

REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

RFQ 2010-A

GENERAL PROFESSIONAL ENGINEERING SERVICES CONTRACT
COLUMBIA COUNTY, BOARD OF COUNTY COMMISSIONERS

PROGRAM DEVELOPMENT, ENGINEERING AND SUPPORT SERVICES

Statements of Qualifications (SOQ) are requested by County Columbia, Florida, County Managers Office (Department) on behalf of the County Commission (Commission) for program development, administrative, planning and engineering services.

UTILITY DESCRIPTION

The County proposes to provide their citizens with multiple water services to include reclaimed water, potable water and wastewater.

PURPOSE

Columbia County formally requests proposals from qualified professional individuals or professional engineering firms to provide continuing Program Development, Administrator, Planning and Engineering services. The individual or firm must demonstrate competence in all areas outlined above. Firms capable of performing program development, administrator services, planning, design, document preparation, permitting, construction inspection and management of every aspect of a wide variety of utility projects, large and small, is desired.

LENGTH OF SERVICES

The services shall begin upon execution of the Agreement and shall extend for a period of three (3) years. The agreement may be extended for additional one (1) year periods upon mutual consent of both parties. Each task order issued under this general engineering contract shall provide for a “time for completion” specific to the task.

REQUIRED SERVICES

General services shall include coordination between Columbia County, and applicable Federal and State Program Agencies (Agency).

Funding Services shall include but not be limited to the following:

- Department of Agriculture, Rural Development
- Community Development Block Grant
- Florida Department of Environmental Protection

- State Revolving Fund
- Disadvantage Small Communities
- Florida Department of Parks and Recreation
- Community Budget Issue Request
- Other Grant/Loan Programs in Support of the Project

Engineering Services include administration, planning, design, bidding, permitting, construction administration and oversight of wastewater, reclaimed water, drinking water systems, and other work as directed by **Columbia County** on an individual basis through project specific task orders.

Consultant shall provide administration of any applicable loan and grant programs and provide planning and engineering services as necessary. These services shall be provided in conjunction with the applicable Federal and State programs sought, and in according with the terms defined by **Columbia County**.

Proposals submitted are subject to the terms and conditions as set forth in the Consultants' Competitive Negotiation Act (CCNA), section 287.055, Florida Statutes. Firms responding to this proposal shall meet the minimum requirements of section 471.023 of the Florida Statute to provide Engineering services as required by the Agency program, including the FDEP / SRF program and those rules and guidelines established for the USDA – RD program in Florida.

Administrator services shall include complete management and reporting for each task order. These services shall also encompass projects within the scope of the award. The intended approach outlining the tasks to be performed in administration must be detailed in the proposal. Proposer shall also include your approach to address financial coordination between the Funding agency and the County.

Planning services shall include responsibilities pertaining to the project as required by **Columbia County** and within the guidelines of the Agency requirements for a preliminary engineering report, or a facility planning document, and an environmental report. The intended approach outlining the tasks to be performed in planning must be detailed in the proposal.

Proposals for all services shall be evaluated together. Qualifications for each service must be described under one proposal. The evaluation criteria that will be utilized in the selection of a Consultant will be the Firm's grant/loan application, administrative, and planning experience, the firm's technical ability and experience, proposed approach to meeting the general funding and engineering needs of Columbia County, and quality and number of client references provided.

SUBMITTAL REQUIREMENTS

The instructions for preparation of this SOQ are intended to ensure that all submittals are reviewed and evaluated in a consistent manner and to minimize cost and response time. For these purposes, each section of the SOQ is subject to specific page limitations as stated in these instructions.

Applicants are advised that if an application is submitted by a joint venture, one firm will be required to assume full responsibility of the contract and for the performance of the services.

Submittals must conform to the following general requirements:

- Page size may not exceed 8½ by 11 inches.
- Font size shall not be less than 10 point and text may not be less than single spaced.
- The SOQ shall conform to the outline shown below.
- The submittal shall include four (4) copies of the SOQ.

