wetland Jurisdictional Lines

Flagging and surveying of the jurisdictional wetland lines will be secured by the CONSULTANT.

B. Permit Preparation

The CONSULTANT shall prepare the Permit Package for the Environmental Resource Permit (ERP).

C. Mitigation Plan

The CONSULTANT shall prepare a wetland mitigation plan as required for the Environmental Resource Permit. The CONSULTANT shall coordinate with the regulatory agencies during the preparation of the mitigation plan, if necessary.

5. COORDINATION SERVICES

At the County's request, the CONSULTANT will provide coordination services between County Staff and adjacent property owners and adjacent developers. These services may include meeting attendance, map and graphic preparation, etc. These services will be provided on an hourly basis.

A. Construction Assistance Phase

At the County's option, the CONSULTANT may be requested to provide construction assistance services. These services may include plan updates, shop drawing review, surveying and other post design services. These fees shall be negotiated separately. No work shall begin on the construction assistance phase until a separate Notice to Proceed is issued for said work.

II. PROJECT REQUIREMENTS AND PROVISIONS FOR WORK

The following is a list of the required project deliverables:

PHASE REVIEW	24" x 36" Copies	11" x 17" Copies	8"x11" Copies	CD Copies	Mylars Copies
Construction Plans:					
30% Phase	0	5	0	0	0
60% Phase	0	5	0	0	0
90% Phase	0	5	0	0	0
Final Submittal	0	5	5	2	0
Bidding	3	30	30	30	0

Construction Plans: signed and sealed original drawings, contract documents (8-1/2" x 11"), Mylar originals, and electronic files will be submitted for final records.

The above materials will be included in the consultant's lump sum fee proposal. Additional copies will be provided by the CONSULTANT at cost plus 15 percent.

Public Meetings:

The CONSULTANT is to prepare for and attend as many as two public meeting for this project.

III. ST. JOHNS COUNTY RESPONSIBILITIES

A. Documents

The County shall provide any available plans, maps and other pertinent information essential to the satisfactory completion of the work indicated herein.

B. Reviews

The County will provide timely reviews of the CONSULTANT'S work in accordance with the schedule agreed upon between the County and the Consultant. Each review period by the County shall be approximately two weeks, at which time all comments will be forwarded to the CONSULTANT.

C. Permit Application Fees

The County will be responsible for all permit application fees for this project.

D. Private Property Access

The County will contact all affected private property owners and secure their permission for CONSULTANT or subconsultants to enter onto their premises.

SUBMITTALS:

Qualified individual(s) or firms(s) desiring to provide the required professional and consulting services must submit **six (6)** proposal packages, clearly marked with company name and address and labeled:

“Sealed Proposal RFP 09-80 Design of US 1 & SR 312 Intersection Improvements”

on the outside of the package to Bridget Pope, Contract Specialist, St. Johns County Purchasing Department, **2446 Dobbs Road, St. Augustine, Florida 32086**, **by or before 4:00 PM on April 30, 2009.**

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in order. The aim of the required format is to simplify the proposal preparation and evaluation processes and to ensure that all proposals receive the same orderly review.

All proposals must include the following information:

- 1) Names and qualifications of sub-consultants
- 2) Team Organization Chart, with summary resumes of key personnel who would be assigned to the projects defined in the scope of work.
- 3) Recent related work experience including types of performed services and examples of recent projects.
- 4) Ability to coordinate with County Governmental Agencies and Administration.
- 5) Capability to meet deadlines.
- 6) Proposed project design fee
- 7) Proposed project schedule

8) Hourly fee schedule of personnel employed by the firm.

Cover Letter - Provide a one or two-page cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The cover letter should provide the following:

- Respondent's name, business address, phone number, fax number and e-mail address
- A brief statement of the respondent's understanding of the Services required.

EVALUATION OF PROPOSALS:

Proposals will be evaluated in compliance with Florida Statute 287.055 (Consultants Competitive Negotiations Act), St. Johns County Purchasing Policy and the specific criteria as follows:

- Cost (Dollars)
- Cost (Score)
- Past performance with St. Johns County government
- Experience with similar projects
- Proposed Project Schedule
- Project Approach
- Quality of Submittal

Proposals will be reviewed by an evaluation team. Final team rankings will be summarized and a recommendation will be presented to the County Engineer for approval and authorization to negotiate contract.

The County may elect to conduct oral interviews or presentations from the proposal respondents. If the County elects to conduct oral presentations or interviews, such presentations or interviews will be open to the public. The County desires to avoid the expense to all parties of unnecessary presentations or interviews. The evaluation team will make every reasonable effort to make recommendations based upon the written submittals alone.

Firms may engage the services of a sub-consultant; this must be disclosed in the response to the proposal. However, the primary Consultant must be responsible for all the work performed.

This contract will be project specific for the Design of US 1 and SR 312 Intersection Improvements and shall be subject to the sole discretion of the County. The agreement shall be governed by and construed in accordance with the laws of the State of Florida. The successful individual(s) or firm(s) will be paid no more frequently than on a monthly basis, upon the receipt of a valid invoice or statement.

Any and all services not a part of the original Scope of Services shall be considered additional services and shall be approved by St. Johns County prior to services being implemented.

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 re-imbursement 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.

