

GILCHRIST COUNTY, FLORIDA
REQUEST FOR QUALIFICATIONS

Engineer

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NOTICE OF RFQ FOR ENGINEERING SERVICES

Gilchrist County, Florida, is seeking proposals from Florida certified engineering firms interested in providing engineering/design for paving of CR138.

Section 1 Description of Services

These services may include, *but are not limited to*, performing any or all of the following tasks related to engineering and design:

- Cost estimating
- Design, including site design
- Meeting with elected officials and County staff to consult on issues and projects requiring professional engineering analysis and evaluation.

Section 2 Proposed Schedule

DATE	EVENT
May 3, 2023	Release of Request for Qualifications
May 23, 2023	Deadline for Questions, at 2 p.m.
June 6, 2023	Submission deadline, at 2 p.m.

Section 3 Instructions to Respondents

- 3.1 Responses to the Request for Qualifications (RFQ) shall be delivered to the office of the County Administrator, 209 Southeast 1st Street, Trenton, FL 32693, according to the schedule set forth above. Late submittals will **not** be accepted and will **not** be considered for award recommendation.
- 3.2 The complete original proposal, and 5 copies, must be submitted in a sealed package marked **“Response to Request for Qualifications, Engineer.”**
- 3.3 Inquiries and questions shall be directed, *by email*, to: Gilchrist County Administrator. Email address: bcrosby@gilchrist.fl.us
- 3.4 Proposers will be notified by the County Administrator in writing *via email* of any clarification or changes in the RFQ. **NO OTHER VERBAL OR WRITTEN COMMUNICATION SHALL BE BINDING ON THE COUNTY.**
- 3.5 Prior to the final selection, Respondents may be required to submit additional information which the County deems necessary to further evaluate the Respondent’s proposal.

- 3.6 Award recommendation will be made to the Gilchrist County Board of County Commissioners, according to the schedule set forth above, at the County Commissioners Meeting Facility, located at 210 South Main Street, Trenton, FL 32693.

Section 4 Required Submittals

- 4.1 The response to this Request for Qualifications must be made in accordance with the requirements set forth in this Section. Failure to adhere to these requirements may be cause for rejection of the response.
- 4.2 The response shall contain the following information:
- A. Letter of Interest
 - B. The lead engineer must be licensed to practice in the State of Florida and must have at least 5 years' experience practicing in the field of local government.
 - C. Provide information about the Respondent's experience in providing engineer services to Florida local governments. Provide at least two references from these organizations including names, contact persons, and phone numbers. Provide a list of all other local governments currently being represented by the Respondent.
 - D. Provide information about the Respondent's capacity and capability to perform on short notice and in a timely manner, and the Respondent's proposed approach to communicating with the County.
 - E. Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities.
 - F. Provide a list and explanation of any ethics complaints filed against the Respondents, and a list of any claims against the Respondent, in the last 5 years.
 - G. The location of staffing and firm resources expected to be made available to serve Gilchrist County.
 - H. The firm's ability to assist the County with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies.
 - I. The basis on which compensation will be determined (but not dollar amounts), and the method by which payment for services rendered is to be made.
- 4.3 To receive credit as a Minority Business Enterprise, or to receive credit for the use of a MBE subcontractor, the respondent and/or subcontractor shall be a Certified Minority Business Enterprise as defined by the:

State of Florida Minority Business Advocacy and Assistance Office
Florida Department of Labor and Employment Security:

2012 Capital Circle
 Hartman Bldg., Suite 100
 Tallahassee, FL. 32399
 Phone: (850) 487-0915
 Web Page: <http://mbaao.fdles.state.fl.us/default.htm>

The Respondent shall identify intended MBE participation by estimated percentages of total contract amounts to be awarded to MBE subcontractors under this project. A verification of the current MBE status will be made before the recommendation and approval of a Respondent’s selection is finalized.

Section 5 Selection Process

- 5.1 The County Commission may create a list of Respondents who will be invited to make presentations and/or be interviewed by the Commission.
- 5.2 The “short-listed” Respondents will be ranked based upon the Evaluation Criteria set forth below.
- 5.3 No financial compensation will be paid to any Respondent during the qualification proceedings of the selection process.
- 5.4 The County reserves the right to reject any and all Proposals or to waive any informality in such submissions. The County may determine in its sole discretion, that it is not in the public interest to continue solicitation and/or its review of the submissions. In the event of rejection of a submission, the County shall not be liable for any costs incurred in connection with the preparation and submittal of the statement.
- 5.5 The evaluation criteria and weights shall be as follows:

Criteria	Weight	Item Score	Sub-Total Score
Experience and Qualifications	20%		
Approach to providing services	20%		
Past Performance	20%		
Ability to Meet time and budget requirements including workloads	20%		
Work completed within Gilchrist County	15%		
Minority Business Enterprise	5%		
Total Score			

Section 6

General Provisions

- 6.1 **Challenge of County's Intent to Award Contract:** If a Respondent intends to protest the County's intent to award a contract, the notice of intent to protest must be filed in writing within 72 hours after the decision of the County Commission approving a contract, and the Respondent shall file a formal written protest within 10 days after filing of notice of intent to protest. Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of rights to protest the award.
- 6.2 **Americans with Disabilities Act:** The County does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the County's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should make the request to the contact person set forth herein.
- 6.3 **Minority Business Enterprises:** The County recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the County are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, marital status, or sex. The County is desirous of allowing as many vendors as possible, the opportunity to participate (including minority men and women-owned businesses) in the roles of general contractors and subcontractors. If the Respondent does not fall into either of these categories, efforts to contract with vendors who do fall into these categories are appreciated.
- 6.4 **Drug Free Workplace Act:** The selected Respondent shall represent that it has established a drug free workplace.
- 6.5 **Public Entity Crime:** Section 287.133(2)(a), Florida Statutes, state "A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount, provided in s.287.017 for CATEGORY TWO, for a period of 36 months following the date of being placed on the convicted vendor list."
- 6.6 **Costs:** The BOCC will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, for any travel and/or per diem costs that are incurred.

6.7 **Ownership of Submittals:** All materials submitted regarding this proposal becomes the property of the County. Responses may be reviewed by any person after the public opening. Proposers should take special note of this as it relates to any proprietary information that might be included in their offer. Any resulting contract may be reviewed by any person after the contract has been executed by the County. The County has the right to use any or all information or material submitted in response to this bid and/or any resulting contract from same. Disqualification of a proposer does not eliminate this right.