

**COLUMBIA COUNTY
AND
SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

REQUEST FOR QUALIFICATIONS

NO. 2007-A

**ENGINEERING
CONSULTING SERVICES
FOR
STORMWATER ENHANCEMENT PROJECTS
WITHIN
COLUMBIA COUNTY, FLORIDA**

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Columbia County
P.O. Box 1529
Lake City, FL 32056
386-758-1005
386-758-2182 (Fax)

SECTION 1 – INTRODUCTION

Columbia County (County) and Suwannee River Water Management District (District) are requesting qualifications from licensed Florida Professional Engineering Firms (collectively referred to as “Firm” or “Firms”) for the purpose of obtaining consulting services for stormwater projects within County Florida. The County and District have entered into an Interlocal Agreement to implement stormwater improvements in the County. Priority projects areas are Alligator Lake Basin, Clay Hole Creek Basin, Cannon Creek Basin and Falling Creek Basin. Five (5) firms will be selected and pre-qualified to provide professional engineering services within the County boundaries. One or more projects may be implemented during the same time period.

SECTION 2 - PROPOSED SCHEDULE

Date	Event:
January 3, 2007	Advertise RFQ
January 24, 2007	Deadline for Statement of Qualifications, 10:00 AM at the County Office. Opening of packages will occur at this time.*
January 24, 2007	County and District selection of short listed firms at 10:00 AM at County Office.*
February 7, 2007	Board of County Commissioners regular scheduled meeting 7:00 PM*

* Denotes Public Meetings. All times denote County local times.

SECTION 3 - INSTRUCTIONS TO RESPONDERS

Additional Information: Additional request packages may be obtained by logging on to www.columbiacountyfla.com.

Proposal Document:

A. General

Each Firm being considered for this project is required to submit a Statement of Qualifications. The Statement of Qualifications shall include sufficient information to enable the County and District to evaluate the capability of the Firm to provide the desired services as described in the Scope of Work. The data submitted shall be significant to the project and practical. Discussions of past performances on other projects shall be as they relate to the proposed work.

B. Submittal Requirements

The Statement of Qualifications should be bound and shall include the following sections. Submit seven (7) originals of the statement of qualifications and one electronic copy on CD or diskette formatted in Microsoft Word, PDF, PageMaker or ASCII text.

1) Section 1, Written Statement of Qualifications

- A) Introduction: Briefly introduce the FIRM and provide a name, address and phone number for contacting the FIRM. Briefly describe any subcontractor or sub-consultants to be used.
- B) Business Structure: Identify the legal entity authorized by law to render the consulting services. Provide evidence or proof of meeting the required insurance requirements. Any engineering firm submitting a proposal must be registered to do business in the state of Florida.
- C) Staffing Plan: Submit a staffing plan that clearly illustrates the key elements of the organizational structure proposed to accomplish the consulting, management, and administrative services required.
- D) Responsible Office: FIRMS being considered for this project may have more than one office location. The office assigned responsibility for the work shall be identified. If different elements of the work will be done at different locations, those locations shall be listed.
 - Maximum allowed pages: six (6)
 - Paper size: 8½" x 11"

2) Section 2, Resumes of Key Project Personnel

- A) Provide resumes for key personnel anticipated to be assigned to this project.
 - Maximum allowed pages: Each résumé is limited to one (1) page per person.
 - Paper size: 8½" x 11"

3) Section 3, Past Projects (maximum of two (2) sample projects)

- A) Provide a description of active and completed projects similar to this project including starting date and completion date or anticipated completion date, budget, owner performance evaluation if available, references, points of contact, and names of the consulting team.
- Maximum allowed pages: Two (2) pages per project
 - Paper size: 8½" x 11"

4) Section 4, Additional Qualifications or Information (Optional)

- A) FIRM may provide additional qualifications or information which they feel uniquely qualifies them to render these services.
- Maximum allowed pages: Four (4)
 - Paper size: 8½" x 11"

Delivery of Proposal:

Seven (7) originals of the statement of qualifications and two electronic copies on CD or diskette formatted in Microsoft Word, PDF, PageMaker or ASCII text must be mailed or delivered and must be IDENTIFIED **IN LARGE BOLD TYPE ON THE OUTSIDE OF A SEALED ENVELOPE AS FOLLOWS:**

DO NOT OPEN

SEALED BID: RFQ No. 2007-A

Responses should be addressed and mailed to:

**Ben Scott, Purchasing Director
Columbia County
P.O. Box 1529
Lake City, FL 32056**

Facsimile or email transmittals of qualifications will not be accepted. **THE COUNTY MUST RECEIVE ALL RESPONSES TO THIS RFQ BY 10:00 A.M., LOCAL TIME, January 24, 2007, IN ORDER TO BE CONSIDERED.** All

responses to this RFQ received after 10:00 a.m. January 24, 2007, local time, will be rejected. The County shall not be responsible for delayed delivery by any postal or delivery company.

SECTION 4 – KEY POINTS

Evaluation by District Selection Committee: The Selection Committee (Committee) composed of three (3) persons from the County and two (2) persons from the District that will select in order of preference up to five (5) firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the Committee shall consider such factors as the ability of the 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 work loads of the firms; and the volume of work previously awarded each firm by County and District 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. At the Selection Committee Meeting, which is a public meeting, each member will list up to the five (5) highest ranked firms. The firm ranked as number one will receive five (5) points. The firm ranked number two (2) will receive four (4) points. The firm ranked number three (3) will receive three (3) points. The firm ranked number four (4) will receive two (2) points. The firm ranked number five (5) will receive one (1) point. The individual rankings of each of the Selection Committee members will be added up to produce a corporate score. The highest possible corporate score is twenty five (25). The five (5) firms receiving the highest corporate scores will constitute the short list for the purpose of pre-qualifying.

