
REQUEST FOR QUALIFICATIONS

RFQ #10-04

FOR

Continuing Contract for
Small Scale Recreation Projects



**St. Johns County
Board of County Commissioners
St. Johns County Purchasing Department
2446 Dobbs Road
Saint Augustine, Florida 32086**

Due Date/Time for Receipt of Proposals: November 5, 2009 @ 4:00 p.m.



RFQ #10-04

**ST. JOHNS COUNTY
REQUEST FOR QUALIFICATIONS**

SMALL SCALE RECREATION PROJECTS

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 November 5, 2009**, at the St. Johns County Purchasing Department, 2446 Dobbs Rd., St. Augustine, Florida 32086 for the following:

SMALL SCALE RECREATION PROJECTS

Requests for proposal packages may be obtained from Bridget Mein, St. Johns County Purchasing Department at the address listed above, via email request to bmein@sjcfl.us or by calling DemandStar.com at 800-711-1712 and requesting Document #10-04. Many packages can be downloaded from the Internet. Check the agency's site for download availability and any applicable fees. Vendors registered with DemandStar.com can download most packages at no cost from their web site – www.demandstar.com.

The St. Johns County Board of Commissioners solicits responses from qualified and experienced firms to provide professional and consulting services to St. Johns County on a continuing service contract. St. Johns County requires services for boat ramps and small scale parks and recreation projects in the following specific disciplines of professional services: 1) Architectural, 2) Engineering, 3) Environmental, and 4) Planning.

Qualified firms shall have significant and demonstrated experience and qualifications in delivery of professional services in the fields of park design and development, marine design, environmental/landscape design, and recreational master planning.

Qualified firms desiring to provide the required Small Scale Recreation Project Services must submit **six (6)** proposal packages, clearly marked on the outside:

**"Sealed Proposal for RFQ 10-04
SMALL SCALE RECREATION PROJECTS"**

to the St. Johns County Purchasing Department, 2446 Dobbs Road, St. Augustine, Florida 32086, by or before **4:00 P.M. on November 5, 2009**.

SCOPE OF SERVICES

The St. Johns County Board of Commissioners solicits responses from qualified and experienced firms to provide professional and consulting services to St. Johns County on a continuing service contract. St. Johns County requires services for boat ramps and small scale parks and recreation projects in the following specific disciplines of professional service: 1) Architectural, 2) Engineering, 3) Environmental, and 4) Planning.

Qualified firms shall have significant and demonstrated experience and qualifications in the delivery of professional services in the fields of park design and development, marine design, environmental/landscape design, and recreational master planning.

Any qualified firm desiring to provide the required services in any of the above listed areas should submit a letter of interest and the documents requested herein. All submittals of qualifications shall be for principal consultant and include all sub-consultants. Anticipated services required (but not limited to):

1. Architectural Services

- A. Projects studies and master planning
- B. Design services
- C. Contract Documents

2. Engineering Services

- A. Road and Parking Design
- B. Drainage Design
- C. Stormwater Design
- D. Construction engineering inspection
- E. Contract Administration

3. Environmental Services

- A. Wetland Assessment and mapping
- B. Regulatory and jurisdiction line delineation
- C. Mitigation plan and design
- D. Site evaluation
- E. Phase I, II and III environmental assessments
- F. Soil and Groundwater testing and evaluation
- G. Contamination assessment reports and remedial action plans
- H. Baseline and continuing vegetative and wildlife surveys

4. Planning Services

- A. Recreation Master Planning
- B. Park Master Planning
- C. Site Management Plans
- D. User and needs assessment surveys
- E. Satisfaction surveys

Work will be awarded on a project by project basis that may include any or all of the above services, or services not specifically mentioned, but directly related to the specific discipline. Consultants may hire sub-consultants to be used for portions of the required services; however, the primary consultant shall be responsible for all of the work performed. The contract amount for services on any single project or task order will not exceed the limit set-forth by the current Florida Statute.

PROPOSAL FORMAT

All proposals should follow the same format. To be accepted for evaluation, the proposal format must address all required components in the order given in this RFQ. The proposal will be limited to 40 sheets in Sections 1 through 6. Each sheet may be double sided. Neither the cover letter, section dividers, nor front and back cover will count towards the 40 sheet count. The font for the entire proposal shall be Times New Roman and no smaller than 10 point, except for document photocopies or documents not originally produced by the engineering firm.

The aim of the required format is to simplify the proposal preparation and evaluation process and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

1. Introduction to the firm providing (a) company background information; (b) list of references:
2. Name, title, address, phone number and relationship to the projects; Names and qualifications of sub-consultants.
3. Recent related work experience (a) type of services performed, location and estimated construction costs of recent projects, (b) Permitting/ agency coordination experience.

4. Nature and extent of work currently performed by the firm in St. Johns County or anticipated within the next 12 – 24 months.
5. Ability to coordinate with County Government Agencies and Administration.
6. Capability to meet deadlines.
7. Current work load, by phase.
8. CAD Software available for use.

