**UNION COUNTY, FLORIDA**

**REQUEST FOR QUALIFICATIONS**

**RESURFACING OF 229N FROM SR 121 TO BAKER COUNTY LINE**

**FINANCIAL PROJECT ID NUMBER: 438212-1-54-01**

**CONTRACT NUMBER: G1843**

The Union County Board of County Commissioners is soliciting Request for Qualifications from professional firms, registered in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide Construction Engineering Inspection (CEI) services for the above listed project.

The purpose of the Request for Qualifications (RFQ) is to set forth the requirements and procedures for the submission of qualifications from person or firms interested in performing the desired work. This RFQ includes pertinent introductory information, describes the work desired, sets forth the submittal requirements, and describes the consultant selection procedure to be followed.

**PROJECT DESCRIPTION**

The Union County Board of County Commissioners, with support from the Florida Department of Transportation, will design resurfacing of CR 229N from SR121 to Baker County Line. All engineering design and construction shall be in accordance with local, state and federal laws and regulations.

Completion of the project is anticipated during calendar year 2022.

**CONSULTANT SCOPE OF SERVICES**

The purpose of this section is to describe the desired consultant services, management of the desired work, and the type of consulting contract required. The scope of professional services listed below is not intended to be all inclusive of the work to be performed. This generalized scope has been prepared so that the responses can be written using a common base. Conditions may arise which will necessitate revisions in the type of services required.

Design services for this project may include the following technical expertise and others as necessary: (this work mix will vary)

* Civil engineering
* Permitting in right-of-way
* Surveying
* Utility location and verification
* Geotechnical engineering
* Cost estimating/scheduling
* Quality assurance and quality control
* Construction management

**STATEMENT OF QUALIFICATIONS REQUIREMENTS**

The purpose of this section is to describe what is being requested for inclusion in the statement of qualifications and the procedures for submittal by the consultant.

**CONTENTS OF CONSULTANT SUBMITTAL**

5 copies of the submittal are required. Responding persons or firms are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation of the qualifications. Please index all submittals with tabs labeled as per **BOLD** typeface below. Each submittal must be organized according to the following outline:

1. **COVER LETTER** (maximum of 2 pages)

* Summarize key points and qualifications most relevant
* Approach to performing the required services
* Identify team
* Provide name of contact person, phone, fax and email address

1. **RELEVANT QUALIFICATIONS** (maximum of 12 pages)

* Person or firm’s history, size, qualifications and professional composition.
* Description of the company’s past and current assignments which are related to the type of services required by this solicitation.
* If the company has multiple offices, qualifications should represent the work of the office proposed for this project, not the firm as a whole.
* Disadvantage Business Enterprise (DBE) participation on the project team.

1. **RELEVANT EXPERIENCE** (maximum of 15 pages)

* Briefly state current or past project names; beginning/ending dates of project; scope of work and construction value or cost.
* Describe the role of the firm.
* Note if any individual on the project team did the work while with other firms.

1. **PROJECT TEAM** (maximum of 15 pages)

* Identify proposed key team members.
* Summarize proposed roles/responsibilities for this project.
* Describe previous collaborative experience of team members.
* Provide Project Team Organizational Chart.
* Key team member resumes.
* A letter confirming that key staff members will be assigned to the project, will conduct the work, and will be available for the project duration.

1. **QUALITY CONTROL** (maximum of 15 pages)

* Concisely describe cost and quality control techniques.
* Include benefits attributable to these techniques.
* Cite examples of recently prepared construction documents.

1. **REFERENCES** (3-4 names, titles, current mail and e-mail addresses and phone numbers)

* Provide client references relevant to the projects.

1. **APPENDIX** (items to be included)

* Firm brochure with background information.

**SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall be prepared and submitted in accordance with the requirements described below.

The Statement of Qualifications shall be submitted on letter-size (8-1/2 inches x 11 inches) paper and bound.

