

## **REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for engineering services on the Venetian Way and Coronado Drive drainage improvement project. Services will relate to the design, engineering feasibility study, and permitting.

All proposals shall be considered in accordance with the Florida Competitive Consultant Negotiations Act. (F.S. 287.055)

All proposals must be in writing and delivered by hand or Fed Ex to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite L, Milton, Florida, 32570; and must be received by 10:00 a.m., (May 10, 2016). All proposals shall be sealed and clearly labeled, “**RFQ- Venetian Way and Coronado Drive Drainage Engineering Services**”. Submittals shall include one (1) original, eleven (11) copies of the proposal, and one (1) CD/thumb-drive with the full proposal included, (each document must be in an individual PDF format file). The proposal will be publicly opened at this time. Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Specifications may be secured from Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://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 to the Santa Rosa County Assistant County Engineer, Michael Schmidt, at (850) 981-7100.

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 Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

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

### **Legal Notice**

One Issue – 4/13/2016 – Press Gazette, 4/14/2016 – Navarre Press, 4/14/2016 – Gulf Breeze News, 4/14/2016 – South Santa Rosa News

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

## **Venetian Way and Coronado Drive Drainage Engineering Services Minimum Specifications**

Santa Rosa County is seeking the services of a qualified and licensed professional to provide engineering services associated with the Venetian Way and Coronado Drive drainage project. Engineering services includes surveying, geotechnical services, engineering design & analysis, environmental/permitting and development of construction plans, construction estimates and bid documents. The county will provide a preliminary ICPR Model previously prepared for this area based on the conceptual design prepared for grant purposes. The successful firm may also be expected to assist the county or its representative in providing/analyzing data for the required FEMA cost-benefit analysis for the construction phase, providing project status to the county to aid in the preparation of quarterly reports to FEMA and assist the county with the preparation of the required Phase I deliverables to FEMA. Firms should demonstrate their knowledge of the HMGP program and experience with similar projects within their qualifications.

### Location

The Venetian Way and Coronado Drive area are part of the Villa Venyce subdivision located in Gulf Breeze area within unincorporated Santa Rosa County. The project area is located south of U.S. Highway 98 (Gulf Breeze Parkway), and it is bounded to the east by Lido Boulevard and to the west by Coronado Drive. (latitude:30.375814, longitude:-87.112056).

### Current Conditions

The generally flat topography falls from north to south, toward the Santa Rosa Sound. Consequently, the project area discharges into a nearby canal, which is hydraulically connected to the Santa Rosa Sound. The development within the project area began during the early to mid 1970s when stormwater design standards were minimum to nonexistent. This area had historically experienced repetitive roadway flooding as well as yard and structural flooding of several residential properties.

### Proposed Improvements

Santa Rosa County envisions that the implementation of the proposed drainage improvements will minimize or eliminate future structural damage while protecting the residents from harm's way during and following future flood events. Specifically, the proposed drainage improvements will include Lido Blvd. starting at the connection with the existing concrete ditch located at Great Oaks Dr. and ending at an outlet over English Navy Cove; including new drainage structures along Venetian Way to the intersection with Coronado Dr. and sections of Lido Garden, Venetian Court, Venetian Gardens, Coronado Ct. and Villa Venyce Ct. A new stormwater pond will be located north of Venetian Way and includes a connection to the existing grass ditch located between Villa Woods Cir. and Great Woods Dr. in Gulf Breeze, Florida 32563. Note that the drainage improvements previously specified are conceptual in nature. Proper revisions are expected based on detailed field reviews by the consultant, topographic survey work and geotechnical analysis.

This project will be phased. The Phase I design shall implement an engineering study, construction plans preparation, permitting and bidding, and designs and calculations for Phase II review, including verification that there will not be any upstream or downstream impact.

A Hydrologic and Hydraulic (H&H) Study as well as an engineer's probable cost estimate have been prepared for this project based on the conceptual design. The consultant will be expected to review and update the H&H study and cost estimate as necessary based on detailed field reviews by the consultant, topographic survey, geotechnical analysis and final construction plans. In order to maintain cost effectiveness, design revisions to the conceptual plan will be limited by the preliminary cost estimate amount already prepared for this project.

