

**COLUMBIA COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR PROPOSALS  
2020-W  
REGIONAL PARK MASTER PLAN DEVELOPMENT SERVICES**

The Board of County Commissioners (County) will receive sealed proposals in the office of Commissioners, 135 NE Hernando Avenue, Suite 203, Lake City, FL 32055, until 2:00 PM local time on Tuesday, April 13, 2021, for the following:

**Regional Park Master Plan Development Services**

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of proposal. Proposers without a complete proposal described will be considered improper. The Request for Proposal information is available online only at: <http://www.columbiacountyfla.com/PurchasingBids.asp>

Submissions will be publicly opened in the Commissioner's Office at 2:00 PM, Tuesday, April 13, 2021, or as soon thereafter as practical. Proposers are responsible for the delivery of submissions. Submissions may be withdrawn at any time prior to the opening. Late bids will not be accepted. Bids delivered in any other format other than specified in this solicitation will not be accepted. Questions regarding this solicitation must be received via email to [echung@columbiacountyfla.com](mailto:echung@columbiacountyfla.com) no later than Thursday, April 1, 2021 at 2:00 PM local time. Responses to those questions considered material to the solicitation shall be distributed via formal addenda.

Columbia County welcomes your response to this solicitation. Proposals should be prepared in accordance with the instructions herein and will be evaluated by the County as stated in the evaluation section of this document. The County reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. The County may withdraw all or part of this solicitation at any time to protect the interests of the County. All Proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

Only one bid set will be furnished with each company or corporation interested in bidding. The one complete bid set is to be submitted in a sealed envelope. Proposers shall indicate Bid Number, Project Title, and the name and address of the firm submitting the bid on the outside of the envelope.

All Proposers are advised that under Chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

## **SECTION I. GENERAL INSTRUCTIONS**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
  - A. The ability, capacity and skill of bidder to perform required service.
  - B. Whether the bidder can perform service promptly or within specified time.
  - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
  - D. The performance of previous contracts with entities similar to Columbia County.
  - E. The suitability of equipment or material for County use.
  - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net thirty (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures may not be acceptable.
31. Any bidder may withdraw his/her bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his/her designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute

delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his/her executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his/her designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; otherwise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
  - A. All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
  - B. All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.

40. Contractor shall register online at <http://www.columbiacountyfla.com/PurchasingBids.asp> for this specific project. All addendums are delivered via email through this website, and it is the contractor's responsibility to ensure all addendums are used in the bid submittal.

## **SECTION II. INTRODUCTION**

### **1. About Columbia County**

Located near the intersection of Interstates 10 and 75, Columbia County is home to approximately 70,000 residents. The County seat and largest city is Lake City, with a population of approximately 12,000. Lake City is located approximately 45 minutes north of Gainesville, and just over an hour west of Jacksonville. The area is largely rural, and has historically been an agriculturally based economy. The County has seen an approximate 25% increase in population growth from 2000 through 2018.

### **2. Project Information**

Columbia County has recently acquired 467± acres of land with the intent of developing a new multipurpose field sports complex. This land purchase is the result of studies indicating the need to enhance the County's flat field inventory to increase its competitiveness in the sports tourism marketplace. The new complex will replace an existing multipurpose field complex to allow the County to solicit additional multipurpose field athletic tournaments and events to promote sports tourism to the area.

The property is located along NW Bascom Norris Drive and US Highway 41 in Lake City, FL. The acreage is currently an undeveloped tract of land with no structures on site. The property is situated 3 miles from the intersection of Interstate 75 and US Highway 90, and just under 5 miles from the intersection of Interstate 10 and US Highway 41. The property has several unique features that the County desires to incorporate into the final design plan. These features include a large ravine across the northern portion of the property, as well as numerous large oak trees. The site has a large section of "high and dry" land, as well as clusters of wetlands scattered throughout. Utilities are available along NW Bascom Norris and US Highway 41, but have not been brought into the property.

While 467 acres is a significant amount of land for planning purposes, the topographic features of the tract will dictate the development of new facilities within the park and will be limited to the southern, eastern, and northern portions of the property as there is a large ravine in the northwest portion of the property. In addition, planning for a road to run through the property connecting Bascom Norris and US Highway 41 is needed.

