

REQUEST FOR PROPOSALS
ENGINEERING SERVICES
SANTA ROSA COUNTY CDBG DISASTER RECOVERY PROJECT
#10DB-K4-01-67-01-K31

Santa Rosa County, Florida is soliciting engineering proposals from qualified firms interested in providing professional engineering services in conjunction with the County's Disaster Recovery Community Development Block Grant Project. The project scope includes sewer lines and hookups to a low income neighborhood in Bagdad.

Professional services required shall be secured in accordance with 9B-42, F.A.C., 24 CFR 85.36 and the County's CDBG Procurement Policy. Proposal packages may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at 6495 Caroline Street Suite G, Milton, Florida 32570. (Telephone 850-983-1870) This package details the scope of services required, the factors that will be considered in the award process, the form of proposal required, and the criteria under which the proposals will be evaluated.

All proposals must be original and delivered by hand, Fed EX, or mail to the Santa Rosa County Procurement Department at 6495 Caroline Street Suite G, Milton, Florida 32570; and must be received by 10:00 a.m. local time, on Tuesday, June 29, 2010; at which time bids will be publicly opened. Proposals are to be sealed and clearly labeled "**Engineering Services - CDBG**". Please provide **one** original and **eleven** copies. Proposals received after the time set for opening will be rejected and returned unopened to the submitter. All interested parties are invited to attend.

Santa Rosa County, Florida proposes to award a contract to the provider whose proposal is deemed most advantageous to the County subject to the negotiation of fair and reasonable compensation consistent with industry standards.

Santa Rosa County reserves the right to reject any and all proposals, and if an award is made, will be made to the most responsible firm whose proposal indicates that the award will be in the best interest of Santa Rosa County. The County reserves the right to waive irregularities in the proposal.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida

Legal Notice

One Issue – June 12, 2010 – Pensacola News Journal

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

June 12, 2010

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Engineering Services

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REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES

**DISASTER RECOVERY
COMMUNITY DEVELOPMENT BLOCK GRANT
#10DB-K4-01-67-01-K31**

SANTA ROSA COUNTY, FL

May 28, 2010

**REQUEST FOR PROFESSIONAL
ENGINEERING SERVICES
DISASTER RECOVERY CDBG PROJECT**

I. PURPOSE:

- A. Santa Rosa County, in accordance with the Florida Department of Community Affairs' (DCA) policies and applicable components of "Rule 9B-43, 24 CFR 85-36 and Section 287.055, Fla. Statutes - "Consultants' Competitive Negotiations Act". is requesting proposals from qualified engineering firms (hereinafter called "firm or firms") to provide engineering design and project supervision services relative to the County's Disaster Recovery Development Community Development Block Grant (CDBG) project.
- B. The County has received funding for Disaster Recovery funds stemming from the 2008 Storms declaration. The project includes the construction of approximately 3,700 LF of sewer line and 32 hookups in an area bounded by Thompson, Water, Oak and Forsyth Streets in Bagdad. The budget for the sewer is approximately \$400,000.00 and includes administration, engineering and construction.

II. SCOPE OF SERVICES:

- A. The firm selected shall be required to provide professional technical and engineering services whose level and scope will be determined by Santa Rosa County. Specific engineering services required shall include, but not be limited to:
1. Close coordination with the CDBG Grant Administrator who is under contract to the County to administer the grant.
 2. Planning, designing, and developing construction plans and specifications
 3. Providing legal descriptions for any required easements or real property acquisition,
 4. Preparation and submittal of applications to obtain necessary permits,
 5. Preparing bid documents,
 6. Soliciting and evaluating construction bids,
 7. Providing construction supervision and resident inspection,
 8. Approving contractors' pay requests,
 9. Conducting final inspection of all construction,
 10. Recommending acceptance by Santa Rosa County,
 11. Providing "as-built" drawings following project completion.

III. SCHEDULE OF WORK PERFORMANCE:

- A. Firms are advised that the capacity to initiate and coordinate all engineering services in a timely and efficient manner is a significant factor. The selected firm will be required to commence engineering services immediately after selection and be able to complete project design and specification within 100 days. Firms who cannot meet this project schedule will be automatically eliminated from further consideration.

IV. TYPE OF CONTRACT:

- A. Santa Rosa County intends to negotiate a firm fixed fee contract or "cost not to exceed" type contract for the final design and construction inspection services requested.
- B. All responding firm's qualifications will be evaluated and the most qualified firm selected, subject to the negotiation of a fair and reasonable compensation.

V. RESPONSIBILITY:

- A. The firm selected shall be required to assume responsibility for all services offered by the firm's proposal regardless of whether they are produced "in-house" or performed under a joint or subcontractual arrangement.
- B. Such firm will be the sole point of contact with regard to this project.