Proposals must be submitted in one (1) original form and three (3) signed copies in a SEALED ENVELOPE PLAINLY MARKED WITH THE RFQ PROJECT NAME, and addressed to the attention of **Board Secretary, Dianne Hannon**. Please mark the envelope clearly as follows:

**STATEMENT OF QUALIFICATIONS**

**PROFESSIONAL CONSULTING SERVICES**

**RESURFACING OF CR 229N FROM SR 121 TO BAKER COUNTY LINE**

**FINANCIAL PROJECT ID NUMBER: 438212-1-54-01**

**CONTRACT NUMBER: G1843**

**15 NORTHEAST 1ST STREET**

**LAKE BUTLER, FLORIDA 32054**

**DUE NO LATER THAN 11:00 A.M., WEDNESDAY, JULY 10, 2019**

Qualifications received after the specified due date and time will be rejected and returned to the sender unopened. No responsibility shall be attached to any County representative or employee for the premature opening of a proposal not properly addressed or identified. The Union County Board of County Commissioners reserves the right to reject any and all submittals of qualifications and to waive informalities and minor irregularities in submittals received.

**COMPENSATION FOR SERVICES**

Union County Board of County Commissioners anticipates services to be rendered for services and expenses established in the agreement between Union County Board of County Commissioners and the Consultant and will consider the complexity, scope, duration of the relevant task.

Based upon the results of the work, the Union County Board of County Commissioners will retain the right to modify or cancel the scope of services for any subsequent work pursuant to provisions of services agreement.

**EVALUATION AND AWARD PROCEDURES**

The selection process will be in accordance with s. 287.055, Florida Statutes, the Consultant’s Competitive Negotiation Act (CCNA). All submissions will be reviewed and ranked by a selection

committee. Ranking will be based on the items listed above as presented in the Statement of Qualifications. The County’s selection committee will rank the top three (3) firms and recommend concurrence by the County Commission. Upon approval of the County Commission, County staff will strive to negotiate contractual terms with the top ranked respondent. If negotiations with the selected consultant team are not successful, then the Union County Board od County Commissioner will initiate negotiations with the next ranked consultant.

**LIABILITY**

The Union County Board of County Commissioners is not responsible for any cost incurred by a respondent in the preparation of this request for qualification.

**CLARIFICATION OF SUBMITTAL**

The Union County Board of County Commissioners reserves the right to obtain clarification of any point in a respondent submittal or to obtain additional information.

**RESPONDENT QUESTIONS AND INQUIRIES**

Contacts relative to this RFQ may be made only to the contact person indicated below, and any such inquiries considered by the Union County Board of County Commissioners to provide the possibility of an advantage in the procurement process or to be of a substantive nature will not be answered unless the inquiry is made in writing. All inquiries must be submitted in writing, at least four (4) business days in advance of the deadline. Union County Board of County Commissioners will provide written responses to all written inquires, and the County’s written response will be made available to all recipients of this RFQ.

**All oral and written inquires must be made to the following contact person: Chairwoman Karen Cossey, 15 Northeast 1st Street, Lake Butler, Florida 32054 or** [**district1@unioncounty-fl.gov**](mailto:district1@unioncounty-fl.gov)

If a representative of any company or party submitting a response violates the foregoing prohibition, such contact may result in being disqualified from the procurement process. Any supplements or amendments to this RFQ must be writing.

**BRIBERY AND LOBBY CLAUSE**

By submission of a statement of qualification response, the prospective company certifies that no one in their organization, any affiliate or sub-consultant has bribed or lobbied, or attempted to bribe or lobby any employee of the Union County Board of County Commissioners.

**INSURANCE REQUIREMENTS**

Workmen’s compensation insurance in accordance with the laws of the State of Florida is sufficient to secure the benefits of the Florida Workmen’s Compensation Law for all employees of the Contractor and employer’s liability coverage providing limits as specified in the following paragraph:

Comprehensive General Liability $1,000,000 per person

Bodily Injury, including Death $1,000,000 each occurrence

Property Damage $1,000,000 each occurrence

$1,000,000 aggregate

Comprehensive Auto $ 500,000 each person

Auto Liability

Bodily Injury, including Death $ 500,000 each occurrence

Property Damage $ 200,000 each accident

Professional Liability (errors and omissions) $1,000,000 minimum

In addition, worker’s compensation insurance will be required. Furthermore, the Consultant will be required to indemnify, hold harmless, and defend the Union County Board of County Commissioners and their officer and directors, representatives, and employees from any and all suits or claims for damages or injuries, including death, to any and all persons or property, arising out of the Consultant’s work, product, services or operations under this procurement including any negligent act or omission on the part of the selected firm or its subcontractors, in any.