## **SECTION III. SCOPE OF WORK**

The County is seeking qualifications from consultants for the creation of a master plan for a new athletic complex to serve as a sports tourism destination for the region. Columbia County, located in North Florida at the junction of interstates 10 and 75, seeks to enhance its viability as a location

for sports and events marketability including an increase in tournaments and other unique special events.

The County seeks to establish a clear, 20-year vision and master plan for the newly acquired property. The master plan will serve as a template for the most efficient usage and layout of athletic facilities, identify additional amenities for the park, and identify their locations and develop a plan for long-term improvement, maintenance, and usage of the complex. The plan shall include an analysis of the existing site, conditions, development recommendations, phasing/priority recommendations, and cost analysis.

1. The master plan is to consider its first phase the development of a multipurpose field athletic complex featuring no less than eight “full-size” multipurpose athletic fields, then to account for future phases of expansion. In addition to the multipurpose fields, additional recreational amenities should be included in the master plan to create a regional park to serve as the sports tourism hub of North Florida for years to come.
2. Through discussions with the Sports Advisory Committee and County staff, a wish list of desired park elements and other recreational features has been generated that should be considered for implementation during the master planning process. The inclusion of all items may not necessarily be feasible or practical once the selected firm has reviewed the site and provided insight into trends in the sports tourism and parks and recreation industries. This list is meant to be used as a guide for firms to better understand the scope of the project and the vision of the County as they move forward with the development of the site. Additional park features and amenities may be included in the final master plan as a result of the discussions between the selected firm, Sports Advisory Committee, Tourist Development Council, public input, and staff input.

Proposed park components envisioned at this time include:

- A. A minimum of eight full-size, lighted multi-purpose fields; one of which should be designed as a Championship field with suitable site amenities to support collegiate championship-level play; the construction of multipurpose fields is the primary driver of development of the site and should be given a considerable focus from the selected firm;
- B. Two points of ingress/egress to the park, one from Bascom Norris and the second from Hwy 41, that are visually appealing, and preserve the integrity of the natural characteristics of the property;
- C. Concessions, restrooms, and other support facilities designed to meet the needs of tournament participants, spectators, and events right holders;
- D. A paved, multi-use trail network, with trailheads located throughout the site, connecting the active park areas with appropriate wayfinding signage;
- E. An unpaved network of hiking trails within areas of the park, with trailheads located throughout the site, with consideration for the numerous wetlands throughout the property, with appropriate wayfinding signage;
- F. A zipline and/or ropes course facility utilizing the ravine portion of the tract;

- G. A BMX track with necessary support facilities and utilities for recreational riding and use as potential competitive racing site;
- H. An 18-hole, tournament-ready disc golf course designed to carry players through the park;
- I. An outdoor racquet sports facility to include approximately eight lighted tennis courts and 10 lighted pickleball courts;
- J. Six lighted outdoor basketball courts;
- K. Parking facilities located and designed in a way to maximize use for multiple park facilities, while minimizing the aesthetic impact and tree line removal;
- L. Restroom facilities accessible from the parking areas and multipurpose fields, and available for passive park users;
- M. Landscaping plan including supplemental fencing, plantings, and other natural elements to provide visually attractive spaces and to discourage access and better screen visibility of adjoining residences;
- N. A maintenance shop, office, and yard;
- O. An administrative building with office space for daily operations;
- P. A lighting and utility service plan;
- Q. Playgrounds easily accessed from parking areas with convenient access to restroom facilities;
- R. RV camping facility connected to the active park areas via trails;
- S. Space dedicated for the development of a future indoor multi-use sports and events facility;
- T. A splash pad that is easily accessed from a parking area with convenient access to restroom facilities.

It is the desire of the County that this portion of the master planning process include a qualified team with expertise in both land use planning for large parks and open space tracts and civil engineering design for infrastructure improvements.

### 3. Environmental Considerations

Within the scope of work outlined herein, the master plan should incorporate applicable, cost efficient, best management practices and other relevant sustainable planning strategies, including those that address:

- A. Site and parking permeability
- B. Habitat protection
- C. Minimization of light pollution
- D. Water use efficiency
- E. Storm water retention, flow, and other related issues
- F. Protection of the existing aquatic features
- G. Energy conservation
- H. Outline potential mitigation opportunities

The County will be receptive to other innovative strategies for achieving environmental objectives in a cost-efficient manner.

