

Board of County Commissioners
Levy County
P.O. Box 310
355 South Court Street
Bronson, Florida 32621
Request for Qualifications #2016-001

The Levy County Board of County Commissioners will receive sealed proposals from any qualified Engineers/Engineering Consultants who are interested in providing engineering services for the County. Prospective proposers should submit statements of qualification in accordance with RFP requirements to the Office of the Board of Levy County Commissioners, Levy County Courthouse, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621, (352) 486-5217.

A complete scope of services can be obtained from the County Coordinator of Levy County, Florida at (352) 486-5217. If you have any questions, please call Fred Moody, County Coordinator.

Please indicate on the envelope that this is a sealed proposal, the proposal number and what the proposal is for.

Proposals will be received until 3:00 p.m. Tuesday November 29, 2016 at the Office of the Board of County Commissioners, Levy County Courthouse, P.O. Box 310, 355 South Court Street, Bronson, Florida 32621, (352) 486-5217.

The Board of County Commissioners reserves the right to waive informalities in any proposal, to accept and/or reject any or all proposals, and to accept the proposal that in their judgement will be in the best interest of Levy County.

SECTION 1 – INTRODUCTION

Levy County, Florida (“County”), through its Board of County Commissioners (“Board”) is conducting a Request for Qualifications (“RFQ”) for Engineering Services. Statement(s) of Qualifications in response to the RFQ (sometimes referred to herein as “proposal” or plural “proposals”) are anticipated from engineering firms (“Firms” or singular “Firm”) interested in providing services to the County on a variety of projects as described in Section 5, Scope of Work, and in this RFQ. Contracts may be issued for general engineering services and/or for specific areas of expertise to Firms that are selected for award of such contracts (“Qualified Firms” or singular “Qualified Firm”). Firms are not required to have expertise in all of the professional services under the Scope of Work.

The County anticipates qualifying and negotiating contracts with a minimum of three (3) or more Qualified Firms through the process described in this RFQ. Qualified Firms selected through this RFQ will remain qualified for the term of their contracts, contingent on the retention of key personnel identified in their RFQ.

An initial contract shall be for a period of three (3) years with an option for a two (2) year extension. If the option is exercised, all work associated with the Task Assignments issued under this RFQ must be completed within the five (5) year contract term, unless the Task Assignment is unavoidably delayed. A Task Assignment may not be issued for work that exceeds the expiration date of the contract.

This RFQ does not provide any guarantees regarding the quantity or dollar amount of Task Assignments that may be issued under any contract awarded pursuant to this RFQ. The successful award of a contract DOES NOT guarantee that any individual Task Assignment will be given.

This RFQ is in accordance with and pursuant to Section 287.055, F.S., “Consultants’ Competitive Negotiation Act” (“CCNA”).

SECTION 2 – PROPOSED SCHEDULE

November 8, 2016	Release of Request for Qualifications.
November 29, 2016	Responses to RFQ/proposals due prior to 3:00 p.m. at the Office of the Levy County Board of County Commissioners in Bronson. Opening of proposals will occur at this time.
December 6, 2016	Evaluation of proposals/interviews by Board of County Commissioners and Board selection of Qualified Firms.

SECTION 3 – INSTRUCTION TO FIRMS

STATEMENT OF QUALIFICATIONS SUBMITTAL

Firms shall submit one original and ten (10) copies of their Statement of Qualifications/proposal. The volume of information to provide is up to the Firm’s discretion. The Statement of Qualifications shall include information to enable the County to evaluate the Firm, including, but not limited to:

1. Company Overview
2. Organizational Chart
3. Resumes of Key Personnel Available to the County
4. Resumes of Sub-Consultants (Surveyor, etc.)
5. Describe Past Relevant Projects by the Key Personnel
6. Demonstrate Willingness to Meet Time and Budget Requirements
7. Identify the Location of the Firm and its Branch Offices
8. Describe Recent, Current, and Projected Work Loads
9. Certified Minority Business Enterprise Statement
10. Public Entity Crime Statement
11. Completed Appendices A through F

Questions Related to Qualifications Submittal:

All questions shall be emailed to Fred Moody, County Coordinator (moody-fred@levycounty.org) no later than ten (10) working days prior to the RFQ opening. Inquiries shall reference the date of RFQ opening, RFQ title and number.