PHONE NO/CONTACTS:

Questions related to this RFP should be directed **in writing to Bridget Pope, Contract Specialist**, St. Johns County Purchasing Department, 2446 Dobbs Road St. Augustine, FL 32086, fax (904) 209-0163, or email to bpope@sjcfl.us. Inquiries related to the work scope, clarification or correction/s **must** be in writing to the contact name shown above via fax, email or mail and must be received no later than **4:00 P.M. on April 16, 2009**. All addendum(s) will be issued by the Purchasing Department no later than **April 24, 2009**. **DO NOT contact any other staff member of St. Johns County, except the above, with regard to this RFP.** All inquiries will be routed by the Purchasing Department to the appropriate staff member for response in the form of an addenda.

DUE DATE/LOCATION:

The letters of interest and supplemental information will be received **until 4:00 p.m. on April 30, 2009**. Mail or deliver all proposals on or before the date specified to: Bridget Pope, Contract Specialist SJC Purchasing Department 2446 Dobbs Road St. Augustine, FL 32086.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to/ negotiate with the firm whose proposal best serves the interest of St. Johns County.

Any proposer affected adversely by an intended decision with respect to the award of any proposal, shall file with the Purchasing Department for St. Johns County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department. Any protests must be filed prior to expiration of the time period and followed up in writing with in five (5) calendar days.

In the event that a Contract/Agreement is Attached to the RFP, such Attached Contract/Agreement is For Discussion Purposes Only, and Not Necessarily Reflective of any Contract That May Be Ultimately Entered into By the County. In the event that a Contract/Agreement is not Attached to the RFP, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any Proposal does not constitute an award of a Contract/Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract negotiations will follow between the County and the selected Proposer. It is further expressly understood that no Contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Proposer. The County reserves the right to delete, add to, or modify one or more components of the selected Proposer's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP. It is further understood, no Proposer (whether selected or not) may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including

attorney's fees) are the sole responsibility of the Proposer. By submitting a Proposal, a Proposer agrees to be bound by these terms and provisions of the RFP.

Purchasing Department
St. Johns County Board of County Commissioners
Definitions of Evaluation Criteria for
RFP (closed) 09-80
“Design of US 1 & SR 312 Intersection Improvements”

A. Cost (Dollars)

Enter the consultants' proposed dollar amount.

B. Cost (Score)

Price is included as one of the evaluation criteria; the lowest priced proposal should receive the maximum weighted score for the price criteria. The other proposals should receive a percentage of the weighted score based on the percentage differential between the lowest proposal and the other proposals in accordance with the following example:

Vendor	Proposed Price	Percentage	By	Weight	Equals	Weighted Score***
A	\$20,000	100	X	10	=	10
B	\$25,000	80*	X	10	=	8
C	\$28,000	71**	X	10	=	7

* Vendor B's percentage is $\$20,000 \div \$25,000 = 80\%$

** Vendor C's percentage is $\$20,000 \div \$28,000 = 71\%$

*** Weighted Score shall be rounded to nearest whole number

The price evaluation and calculation may be revised to conform to the needs for each individual RFP selection. This will be graded on a 0 – 10 scale

C. Past performance with St. Johns County Government

If the evaluator is unfamiliar with the performance of the firm under consideration, or if the firm has no experience working with St. Johns County Florida, give 5 points in this category. Five is considered to be a neutral number. If the firm has experience in the County, and you have direct and first hand knowledge of that experience, then rank more or less than 5 depending on whether their performance was less than average or better than average. This will be graded on a 0 – 10 scale

D. Experience with Similar Projects

A list of similar Projects should be submitted with a brief description of the scope of services. An overview of the project should include schedules, budgets and type of construction. Outcome of the project should be included in this section. Descriptions of similar project Knowledge of regulations, staff and geography, or prior work for the County in the geographical area addressed by the RFP, for example, a study, preliminary design or complete design. This will be graded on a 0 – 10 scale

E. Proposed Project Schedule

A schedule should be submitted showing tentative begin date, progress checkpoints and estimated completion date. More points are awarded for shorter project schedules

and/or immediate staff availability to begin/continue work on the project in a timely manner. This will be graded on a 0 – 10 scale

F. Project Approach

A general overview of the consultants approach should be submitted showing critical points and how they plan to complete each obstacle, for example, utility conflicts and obtaining permits through the agencies. This will be graded on a 0 – 10 scale

G. Quality of Submittal

The RFP should be organized and complete in detail. This will be graded on a 0 – 10 scale.

**EVALUATION SHEET
RANKING OF PROFESSIONALS FOR
“DESIGN OF US 1 & SR 312 Intersection Improvements”**

**ST. JOHNS COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**
CRITERIA FOR RANKING:

DATE:
PROJECT: RFP 09-80

FIRM	A. COST (DOLLARS)	B. COST (SCORE) 0-10	C. PAST PERFORMANCE WITH ST. JOHNS COUNTY 0-10	D. EXPERIENCE WITH SIMILAR PROJECTS 0-10	E. PROPOSED PROJECT SCHEDULE 0-10	F. PROJECT APPROACH 0-10	*G. QUALITY OF SUBMITTAL 0-10	TOTALS

SIGNATURE OF RATER:_____ PRINT NAME:_____ DATE:_____