In addition to the above, firms shall submit:

- (a) GSA Standard Form 254 (Architectural) questionnaire.
- (b) GSA Standard Form 255 (Engineering) questionnaire.
- (c) Copies of current Florida State Registration for Engineers of the proposed team.
- (d) Proof of Liability Insurance and its limits.
- (e) List all equipment including computer hardware and software available for use on assigned projects.

Cover Letter - Provide a one-or two-page cover letter. Include one 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:

- A brief statement of the consultant's understanding of services to be provided under a continuing contract.
- The names, title, phone number, fax number, e-mail addresses, and street addresses of the person(s) in the consultant's organization who will be the client services' manager and senior project manager(s) who will be responsible for coordinating all projects.
- Highlights of the consultant's qualifications and ability to perform the project services.

Section 1: Experience with Similar Projects and St. Johns County – This section should showcase different recreation projects that have been successfully designed and constructed. Selected projects should be relevant in size and scope to the St. Johns County Recreation Department. The majority of projects included in this section should be in the State of Florida. Include a one or two-page project description that demonstrates capabilities in specific engineering areas, experience with similar public recreation, and/or local project experience within the past five years. Include the name of the organization, date of the project, consultant's original fee and final fee (after scope modifications), indicate fees associated with the owner's requested changes and the consultant's requested changes, consultant's opinion of cost, selected contractor's initial and final costs, and the name of the client's project manager to contact for a reference.

Section 2: Staff Qualifications and Project Team – Provide the following information, at a minimum, about your engineering firm:

- The firm's name, website address, business address, phone number, and fax number
- Types of services and products offered
- Number of years in business; number of years working in recreation
- Total number of employees; number of employees working in the recreation group
- The location of the office or offices that would provide the project services
- A statement of the firm's background and experience relative to the qualifications being sought in this RFQ.
- Nature and extent of private development work within the county for the past 5 years and projected for the next two years; provide the percentage of private development work versus the firm's total engineering services for each of the past 5 years. Discuss the amount of work performed by the office where the project manager is located.
- Nature and extent of public recreation projects for the past 5 years; provide the percentage of public recreation work versus the firm's total engineering services for each of the past 5 years. Discuss the amount of work performed by the office where the project manager is located.

Introduce the designated senior management, project manager and the project team. Provide

information about the staffs' experience relative to the engineering services listed above, highlighting the experience of the Professional Engineers and senior designers that will be working on the projects. On each team member's resume, include the name of city and state where they are located in the upper right corner. Include a project team organization chart.

For each key person that would be assigned to the projects, include a one- or two-page résumé that includes a summary of relevant professional qualifications, length of service with the firm, total years involved in recreation engineering, relevant project experience, education, and professional registration.

Section 3: Project Approach - In this section, describe the respondent's expertise with the methods, hardware, and software necessary to perform the project scope and services described in this RFQ.

Section 4: Quality Control - Describe the respondent's approach to quality assurance/quality control (QA/QC) procedures. Describe the process by which a scope of services is developed including time and the office locations that are involved in the process.

Section 5: Schedule and Availability - Describe your projected resource availability for projects and the different office locations that will contribute to the project and their roles. If multiple offices work on the project, describe how the project is coordinated between the offices.

Section 6: References - At your discretion, include references from clients regarding projects relevant to the Recreation Department.

Section 7: Administrative Information - Please include the following:

- A. SF330 Architect-Engineer Qualifications
- B. A copy of the firm's Certificate of Authorization as required by Florida Statutes Chapter 472.021.
- C. A copy of the current Department of Business and Professional Regulation License for each key person with a professional registration.
- D. GSA Standard Form 254 (Architectural) questionnaire.
- E. GSA Standard Form 255 (Engineering) questionnaire.
- F. Copies of current Florida State Registration for Engineers of the proposed team.
- G. Proof of Insurance and its limits as follows:
 1. The Consultant shall not commence work under this Agreement until he/she has obtained all insurance required under this paragraph and such insurance has been approved by the County.
 2. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Consultant shall furnish Certificates of Insurance to the County for review and approval prior to the execution of the contract. The Certificates shall provide for the following:
 - The County will be named as additional insured on both the General Liability and Auto Liability policies.
 - The County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance.It is the responsibility of the Consultant to insure that all subcontractors comply with all insurance requirements. These are minimum requirements which are subject to modification in response to high hazard operations.
 3. The Consultant shall maintain during the term of this Contract, standard Professional Liability Insurance in the amount of \$1,000,000.00 per occurrence.
 4. The Consultant shall maintain during the life of this Contract, Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. This shall include coverage for:
 - Premises/operations
 - Products/complete operations
 - Contractual liability

- Independent contractors
- 5. The Consultant shall maintain during the life of this Contract Comprehensive Automobile Liability Insurance in the minimum amount of \$1,000,000 per occurrence combined single limit for bodily injury and property damage. This shall include coverage for:
 - Owned autos
 - Hired autos
 - Non-owned autos
- 6. The Consultant shall maintain during the life of this Contract, Workman's Compensation Insurance to meet statutory limits as are required by the law for all of its employees (if three or more) per Florida Statute 440.02. This policy must include Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.