Delivery of Statement of Qualifications/Proposals:

Fred Moody, County Coordinator
Levy County Board of County Commissioners
Levy County Courthouse
P.O. Box 310
355 South Court Street
Bronson, Florida 32621
Phone: (352) 486-5217

Proposals are due at the above address by 3:00 p.m. November 29, 2016.

Proposals received after this time, for any reason, will be rejected. Proposals must be hard copy. FAX transmittals will not be accepted.

All proposals shall be submitted in sealed envelopes with the RFQ number 2016-001 and proposal opening time and date (3:00 p.m. November 29, 2016) clearly marked in large, bold and/or colored lettering. Proposals delivered in an envelope not properly marked with the proposal number and proposal opening date and time that are inadvertently opened by County personnel will not be considered. Proposals shall be hand-delivered or mailed, preferably by registered or certified mail. In order to ensure a timely submittal, proposals submitted by USPS should be sent in time for delivery the day prior to the due date. No common carrier guarantees next day delivery to the Office of the Board of County Commissioners.

SECTION 4 – KEY POINTS

Evaluation by County:

In determining whether a Firm is qualified, the County shall consider such factors as the ability, capability and adequacy of the professional personnel; whether a Firm is a certified minority business enterprise; past performance; experience of the Firm; willingness to meet time and budget requirements; location; recent, current and projected workloads of the Firms; and the volume of work previously awarded to each

Firm by the County with the object of effecting an equitable distribution of contracts among qualified Firms, provided such distribution does not violate the principle of selection of the most highly qualified Firms. A contract will be negotiated with all Qualified Firms selected by the County. No work shall be performed until a Task Assignment is issued.

The Board shall evaluate the proposals received that meet all the minimum proposal requirements. The Board shall conduct discussions with, and may require public presentations of, all Firms whose proposals meet all the minimum proposal requirements, which shall be no less than three (3) Firms, regarding their qualifications, approach to the Scope of Work, and ability to furnish any required services. The County shall not be responsible for any expenses incurred for public presentations. Pursuant to section 286.0113(2), Fla. Stat. (2011), any portion of a meeting at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements. The County encourages transparent and open meetings and decision-making. As a result, the County waives the exemptions contained in section 286.0113(2), Fla. Stat., and hereby notifies all proposers that any discussions or presentations made by proposers pursuant to this RFQ, or any meeting of the Board at which a proposer answers questions as part of this RFQ process, shall be open to the public and shall meet public meeting law requirements. The Board may require any additional information or input at its discretion, prior to making its selection of Qualified Firms. The final selection of successful Qualified Firms will be made by the Board.

The Board reserves the right to reject any proposal, or any part of a proposal, reject all proposals, to waive any irregularities in any proposals, and to award any contract to a Firm as deemed to be in the best interests of the County. The County shall be the sole judge as to the merits of a proposal, and any resulting agreement; the County's decisions will be final.

Evaluation Criteria:

Firms shall provide a maximum two-page introductory letter including statement in descending order of abilities for the eleven (11) engineering discipline services listed as the engineering services being sought by County in Section 5, Scope of Work, for the County's consideration. If the Firm does not provide one or more of the services, that must be noted in the statement. The remaining information shall be bound, and the sections should conform to the following headings, on which the proposal will be evaluated:

1. Relevant Company Experience (35%)

This section must include:

- A statement/declaration as to why your Firm is interested in working for the County, what it has to offer the County and why the County should select your Firm;
- A listing of recent relevant project experience, categorized to suit the engineering services to be provided to the County.
- Project descriptions including a summary of scope, location, construction value, length of time from design to completion of construction, key personnel and client contact;
- Minimum of three (3) government client contact/references over the past five (5) years for work similar to the engineering services to be provided to the County.

2. Personnel (30%)

This section must include:

- Identification and brief description of experience of key company personnel, and project managers, categorized to suit the various engineering disciplines. Resumes to be included at the conclusion of this section;
- Identification of any sub-consultants and their areas of expertise;
- Identification of whether Firm is a minority business enterprise, and any supporting documentation for such classification.

3. Quality Control (20%)

This section must include:

- The company's strategy for maintaining cost and quality control on its projects;
- Key personnel involved in maintaining cost and quality control.