## SECTION IV. SPECIFICATIONS

The selected consultant is to deliver the items below including but not limited to the following:

1. Furnish all labor, materials and equipment to complete the entire scope of services in accordance with the description, requirements, criteria and instructions contained in this document.
2. Research of trends in the sports tourism, parks and recreation, landscape architecture, and other related industries, and utilization of this research to aid in the decision-making process.
3. Produce a conceptual site master plan for the park, including related narrative text, maps, visuals, and cost estimates. Deliver all presentation boards to County.
4. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the execution of the work, including, but not limited to, the disciplines of planning, landscape architecture, engineering and architecture, as needed.
5. Commence work promptly after issuance of a notice to proceed in order to complete the master plan within one year from date of approval to proceed. Work shall begin with a kick-off meeting with the planning team and County representatives.
6. Make site visits as necessary for analysis, observation, data collection, and documentation of existing conditions.
7. Analyze all existing site information, plans, and data. The County will make available to the consultant all available information including: boundary survey completed as part of property purchase, GIS data, Phase I Environmental Assessment, and all applicable property purchase documents discussing any conditions/limitations on development of the park.
8. The consultant team will meet with the Columbia County Sports Advisory Committee a minimum of six times during the course of the project. Proposers should identify their work tasks within the framework of these meetings. Consultant preparation for and attendance at these meetings is required. The Consultant will provide the following for these meetings:
  - A. Agenda (with staff input) and minutes of the meeting;
  - B. Graphics, both printed and electronic;
  - C. Meeting summaries
9. Consult as needed with relevant County departments which may include, but are not limited to, County Tourist Development Department, County Parks and Landscape Department, County Administration, County Public Works Department, County Engineering Department and other departments as deemed necessary.
10. Consult as needed with other agencies, including, but not limited to, other utility providers

(gas, electric, City of Lake City Water and Sewer, etc.), Florida Department of Environmental Protection, and Suwannee River Water Management District.

11. Evaluate the utilities currently serving the site, including type and capacities, and make recommendations for needed improvements based on the proposed plan.
12. In collaboration with County staff, conduct two public meetings for the purpose of soliciting verbal and written community input and provide written documentation of input, including public comments. Proposers may suggest an alternate, equivalent public input process for County consideration.
13. Provide a proposed park development phasing plan and detailed cost estimates for the park program as recommended in the master plan.
14. The consultant may be asked to modify the draft master plan two or three times to reflect Columbia County Sports Advisory Committee and public comments, which will arise during the review and approval process. The consultants will present the final master plan document to the Columbia County Board of County Commissioners and the Columbia County Tourist Development Council.

## **SECTION V. DELIVERABLES**

The selected firm is expected to develop a comprehensive master plan for the 467± acre site. The expectations of the County for the final master plan document to include, but not limited to the following:

1. Table of Contents – providing a concise organization of the document that will allow the reader quick reference to any of the subsequent sections of the document
2. Introduction – outlining the history of the project, introducing key elements of the project, and providing general information regarding the project
3. Park conditions, analysis, and opportunities – an explanation of the site to include existing environmental issues, opportunities, and challenges
4. Public engagement – an explanation of the steps taken to engage with Columbia County residents and additional project stakeholders
5. Vision and guiding principles
6. Master plan recommendations – laying out all key components of the master plan and addressing future timelines, and cost projections
7. Design guidelines – provide guidelines for general design recommendations, to include park and wayfaring signage, and other architectural design guides
8. Conceptual site plan and design layout

9. Implementation – a detailed description of how the master plan will be executed over the course of its lifespan
10. References and appendix
11. Presentations to committees, public officials, and other project stakeholders

## **SECTION VI. SUBMISSION REQUIREMENTS**

Proposers shall submit one (1) original response, marked “Original”, four (4) copies marked “Copy”, and one (1) flash drive of the proposal setting forth qualifications must be received in a sealed envelope clearly marked on the outside with the Proposer’s name and “**Sealed Proposal for RFP 2020-W Regional Park Master Plan Development Services**” by **2:00 PM EST on Tuesday, April 13, 2021** addressed and delivered to:

**Columbia County Board of County Commissioners  
135 NE Hernando Avenue, Suite 203  
Lake City, FL 32055**

The deadline will be strictly observed. Proposals delivered to any other office or location will be rejected as non-responsive. Proposals shall be delivered by U.S. Mail, Federal Express or other such service or by hand. Delivery by facsimile or email is prohibited. It is the proposer's sole responsibility to ensure that its proposal is received at the proper location at or prior to the deadline.