CONTINUING SERVICES CONTRACT TERM

It is the intent of St. Johns County, if successful with contract negotiations, to enter into a Contract for Professional Services for an initial three (3) year period with provisions for three (3) one (1) year renewal options. Any contract renewal will be upon mutual agreement by all parties and based upon the availability of funds and the need for services. Any contract(s) negotiated with any firm(s) responding to this Request for Qualifications will be non-exclusive. Any additional service options would require submission of a proposal and related fees for approval by St. Johns County **prior** to any work being implemented. These additional services will be added to the Standard Contract by Contract Amendment/Change Order.

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-imburement 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.

EVALUATION OF PROPOSALS:

St. Johns County intends to select consultants that demonstrate, in the County's opinion, the highest degree of compliance with the criteria listed below. With those consultants, St. Johns County will negotiate the technical aspects of the scope of work, deliverables, schedule, and fee on a project by project basis.

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:

- A. Compliance with RFQ Instructions.** The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification.
- B. Experience with Similar Projects and St. Johns County.** The 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 the County and other city, county, state or federal agencies will be considered.
- C. Staff Qualifications and Firm Background.** The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include a Professional Engineer (P.E.) licensed in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business completing project types listed in this RFQ.
- D. Project Approach.** The proposal will be evaluated on the consultant's approach, capabilities, and methods in performing the project services.

- E. Quality Control.** 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.
- F. Schedule and Availability.** The projected resource availability will be evaluated in the selection of the consultants, although St. Johns County understands that the actual beginning and completion dates of projects are subject to the notice to proceed. A firm's close proximity to St. Johns County would be important to availability.
- G. References.** The proposal will be evaluated based on submittal of references.

Please refer to the attached Evaluation Sheet for Ranking of Professional Services.

CONTACTS:

Questions related to this RFQ should be directed to Bridget Mein, Contract Specialist, St. Johns County Purchasing Department, 2446 Dobbs Road, St. Augustine, FL 32084, phone (904) 209-0162, fax (904) 209-0163, or email bmein@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 October 22, 2009**. All addendum(s) will be issued by the Purchasing Department no later than **October 29, 2009**. **Do not contact any other staff member of St. Johns County, except the above, with regard to this RFQ. Contact with any other County employee associated with these services during the RFQ process is prohibited.** All inquiries will be routed by the Purchasing Department to the appropriate staff member for response.

DUE DATE/LOCATION:

The letters of interest and supplemental information will be received **until 4:00 p.m. on November 5, 2009**. Mail or deliver all proposals to: Bridget Mein, 2446 Dobbs Rd, 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 from the Purchasing Department. Any protests must be filed prior to expiration of the time period and followed up in writing within 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
Ranking of Consultants**

A. Compliance with RFQ Instructions (0 to 5 points)

The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. *This will be graded on a 0 – 5 scale.*

B. Experience with Similar Projects and St. Johns County (0 to 25 points)

The 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 the County and other city, county, state or federal agencies will be considered. If the evaluator is unfamiliar with the firm under consideration, or if the firm has no experience working with St. Johns County, the evaluator should give 13 points in this category. Thirteen 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 13 depending on whether their performance was less than average or better than average. *This will be graded on a 0 – 25 scale.*

C. Staff Qualifications and Firm Background (0 to 20 points)

The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include a Professional Engineer licensed in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business. *This will be graded on a 0 – 20 scale.*

D. Project Approach (0 to 25 points)

The proposal will be evaluated on the consultant's approach, capabilities, and methods in performing their project services. *This will be graded on a 0 – 25 scale.*

E. Quality Control (0 to 10 points)

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. *This will be graded on a 0 – 10 scale.*

F. Schedule and Availability (0 to 10 points)

The projected resource availability will be evaluated in the choice of the consultants, although St. Johns County understands that the actual beginning and completion dates of projects are subject to the notice to proceed. A firm's close proximity to St. Johns County would be important to availability. *This will be graded on a 0 – 10 scale.*

G. References (0 to 5 points)

To avoid duplication, the Recreation Director, or his designee, will contact and rank references. *This will be graded on a 0 – 5 scale.*

**EVALUATION SHEET
RANKING OF PROFESSIONALS**

CONTINUING CONTRACT – SMALL SCALE RECREATION PROJECTS

**ST. JOHNS COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

**DATE:
PROJECT: RFQ: 10-04**

CRITERIA FOR RANKING: Small Scale Recreation Projects

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 5	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 20	D. PROJECT APPROACH 0 TO 25	E. QUALITY CONTROL 0 TO 10	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS

*To avoid duplication, the Recreation Director or Designee will contact and rank references.

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