4. Demonstrated Capability to Perform Project (15%)

This section must include:

- Familiarity with County and local area;
- Describe in narrative format how the consultant will approach the implementation process and provide the required services described herein.

Americans With Disabilities Act:

The County does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Fred Moody, County Coordinator, at (352) 486-5217.

Non-discrimination/Minority Business Enterprises:

The County recognizes fair and open competition as a basic tenet of public procurement. Firms doing business with the County are prohibited from discrimination on the basis of race, color, creed, national origin, handicap, age, or sex. The County encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Drug Free Workplace Act:

The Firms shall certify that they have established a drug free workplace.

Public Entity Crime:

Section 287.133(2)(a), Florida Statutes, states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a 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 s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." In submitting a proposal, a Firm certifies that it is not on the convicted vendor list.

Insurance Requirements:

If selected for award of contract, Qualified Firms shall represent and guarantee that all employees, agents, servants or representatives of the Qualified Firm, and all employees, agents, servants, or representatives of subcontractors are covered by worker's compensation insurance. Prior to entering into contract with the County, a Qualified Firm agrees to furnish the County certificates of insurance on all insurance, naming Levy County, its officers, agents, officials, employees and volunteers as additional insured for items 2 and 3 below, providing evidence that the Qualified Firm has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

1. Workers' compensation insurance as required above;
2. Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by the Qualified Firm to provide the services requested by the County;
3. General liability insurance for all services rendered by the Qualified Firm for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate; and,
4. Professional liability insurance, the limits shall be a minimum of \$1,000,000 per occurrence and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that the County shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance. A Qualified Firm shall also provide certificates of insurance for increased coverages or amounts of insurance for any specific Task Assignment, if required by the County.

Rejection of Responses:

The County reserves the right to reject any and all proposals submitted in response to the County's RFQ. The County also reserves the right to waive any minor deviations in an otherwise valid proposal.

Renewal of Contract:

The initial contract shall be for a period of three (3) years with an option for a two (2) year extension. If the option is exercised, all work associated with the Task Assignments issued under this RFQ must be completed within the five (5) year contract term, unless the Task Assignment is unavoidably delayed. A Task Assignment may not be issued for work that exceeds the expiration date of the contract.

SECTION 5 – SCOPE OF WORK

The County is conducting this RFQ from the professional consulting community to provide engineering services related to the following:

1. Roadway and bridge design
2. Storm water and flood plain management
3. Project planning and management
4. Survey services
5. Construction Engineering and Inspection
6. Environmental engineering
7. Site planning and design
8. Parks and Recreational facilities

9. Traffic planning
10. Permitting (local, state and federal)
11. Funding assistance

The objective of this solicitation is to obtain the services of multiple consultants with the capability to provide a variety of professional services. Depending on the proposals received by the County, contracts may be issued for general engineering services and/or for specific areas of expertise. Firms must have the ability to perform in one or more of these areas of expertise. Firms will only be eligible for contracts for those services for which they seek to be qualified under this RFQ. Firms are not required to have expertise in all of the types of professional services under the Scope of Work.

Task Assignments issued under contracts awarded pursuant to this RFQ are limited to projects in which the estimated construction cost for each individual project does not exceed \$2 million and for a study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000. Work that exceeds these monetary caps will be solicited through a Request for Proposal (RFP) or Request for Qualifications or other solicitation process pursuant to the provisions of the CCNA or awarded to a contractor with a continuing contract in the relevant area. The County reserves the right to issue a separate solicitation for any professional services it requires at its discretion, whether or not a Task Assignment could be awarded for such services pursuant to this RFQ. The award of a contract as a result of this RFQ does not guarantee that any quantity or dollar amount of Task Assignments will be given to the Qualified Firm or guarantee that any particular Task Assignment or type of Task Assignment will be given to such Qualified Firm.

The County and each Qualified Firm will enter into a contract for the types of professional services awarded to the Qualified Firm. Task Assignments will be issued to Qualified Firms on an as-needed basis. The County will issue a Task Assignment to the Qualified Firm deemed to be the most qualified by the County in its sole judgment and discretion. Factors that will be considered by the County in making this determination include, but are not limited to, familiarity with the geographical area of the project; past performance; availability and ability of professional personnel; and ability to perform tasks in a timely manner; and the volume of work previously awarded to each Firm by the County with the object of effecting an equitable distribution of contracts among qualified Firms, provided such distribution does not violate the principle of selection of the most highly qualified Firms. If, in the opinion of the County, two or more Qualified Firms are equally qualified for a Task Assignment, the County will consider the volume of work previously issued to each Firm under this RFQ to effect an equitable distribution of work.

