

REVISED

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES BAGDAD MILL SITE PARK DESIGN

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for design services for the design of the Bagdad Mill Site Park. Santa Rosa County is looking for an individual and/or firm to provide this service. Proposals must conform to the specifications. Professional services required shall be secured in accordance with the County's Procurement Policy.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., September 21, 2010. Only proposals received by the aforesaid time and date will be considered. All proposals shall be sealed and clearly labeled, "**RFQ – DESIGN OF BAGDAD MILL SITE PARK FACILITIES**". Please provide the original proposal, labeled "ORIGINAL", and eleven (11) copies labeled "COPY" (12 total complete packages).

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

Questions concerning this request should be directed in writing to Sheila Harris at sheilah@santarosa.fl.gov no later than 2:00 pm on September 15, 2010.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

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 – August 21, 2010 – Press Gazette, August 26, 2010 - Navarre Press, and August 26, 2010 – Gulf Breeze News

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

August 21, 2010

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Qualifications for Architectural Services

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for design services for the design of the Bagdad Mill Site Park. Santa Rosa County is looking for an individual and/or firm to provide this service. Proposals must conform to the specifications. Professional services required shall be secured in accordance with the County's Procurement Policy.

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SECTION I INFORMATION AND INSTRUCTIONS

- 1.1** The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be labeled “**RFQ – DESIGN OF BAGDAD MILL SITE PARK FACILITIES**”. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.
- 1.2 Proposal Format:** Proposals shall be submitted in the following format and include the following information.

 - A. Detailed description of project approach as requested in Section II
 - B. Qualifications and experience as detailed in Section II
- 1.3** It is the sole responsibility of the **PROPOSER** to assure that they have received the entire Request for Proposals.
- 1.4** Proposers will be notified in writing of any change in the specifications contained in this RFQ.
- 1.5** No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on the Santa Rosa County. No employee of Santa Rosa County is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that contained in or amended to this written RFQ document.
- 1.6 Right of Rejection and Clarification:** Santa Rosa County reserves the right to reject any and all proposals and to request clarification of information from any proposer. Santa Rosa County is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- 1.7 Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the County may deem necessary to further evaluate the proposer's qualifications.
- 1.8 Denial of Reimbursement:** Santa Rosa County will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 1.9 Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Santa Rosa County for the purpose of influencing consideration of this proposal.

- 1.10 Right of Withdrawal:** A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- 1.11 Right of Negotiation:** Santa Rosa County reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.12 Exceptions to the RFQ:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for Santa Rosa County, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.
- 1.13 Indemnification:** Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless Santa Rosa County, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 1.14 Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by proposers shall become the property of Santa Rosa County when received.
- 1.15 Copies:** An original and eleven copies of the proposal and supporting documents must be submitted in response to the RFQ. All responses must relate to the specifications as outlined.
- 1.16 Insurance:** The individual/firm that is chosen will be required to provide proof of Workers' Compensation Insurance for all of its workers that is consistent with the Florida Workers' Compensation law.
- 1.17 Discriminatory Vendor List and Debarment/Suspension:** An entity or affiliate, who has been placed on the discriminatory vendor list, as maintained by the Florida Department of Management Services, may not submit a bid. Additionally, an entity or affiliate shall not be Debarred or Suspended in accordance with Executive Order 12549, Debarment and Suspension (2 CFR 1326).
- 1.18 Submittal of Qualifications:** Proposals should include experience and qualifications as described in Section II. Additional information may be submitted as appropriate to further describe proposer and the firm's capabilities.
- 1.19 Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the Consultant agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision

in all subcontracts awarded hereunder.

Proposers certify that all equipment, services and or goods provided to Santa Rosa County comply with the Department of Justice ADA Title III Regulations.

1.20 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFQ. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package.

Questions regarding this request for proposals should be directed to:

Orrin L. Smith
Procurement Officer
(850) 983-1870
[email: orrins@santarosa.fl.gov](mailto:orrins@santarosa.fl.gov)

Technical Questions should be addressed to:

Sheila Harris
Grants Coordinator
(850) 983-1848
[email: sheilah@santarosa.fl.gov](mailto:sheilah@santarosa.fl.gov)