Interested firms or individuals shall include the following information in their submittals in the exact order listed herein with separating page tabs in an 8.5 by 11-page format. Include page tabs so those evaluating the submittal can compare each section with others that are submitted. The proposals shall be bound, or in a three-ring binder, or equivalent folder. The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration.

Each Proposer shall submit adequate documentation to certify the Proposer’s compliance with the County’s requirements. Submissions shall be clear and concise and provide the information requested herein. The length of the entire submission shall not exceed fifty (50) pages in length not including Tabs 7 and 8.

Firms shall submit written qualifications and a proposed project approach, which clearly demonstrates their ability to provide quality services in a timely and cost effective manner.

The proposals will be opened publicly. At the opening of proposals, the Board shall prepare a register of proposals, which shall include the name of each proposer.

Applicants shall supply the following information:

**Tab 1: Letter of Interest**

- A. A letter stating the firm’s interest in this project signed by the person who will have contract authority.
- B. Include a statement verifying the contents of the submittal are true and accurate.
- C. Provide an overview of the key areas of the proposal and summarize the firm’s position as to why it should be selected.
- D. The Letter of Interest shall not exceed two (2) pages in length.

**Tab 2: Firm’s Experience and Background**

- A. The Respondent shall provide a history of the organization and how the firm will fulfill the needs of the County if found to be the successful bidder.
- B. Briefly describe your firm’s organization. Include background and mission statements.
- C. Include a list of completed projects with a government agency and experience with state and federally funded grant projects.

**Tab 3: Staff Experience and Background**

- A. Resumes of key personnel who will be assigned to the project with a copy of their professional license, if applicable. Include relevant project experience.
- B. Project organizational chart with key individuals who will be involved with the project and their roles.

**Tab 4: Project Understanding and Technical Approach**

- A. A detailed description of the technical approach proposed for the accomplishment of the Scope of Work and Specifications listed in this solicitation.
- B. Identify any sub-consultants that will be involved including a description of qualifications, indicate project role, and contact information.
- C. A proposed schedule and detailed work plan.

**Tab 5: Proposed Budget**

- A. A proposed budget for master plan development.

**Tab 6: References**

- A. An outline of the firm’s experience including a list of up to five (5) completed projects with references that are comparable in size and scope. The outline should include:
  - i. Project Name
  - ii. Agency Name

- iii. Contact Information
- iv. Budget
- v. Timeline

**Tab 7: Additional Materials**

- A. Any other information considered pertinent by the Proposer. Each Respondent may, but is not required to, include any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.). They should be clearly marked “Additional Materials”. Note these materials may or may not be reviewed by any or all evaluators and will not be a part of the official evaluation except to the extent they support qualification and experience.

**Tab 8: Forms**

- A. Vendor Information and Signature Form
- B. Non-Collusion Affidavit
- C. Public Entity Crimes Form
- D. Drug-Free Workplace Certificate
- E. Conflict of Interest Statement
- F. Certificate Regarding Lobbying and Debarment, Suspension, and Other Responsibility Matters
- G. Certificates of Insurance
- H. W-9
- I. Proposed Contract
- J. Proposed Cost

**SECTION VII. SUBMISSION REVIEW**

1. Evaluation Criteria:

Submittal Quality and Completeness	0-10 points
Firm’s Experience and Background	0-15 points
Staff Experience and Background	0-20 points
Proposed Cost	0-5 points
Project Understanding and Technical Approach	0-40 points
References	0-10 points
<b>TOTAL</b>	<b>0-100 points</b>

Cost will be converted to points after making any adjustments for reciprocal preference. The proposal with the lowest cost receives the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest cost proposal. Divide the lowest cost proposal received by the cost of the proposal being rated, and multiply the results by the maximum points. The result is the awarded points. This is determined by applying the following formula:

$$\text{Price of Lowest Cost Proposal} \times \text{Maximum points available} = \text{Awarded Price Points}$$