Should the County be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm will be terminated and the County will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the County will then terminate negotiations and undertake negotiations with the third most qualified firm. Should the County be unable to negotiate a satisfactory contract with any of the ranked firms, County may select additional firms in the order of their competence and qualification and continue negotiations until an agreement is reached or the County may, at its option, terminate all negotiations and re-solicit.

Challenge of Solicitation Process: If a potential respondent protests any provisions of this RFQ, a notice of intent to protest shall be filed with the County in writing within 72 hours after the posting of the request for qualifications on the County's website. **“Failure to file a protest within the time prescribed in**

Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”

Challenge of County’s Intent to Award Contract: If a respondent intends to protest County’s intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes, shall post with the County at the time of filing the formal written protest, a bond pursuant to Section 287.042(2) (c), Florida Statutes (2005).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

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 contact the County at (386) 758-1005. The County’s fax number is (386) 758-2182.

Veteran’s Preference: Whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected Firms shall certify that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states “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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 from the date of being placed on the convicted vendor list.”

Insurance Requirements and Indemnification: The selected Firms shall maintain worker’s compensation insurance as required by law, together with automobile liability insurance, in the amount of not less than (1) \$300,000 bodily injury liability for each person; (2) \$300,000 bodily injury liability for each occurrence; and (3) \$100,000 property damage liability for each occurrence. The selected firm shall keep in full force and effect general commercial public liability insurance against claims for personal injury, products and completed operations, bodily injury, death or property damage, with minimum limits of \$1,000,000 combined single limit per occurrence. The County and District shall be listed as an additional insured. Prior to beginning work, Firm shall furnish County with a certificate of insurance showing the same. The certificate of insurance shall also provide that County shall be notified in writing by the carrier at least 15 days prior to any cancellation of said insurance. Said insurance shall be licensed in the State of Florida and shall be acceptable to County.

The selected firms shall at all times during the term of this agreement, at its own expense, maintain professional malpractice insurance with minimum limits of \$1,000,00 combined single limit per occurrence or claim.

The selected firm shall indemnify, defend and hold harmless the County and district from and against all liability, loss and damage or claims against the County and district resulting from any breach by the Firm, its agents, employees, officers, contractors, guests or invitees of the terms or covenants of this agreement or any acts or omissions of the Firm, its agents, employees, officers, contractors, guests or invitees.

Rejection of Responses: The County reserves the right to reject any and all bids or other proposals submitted in response to the invitation. The County also reserves the right to waive any minor deviations in an otherwise valid proposal.

Subcontractor/Subconsultant Services: Services assigned to subcontractors and/or subconsultants must be approved in advance by the County. The subcontractors and/or subconsultants must be qualified to perform all work assigned to them.

SECTION 5 **SCOPE OF WORK**

ENGINEERING CONSULTING SERVICES FOR STORMWATER ENHANCEMENT PROJECTS WITHIN COLUMBIA COUNTY, FLORIDA

Background

Columbia County (County) and Suwannee River Water Management District (District) have entered into an Interlocal Agreement to implement stormwater improvements in the County. The County has identified four (4) priority areas that will receive immediate focus. However, stormwater improvement projects other than the priority areas within the County may be initiated based upon mutual approval by the County and District.

Priority Task 1 — Cannon Creek Basin

PURPOSE: Implementation of basin management actions recommended in the Cannon Creek Basin Assessment report dated September 2006. The report can be downloaded at <http://www.srwmd.state.fl.us/water+data/default1.htm>

Using existing data available:

- 1) Establish a hydrological/hydraulic model that would be used to evaluate potential downstream impacts of specific structural improvement;
- 2) Implement the improvements identified in the Cannon Creek Basin Assessment Report and provide cost estimates for each improvement concept;
- 3) Develop a stormwater master plan for the basin and estimated costs; and
- 4) Coordinate with County and District, as appropriate, to implement other recommendations cited in the Cannon Creek Basin Assessment Report.

Priority Task 2: Alligator Lake Basin

PURPOSE: In conjunction with County and District staff, develop project priorities to improve stormwater management in the Alligator Lake Basin.

Priority Task 3: Clay Hole Creek Basin

PURPOSE: In conjunction with County and District staff, develop project priorities to improve stormwater management in the Clay Hole Creek Basin.

Priority Task 4: Falling Creek Basin

PURPOSE: In conjunction with County and District staff, develop project priorities to improve stormwater management in the Falling Creek Basin.

County-wide Stormwater Enhancements

A number of areas have been identified within the County boundaries that require stormwater management enhancements. As resources become available the County in coordination with the District may request engineering consultant services to implement stormwater management improvements outside of the priority project areas.

Meetings:

The consultant will attend an initial meeting with the County and District following the execution of the contract with the County. Additionally, the consultant will attend other meetings as appropriate.

Documents:

The County and District will be provided a paper copy and electronic copy of any map, plan, and/or report. Further, the County and District will be concurrently addressed on all project correspondence.

Permits:

The consultant is responsible to obtain all appropriate permits for the County.

Miscellaneous:

Any other related engineering consulting services may be requested upon mutual authorization from the County and District.