SECTION II SCOPE OF WORK

- 2.0** Santa Rosa County is seeking proposals from an individual and/or firm to design the facilities at the Bagdad Mill Site Park. Santa Rosa County has been awarded a grant in the amount of \$30,000 which will be matched from \$30,000 local resources for a combined amount of \$60,000. The \$60,000 is the total amount currently available for the design of the facilities and preparation of permitting packages. **After qualified firms have been ranked and during the negotiations process, it may be necessary to modify the scope in order to meet the budget requirements.**
- 2.1** Summary: Facilities to be designed include the park entrance (including signage, gate, landscaping), a walking trail loop, an entertainment pavilion for performances and events with restroom, an information and teaching kiosk, fishing pier, boardwalk, boat tie-up, kayak launch, gazebo with seating, parking areas, lighting and electrical plans and storm water plan. These facilities are identified on the Bagdad Historic Mill Site "Site Plan" which is attached for reference (Attachment 1). To the extent possible and practical, facilities should be designed with green design principles, of commercial quality, with low-maintenance features and materials, vandalism resistant, and designed consistent with economical construction methods and materials.
- 2.2** For the purposes of this project, the selected individual/firm will be responsible for final design and construction plans, drawings, and permit packages (if applicable) for the items referenced in 2.1. To that end, the individual/firm will need to conduct a minimum of two public meetings by which public input will be incorporated into the design. Additionally, an estimate of construction costs and construction phase design services and fees per facility will be required as a final deliverable.
- Additional funds may be available in the future for task orders associated with the permit phase, in which case, the selected individual/firm may be asked to provide a proposal for those services. A preliminary site plan complete with boundary and topographic survey will be provided by the county. Proposers should not include within their proposal any work associated with the Construction Phase such as quality control inspections, certifications, etc.
- 2.3** Grant deadlines require that the firm be able to complete final design and construction plans, drawings, and complete permit packages by May 2011.
- 2.4** The firm/applicant will be responsible for receiving and reading the grant agreement associated with this project and must agree in writing to abide by the requirements contained within. The Grant agreement can be reviewed in advance of the proposal submission by contacting the technical point of contact listed within this RFQ. Additionally, firm/applicant should review the enclosed

“References/Resources” document for additional information to consider in preparation of a proposal (Attachment 2).

- 2.5** Approach and Scope of Work: The responding individual/firm shall describe in detail its approach to the design work as outlined in this Request for Qualifications. In addition to the approach for the outlined scope, the responding individual/firm is encouraged to propose any appropriate enhancements to the outlined scope.
- 2.6** Desired Qualifications: It is desired that the individual or firm selected have experience with projects of similar nature including park projects, projects with historical significance, environmentally sensitive projects or other related characteristics. Additionally, experience working with local governments and/or grant funded projects should be demonstrated. Each proposer shall submit their qualifications to effectively design the facilities. A detailed listing of similar projects shall be submitted along with a description of the project, dates completed, contact persons, implementation history, and any other pertinent information. Each proposer shall also submit resumes of the key personnel that will be involved with the project. Additional information regarding professional awards, memberships, etc. may also be submitted. Because the park has historical, cultural, and environmental significance, knowledge of project and park specifics, applicable best management practices, permitting requirements, and related details should be demonstrated within the proposal.
- 2.7** References: Respondents shall provide statements of company background, including company history, primary contact information (including telephone number(s), fax number(s), and email addresses(s), and a detailed narrative of related experience performing similar projects.
- 2.8** Availability/Location: The individual/firm shall outline its current and projected workload and its commitment to provide the requested services. Additionally, the proposal should include the location of primary personnel that will be involved in the design.
- 3.0** Sub-contractors: The use of sub-contractors is allowable as approved by Santa Rosa County and only if described within the proposal and demonstrated as being necessary and reasonable in order to achieve the required scope of work.



Attachment 1

Bagdad Mill Site Design
References/Resources

1) A map with directions is included in this RFQ (Attachment 3). Potential proposers should make every attempt to visit the Mill Site prior to submittal of a proposal. The site is not currently open to the public and the gate is locked at all times. Please contact one of the following individuals to make arrangements to visit the site.

- Stephen Furman, Santa Rosa County Public Works – stephenf@santarosa.fl.gov
- Chris Phillips, Santa Rosa County Engineering Dept – chrisp@santarosa.fl.gov
- Michael Schmidt, Santa Rosa County Engineering Dept – Michaels@santarosa.fl.gov
- Sheila Harris, Santa Rosa County Grants – sheilah@santarosa.fl.gov

2) The Bagdad Village Museum & Complex, located at the corner of Church St. and Bushnell St. in Bagdad, is an excellent source of information regarding the Village of Bagdad history and community resources. Potential proposers are encouraged to schedule a visit prior to submittal of a proposal. Please visit <http://www.bagdadvillage.org/Museum/Museum.htm> for more information.

3) The following community organizations are also an excellent source of information:

Bagdad Village Preservation Association (BVPA)

<http://www.bagdadvillage.org/>

Bagdad Waterfronts Partnership Florida

<http://www.bagdadwaterfronts.org/>

Bagdad Transportation & Open Space Master Plan

Village of Bagdad Community Vision Plan – July 2006

<http://bagdadwaterfronts.files.wordpress.com/2008/09/bagdadvisioningplanpart11.pdf>

Blackwater River Foundation, Inc.

<http://www.blackwaterriver.org/>

4) Santa Rosa County Design Standards

<http://www.santarosa.fl.gov/zoning/documents/bagdadbesignstandards.pdf>

5) Kayak Launch Reference

http://www.nps.gov/nrcr/programs/rtca/helpfultools/ht_launch_guide.html

6) To make arrangements to view cad files with boundary and topographic survey or to review the grant agreement referenced Section II, 2.4, please send an email to sheilah@santarosa.fl.gov. The files will be made available on the county's FTP site for viewing.

Santa Rosa County
Coastal Partnership Initiative Grant
Bagdad Mill Site Design – Project Location Map



The Bagdad Mill Site is located adjacent to the historical Village of Bagdad, Florida in Santa Rosa County. The site is South of Milton and North of I-10. The address is 6953 Main St.

Directions: From I-10, Exit 26, Proceed north on Co Hwy 191. Turn Left on Forsythe St (191). Turn Right on Main St and follow to entrance of Bagdad Mill Site.