VI. SUBMITTAL INSTRUCTIONS:

- A. All proposals must be submitted in writing by 10 a.m. on June 29, 2010 to receive consideration. Proposers mailing their proposals should allow normal delivery time to ensure receipt of their proposals by Santa Rosa County. Proposals should be addressed to: Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, FL 32570 prior to the submission deadline.
- B. All proposals must be sealed and clearly marked on the outside "RFP - ENGINEERING SERVICES - CDBG" with the proposer's name and address. Proposals should be submitted in an original and eleven copies.
- C. Questions concerning the "RFP" should be directed to Orrin Smith @ (850) 983-1870.

VII. PROPOSAL CONTENT AND FORMAT

- A. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any firm submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. Santa Rosa County reserves

the right to waive irregularities in the proposal and reject any and all proposals and to request additional information from responding firms if deemed necessary.

B. Letter of Transmittal: Responding firms shall submit a "Letter of Transmittal" which shall as a minimum contain the following:

1. State the location of the office from which the work is to be accomplished.
2. Describe the firm's general qualifications and the range of activities performed by the firm.
3. Identify all persons to be assigned to this project and outline the nature of their responsibilities. Include a description of relevant work experience for each person assigned to this project.
4. State the firm's familiarity or ability to become familiar with the needs and conditions that exist within the project area.
5. Certify that the firm can and will comply, where applicable, with all rules and regulations of the Department of Environmental Protection, the Florida Department of Transportation and the Florida Department of Community Affairs. Provide any additional information that the proposer feels is essential to their proposal.
6. Indicate if your firm is a Certified Minority Business Enterprise.
7. State that the person signing the letter is authorized to bind the proposer.

C. All proposals shall include each of the following attachments:

1. Attachment A: Indicate why the firm feels uniquely qualified to undertake the required professional engineering services.
2. Attachment B: Describe the technical approach to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken.
3. Attachment C: Describe the work management plan to be utilized by the firm. The description should include a project schedule showing estimated start and completion dates of all major tasks and individuals responsible for implementation and completion of said tasks.
4. Attachment D: Identify the firm's prior work experience with the CDBG program. List each project separately to include jurisdiction name, type of project, and grant amount.
5. Attachment E: Identify the firm's prior work experience with wastewater system construction and renovation/rehabilitation in the State of Florida.
6. Attachment F: It is the intent of Santa Rosa County to evaluate the qualifications of all responding firms and select the offerer whose proposal is deemed most advantageous to the County (The criteria under which each proposal will be evaluated is attached to this RFP). Under this attachment, the responding firm shall certify that they will negotiate a fair and reasonable fee within the Rural

Development fee schedule as adopted by DCA for evaluating engineering fee reasonableness. Further, the proposer shall certify that to the best of their knowledge and belief all the information submitted for consideration and evaluation is true, correct, and accurate.

VIII. CERTIFICATION REQUIREMENTS

- A. Public Entity Crimes Statement – No person or affiliate on the convicted vendors list may, for a period of 36 months after being placed on the convicted vendors list: submit a bid on a contract or request for proposals; be awarded or perform work as a contractor, supplier, subcontractor or consultant. Each submittal to the County for administrative services must include completed Public Entity Crimes Statement (enclosed).
- B. Certification Regarding Debarment, Suspension, and Other Responsibility Matters – The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and met all other such responsibility matters as contained on the attached certification form (enclosed).

**Certification Regarding
Debarment, Suspension,
And Other Responsibility Matters
Primary Covered Transactions**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name

Project Name

Title

Project Number

Firm

Street Address

City, State, Zip

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC, OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO Santa Rosa County, Florida
(Print name of the public entity)
by _____
(Print Individual's Name and Title)
for _____
(Print Name of Entity Submitting Sworn Statement)
Whose business is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____ the entity has no
FEIN, include the Social Security Number of the individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(9), 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 of the United States, including, but not limited to, any bid or contract for goods or services 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.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of 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, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
(1) A predecessor or successor of a person convicted of a public entity crime; or
(2) 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 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 for fair market value under an arm's length agreement, shall be a 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 36 months shall be considered an affiliate.

5. 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 a binding contract and which bids or applies to bid on contracts for the provisions of goods or services 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.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

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

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

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before _____ day of _____, 2010
me this _____

Personally known _____ Notary Public - State of _____
OR Produced _____
identification _____

My commission expires: _____

(type of identification)

(Printed typed or stamped
commissioned name of notary public)

ENGINEERING EVALUATION CRITERIA

CRITERIA	POINTS AVAILABLE	
1.	Ability to design an approach and work plan to meet the project requirements.	15
2.	Ability to devote the needed time and staff resources to the project based on current workload to commence services and complete services within time parameters.	20
3.	Ability to observe and advise whether plans and specifications are being complied with.	10
4.	Experience of the firm in other similar projects.	10
5.	Successful experience in federal and state funded projects.	10
6.	Availability of adequate personnel and technology.	8
7.	Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work.	10
8.	Familiarity or ability to become familiar with the needs and conditions that exist within the project area.	15
9.	Certified Minority Firm.	2
	TOTAL:	100