The proposed improvements include the construction of a stormwater pond within the South Santa Rosa Utilities Water Plant site (owned by the City of Gulf Breeze). Coordination with the City of Gulf Breeze and County Engineering will be imperative in order to establish the improvements limits and address potential utility conflicts.

A public meeting will also be required to inform the affected local residents of the anticipated extent of the project improvements, maintenance of traffic and other public information.

#### Deadlines

In order to meet grant requirements, all work must be completed by January 31, 2017 including securing all-required permits and easements. Extensions may be considered but are not desirable.

#### FEMA Grant Requirement

The Venetian Way and Coronado Drive drainage project is a federally-funded project. As such, FEMA requires the selected contractor and sub-contractor(s) to certify that they are not debarred or suspended from participating in federally-funded projects. The selected firm will be required to provide said documentation after the selection process has been completed.

#### Proposal Requirements

Qualifications shall be demonstrated in a written proposal and include the following information tabbed as instructed below:

##### **Tab 1 - Letter of Interest**

Respondent shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, facsimile number, e-mail and the name of the prime consultant that the County can contact for additional information (2-page limit).

##### **Tab 2 - Company Profile**

Respondent shall provide a brief profile of their company, which should include their firm's legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small

disadvantaged business or W/MBE business); length of company's existence; locations of their parent company, branch or subsidiary and proposed project team; total number of personnel including personnel by discipline; and firm's field of expertise.

**Tab 3 – Qualifications of Key Personnel**

Describe the education, experience and relevant abilities of key personnel and proposed subcontractors who will be responsible for project completion. Include information on recent, current, and projected workloads of each key personnel to demonstrate ability to meet time requirements.

**Tab 4 – Approach to Project/Understanding**

Demonstrate understanding of proposed project and the technical approach to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken within project deadlines. In addition, 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.

**Tab 5 – Firm Familiarity with the HMGP Program**

Identify the firm's prior work experience with the HMGP program. List each project separately to include jurisdiction name, project name and type, and grant amount.

**Tab 6 – Similar Project Experience**

Identify the firm's prior experience with stormwater/drainage systems design and permitting in the State of Florida.

**Tab 7 – Prior Awarded County Work**

Identify engineering related contracts previously awarded by Santa Rosa County.

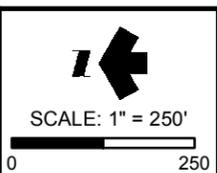
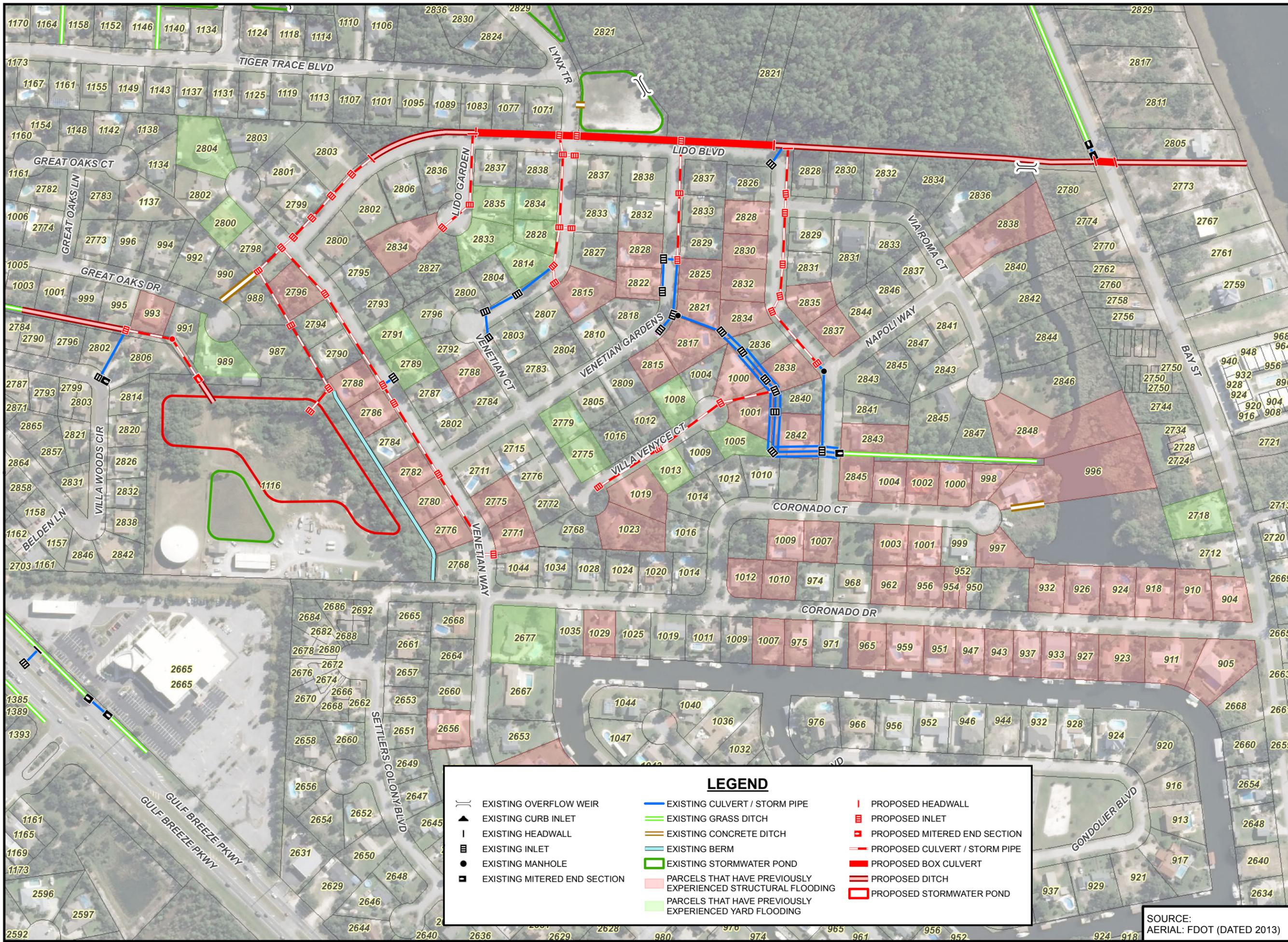
**Tab 8 – Professional References**

