

REQUEST FOR ENGINEERING PROPOSALS
SANTA ROSA COUNTY NEIGHBORHOOD REVITALIZATION CDBG PROJECT
#07DB-3R-01-67-01-N25

Santa Rosa County, Florida is soliciting engineering proposals from qualified firms interested in providing professional engineering services in conjunction with the County's Neighborhood Revitalization Community Development Block Grant (CDBG) Project. The project consists of construction of sewer lines and hookups in Navarre.

Professional services required shall be secured in accordance with Rule 9B-43, 24 CFR 85.36 and Section 287.055, Fla. Stat.- "Consultants' Competitive Negotiations Act". Entities interested in submitting a proposal should contact the Procurement Department at 6495 Caroline Street, Suite G, Milton, Florida 32570 or (850) 983-1833 and request a proposal package which 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. Proposals must be received by 10:00 A. M., April 23, 2007 at the above address. Please provide 12 copies of the proposal.

Santa Rosa County reserves the right to accept or reject any or 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. The County further certifies that it will not discriminate during the selection process on the basis of age, sex, familial status, race, national origin, or handicap status.

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

LEGAL NOTICE

One issue – Pensacola News Journal – April 8, 2007.

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

April 8, 2007

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Proposals - Engineering

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REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES

**NEIGHBORHOOD REVITALIZATION
COMMUNITY DEVELOPMENT BLOCK GRANT
#07DB-3R-01-67-01-N25**

Santa Rosa County, Florida

REQUEST FOR PROFESSIONAL ENGINEERING SERVICES

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 Neighborhood Revitalization Community Development Block Grant (CDBG) project.
- B. The County has entered into a contract with DCA for the funding for this project. The project consists of the construction of wastewater collection improvements within the Navarre East community of Santa Rosa County, Florida. These facilities will become a part of the Holly-Navarre Water System, Inc.'s existing wastewater system when completed. Improvements are anticipated to include but are not limited to new lift stations, collection lines, any necessary force mains, connection of residential services and the abandonment of existing septic tanks within these communities. The total budget for the project including administration, engineering and construction is \$ 750,000.00.

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. Close coordination with the Holly-Navarre Water System, Inc. in meeting the needs and standards of the system and the county.
 - 3. Planning, designing, and developing construction plans and specifications.
 - 4. Providing legal descriptions for any required easements or real property acquisition,
 - 5. Preparation and submittal of applications to obtain necessary permits,
 - 6. Preparing bid documents,
 - 7. Soliciting and evaluating construction bids,
 - 8. Providing construction supervision and resident inspection,
 - 9. Approving contractors' pay requests,
 - 10. Conducting final inspection of all construction,
 - 11. Recommending acceptance by Santa Rosa County and the Holly-Navarre Water System, Inc.,
 - 12. Providing "as-built" drawings following project completion.

III. SCHEDULE OF WORK PERFORMANCE:

1. Firms are advised that the capacity to initiate and coordinate all engineering services in a timely and efficient manner is a significant factor. It is anticipated that it will be necessary for the selected firm to commence engineering services immediately after selection and contract execution and be able to complete project design and specification within 150 days.
2. Firms who cannot meet this project schedule will be automatically eliminated from further consideration.

IV. TYPE OF CONTRACT:

1. 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.
2. 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 10:00 A.M. on April 23, 2007 to receive administrative consideration. Firms mailing their proposals should allow normal delivery time to ensure receipt of their proposals by Santa Rosa County. Proposals should be addressed to: Mr. Orrin Smith, Procurement Officer, Santa Rosa County, 6495 Caroline Street, Suite G, Milton, Florida 32570 or hand-delivered to the above address prior to the submission deadline.
- B. All proposals must be sealed and clearly marked on the outside "Disaster Recovery Segment Four CDBG Engineering Proposal", with the firm's name and address. Proposals should be submitted in an original and fourteen copies.
- C. Questions concerning the "RFP" should be directed to the Mr. Orrin L. Smith @ (850) 983-1833. Responding firms not selected will be promptly notified.

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(s).
 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 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.

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.	15
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
5. Availability of adequate personnel and technology.	8
6. Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work.	10
7. Familiarity or ability to become familiar with the needs and conditions that exist within the project area.	20
8. Certified Minority Firm.	2
TOTAL	100

**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 UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS:

1. This sworn statement is submitted to _____
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
whose business address is _____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____. If 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)(g), 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 with 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 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 entity 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 public entity crime.
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 appeals to bid on contracts for the provisions of goods and services et 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 the 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 one or more of the officers,, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the 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 the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the 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 Officers 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 IN TO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2_____.

Personally known _____

or Produced identification _____ Notary Public – State of _____

My commission expires _____

(Type of identification)

(Printed typed, or stamped commissioned name of notary public.)

April 9, 2007

ADDENDUM #1

TO: Company Addressed
FROM: Santa Rosa County Procurement Department
SUBJECT: Request for Proposals - Engineering

Item #1

Date for the proposals to be received should read April 24, 2007 at 10:00 am.