At that time each Task Assignment is identified, a proposed scope of work and general project schedule will be provided to the Qualified Firm. The Qualified Firm will then provide a detailed scope of work, and a project and staffing schedule that conforms to the County's project and schedule requirements. A fixed price for the scope will be negotiated based on the predetermined fee schedule (hourly labor rates and unit pricing) included in the contract with the Qualified Firm. Depending on the nature of the service requirement, some Task Assignments may be billable on a time and materials basis with a not to exceed amount, subject to completion of designated milestones and documentation of hours expended. Final payment in all cases will be subject to successful completion of Task Assignments and the County's acceptance of deliverables and project milestones, in accordance with the terms of the contract and the Task Assignment.

No work is authorized until such time as the Task Assignment is fully executed by the County and the Qualified Firm. Any work to be provided under a proposed revision to a Task Assignment is not authorized until the Task Assignment amendment is fully executed by the County and the Qualified Firm.

Qualified Firms Shall:

- Provide timely delivered services and resources;
- Supervise consulting and subcontractor staff including oversight of their work and performance;
- Manage the project (timelines, budget, deliverables, contingencies) and track the progress;
- Quality assure all deliverables;
- Communicate regularly with County project managers; and
- Professionally communicate with the public and represent the County regarding the project as requested.

**APPENDIX B
NON-COLLUSION AFFIDAVIT**

I, _____ of the County of _____
According to law on my oath, and under penalty of perjury, depose and say that:

1. I am with the Firm of _____
providing this proposal in response to the Request for Qualifications for Engineers/Engineering
Consultants, and that I executed the said proposal with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication
or agreement for the purpose of restricting competition, as to any matter relating to qualifications
or responses of any other responder or with any competitor; and no attempt has been made or will
be made by the responder to induce any other person, partnership or corporation to submit, or not
to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that
Levy County relies upon the truth of the statements contained in this affidavit in awarding
contracts for any services resulting from this RFQ.

Signature of Proposer representative

Date

State of _____

County of _____

_____ personally appeared before me, the
undersigned authority, who, after first being sworn by me affixed his/her signature in the space provided
on this _____ day of _____ 20_____, and () is personally known to me
or () provided _____ as proof of identification.

Notary Public

My Commission Expires

APPENDIX C ETHICS CLAUSE

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, member of congress, any officer or employee of congress, or any employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Name of Firm/Proposer Company/Organization

Address of Firm/Company/Organization

City/State

**APPENDIX D
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals or bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All proposers must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All proposers must disclose the name of any County officer or employee who owns, directly or indirectly, any interest of five percent (5%) or more in the firm or any of its branches or affiliates. All proposers must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this RFQ. All proposers are also required to include a disclosure statement of any potential conflicts of interest that the proposer may have due to other clients, contracts, or interests associated with the performance of services under this RFQ and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Names of Officer, Partner, Director or Proprietor who is the spouse or child of a Board member:

Names of County Officer or Employee that owns 5% or more in Proposer's Firm:

Names of applicable person(s) who have received compensation:

Description of potential conflict(s) with other clients, contracts or interests:

None of the above applicable: _____

Signature Printed Name

Proposer Name Date

**APPENDIX E
DRUG FREE WORKPLACE CERTIFICATION**

The undersigned in accordance with Section 287.087, Florida Statutes hereby certifies that the Firm/Proposer does the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or no contest to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Firm/proposer complies fully with the above requirements.

Firm/Proposer

Title

Authorized Signature

Date

APPENDIX F REFERENCE FORM

Use of this form for references is OPTIONAL; however, all Firms/proposers must provide references from current clients or former clients with whom they have provided similar services.

Firm/Proposer Name

Firms/Proposers are required to submit references with their response with which they have provided similar services as requested in this solicitation. Firms/Proposers may use this attachment to provide the required reference information. Attach additional sheets as necessary. Levy County reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge.

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Authorized Signature

Title