Provide a list of five general references, previous clients, etc. with names, titles, phone numbers and e-mail addresses of contact persons to serve as references.

Selection Criteria

The most highly qualified firm(s) will be selected based on such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the agency, 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. Other factors that may be considered include a demonstrated knowledge of the Hazard Mitigation Grant Program (HMGP) including familiarity with FEMA's Benefit Cost Analysis

technical process as well as prior design experience with Santa Rosa County specific to an HMGP drainage funded project.



**PROPOSED IMPROVEMENTS  
HMGP APPLICATION  
VENETIAN WAY AND CORONADO DRIVE  
DRAINAGE IMPROVEMENTS  
SANTA ROSA COUNTY, FLORIDA**

**Pegasus**  
ENGINEERING  
301 WEST STATE ROAD 434, SUITE 309  
WINTER SPRINGS, FL 32708  
TEL: 407-992-9160 • FAX: 407-358-5155  
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: SRC-22005  
DATE: 07/2015

**FIGURE  
2**

LEGEND		
<ul style="list-style-type: none"> <li> EXISTING OVERFLOW WEIR</li> <li> EXISTING CURB INLET</li> <li> EXISTING HEADWALL</li> <li> EXISTING INLET</li> <li> EXISTING MANHOLE</li> <li> EXISTING MITERED END SECTION</li> </ul>	<ul style="list-style-type: none"> <li> EXISTING CULVERT / STORM PIPE</li> <li> EXISTING GRASS DITCH</li> <li> EXISTING CONCRETE DITCH</li> <li> EXISTING BERM</li> <li> EXISTING STORMWATER POND</li> <li> PARCELS THAT HAVE PREVIOUSLY EXPERIENCED STRUCTURAL FLOODING</li> <li> PARCELS THAT HAVE PREVIOUSLY EXPERIENCED YARD FLOODING</li> </ul>	<ul style="list-style-type: none"> <li> PROPOSED HEADWALL</li> <li> PROPOSED INLET</li> <li> PROPOSED MITERED END SECTION</li> <li> PROPOSED CULVERT / STORM PIPE</li> <li> PROPOSED BOX CULVERT</li> <li> PROPOSED DITCH</li> <li> PROPOSED STORMWATER POND</li> </ul>

SOURCE:  
AERIAL: FDOT (DATED 2013)