Each SOQ shall include the following:

A. TRANSMITTAL LETTER

The letter should provide the name, title, address, and telephone number of a contact person for the project and shall be signed by a company officer. The contact person shall have the authority to bind the firm and shall be available to be contacted by telephone or attend appropriate meetings. The letter shall also include an acknowledgement of the County's insurance requirements outlined in Section C.2 below, and state that if the firm is the selected Consultant the individuals proposed for the project will be assigned in the designated roles provided they remain in the employ of the applicant. **(1 page)**

B. TECHNICAL PROPOSAL

The technical proposal should demonstrate the relevant qualifications, experience, competence, and availability of the firm and of the specific staff proposed for this engagement. Although additional data may be included as outlined in Section C below, the SOQ will be evaluated on the basis of the applicant's responses to the following items.

1. Firm Qualifications and Experience (up to 2 pages)

Provide a brief description of the firm's general practice and areas of expertise, corporate history, current numbers and locations of professional staff, and the location of the office(s) from which the work on this engagement is to be performed. Provide this information for the prime consultant and any proposed sub-consultants.

2. Staff Qualifications and Experience (up to 3 pages)

Identify the individual staff members to be assigned to this engagement and the proposed role and contribution of each person. Provide a brief description of each person's qualifications, special training, and experience relevant to the types of services required by the County. If desired, more detailed resumes of key staff may be provided under Section C as described below.

3. Similar Engagements with Other Government Entities (up to 5 pages)

Describe the services provided to public agency clients with comparable needs for up to ten recent assignments. The Selection Committee is most interested in engagements requiring similar services as those set forth in this request which have been performed for Florida agencies and completed within the past five years. Ongoing current assignments may be included if significant work has been performed to date. Indicate if the services were performed under direct contract to the client agency, as a sub-consultant to another firm, or by a firm proposed as a sub-consultant for this engagement.

Indicate the scope of services, principal staff involved, and the name and telephone number of a client contact thoroughly familiar with the applicant's work. Describe the role and participation in these assignments by the individuals proposed for this engagement. If desired, supplemental information on these or other assignments may be provided as set forth under Section C below.

C. ADDITIONAL INFORMATION

1. Supplemental Qualifications Information. (up to three (3) pages)

At their option, applicants may provide supplemental information on corporate or individual qualifications and experience in the form of corporate literature, additional references, project lists or descriptions, and/or staff resumes of up to two pages per person. Members of the Selection Committee may consider this information, but the basis of evaluation of the SOQs will be the responses provided to the Section B criteria.

2. Insurance Requirements

Applicants are advised that County policy requires that the selected consultant shall secure and maintain for the term of the contract the following coverage:

- Comprehensive General Liability for a minimum limit of \$2,000,000 per occurrence on an occurrence policy form, and property damage liability for a limit of \$1,000,000 per occurrence.
- Professional Liability for \$1,000,000.
- Comprehensive Auto Liability for a minimum limit of \$1,000,000 per occurrence.
- Workers Compensation coverage in the statutory amounts for the prime firm and each partner or subconsultant firm.

The selected Consultant will be required to provide the County with current certificates of insurance evidencing coverage. Such insurance shall not be canceled by the Consultant unless the County is given 30 days notice. If the insurer cancels such insurance, the Consultant must notify the County within five days.

D. SCHEDULE

Four (4) complete copies of the SOQ must be submitted and received **on or before 11:00 a.m., March 3, 2010** at the office of the County Administrator, Columbia County, 135 NE Hernando Avenue, Suite 203, Lake City, Florida 32055.

The Selection Committee will review all applications complying with submittal requirements. All submittals will be scored and ranked by each Committee member, and the Committee will meet for the purpose of ranking all firms. At the conclusion of the meeting, the Selection Committee will either make a final decision or will establish a short list of finalists and schedule interviews with them.

All questions pertaining to this Request or to the SOQ instructions and requirements shall be directed to Ben Scott, Purchasing Director, Columbia County. Written inquiries may be faxed to (386)758-2182 or telephone inquiries by calling (386)719-2028. No verbal communication will change the requirements for this RFQ any changes must be in writing. **No member of the Selection Committee will respond to any questions concerning this solicitation.**