Example: The figures below are used for example purposes only. It is not representative or suggestive of proposed costs. The total points available for cost in the RFP is twenty-five (25) points. The cost of the lowest acceptable proposal is \$200,000. Therefore, the lowest proposal cost of \$200,000 would be awarded twenty-five (25) points. The second lowest acceptable proposal submitted a cost of \$250,000. The second lowest proposal cost of \$250,000 would be awarded twenty (20) points.

$$\frac{\$200,000}{\$250,000} = 0.80$$

$$0.80 \times 25 \text{ points} = 20 \text{ points}$$

The points awarded for cost are combined with the total points awarded for the remaining criteria to determine the successful proposal.

## 2. Selection Process

An evaluation committee will review all submissions received prior to the aforementioned deadline. A shortlist of firms will be determined from the responses received. The shortlist of firms **may** be invited for an interview and site visit prior to a final selection. The committee's rankings will be forwarded as a recommendation to the Board of County Commissioners for their review and consideration.

For firms invited to the interview process, presentations will be evaluated based on the following factors:

- A. Relevant qualifications and experience of the primary individual(s) assigned to the park planning portion of this project, specifically with similar large-scale park master planning efforts. The firm should identify and provide summary information on up to five (5) similar type land planning studies completed by the assigned individual(s), and the year the studies were completed. **15 POINTS**
- B. Understanding of the proposed scope of the master planning effort, including, identification of additional important/critical issues that should be considered or clarified by the County prior to undertaking the study. **15 POINTS**
- C. Assessment of the proposed approach to carry out the project, specifically potential problems and concerns, and identification of alternatives to help improve and/or streamline the process. **20 POINTS**

- D. Expected budget for completing the master plan, including travel and any associated document preparation and support fees. Note that total budget cost alone will not be the determining factor in the selection process. **10 POINTS**
- E. Ability to respond effectively to interview questions from the committee and effectively communicate what needs to be done to complete successfully the work. **40 POINTS**

Upon completion of the interview process, the committee will rank the firms. The committee will make a recommendation to the Board of Commissioners for approval to enter into contract negotiations with the firm selected as best suited to serve the needs of the County. If the negotiations with the first firm are unsuccessful, the committee will move to the second firm with similar negotiations and so on. Once an agreeable contract is in place, it will then be brought to the Board again for approval.

Proposed Timeline

- Thursday, April 1: Deadline for Questions – 2:00pm
- Tuesday, April 13: Bid Opening – 2:00pm
- Tuesday, April 20: Shortlisting – Time TBD
- Tuesday, May 4: Presentations to Staff – Time TBD
- Wednesday, May 26: Tourist Development Council Meeting – 12:00pm
- Thursday, June 3: Board of County Commission Meeting– 5:30pm

3. Award/Rejection/Other

The County reserves the right to reject any and all proposals, waive any formalities, technical errors, and irregularities, and to recommend the award of a contract as may be deemed in the best interest of the County.

All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Board and may be disposed of without notification and shall be considered public information under Chapter 119, Florida Statutes.

The applicant selected shall be expected to comply with all federal, state, and local laws and regulations in the performance of services.

**SECTION VIII. FORMS**

**FORM A  
VENDOR INFORMATION AND SIGNATURE FORM**

Vendor Name	
Trade License (If applicable)	
Contact Person(s)	
Street Address with City, State and Zip Code	
Mailing Address (If different from Above)	
Phone Number	
Fax Number	
E-Mail	
Proposer will do the work as	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date and State of Incorporation	DATE: _____ STATE: _____
Name of partnership or joint venture	

By signing below, the submission shall be deemed a representation and certification by the Proposing Firm that you have investigated all aspects of the solicitation, have read and understand the solicitation, and acknowledge all addenda.

Authorized Signature:
Printed Name of Signer:
Date Signed:
Title of Signatory:

**FORM B  
NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I state that I \_\_\_\_\_ of \_\_\_\_\_,  
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.

5. \_\_\_\_\_, its affiliates, subsidiaries, officers, director, and employees  
(Name of Firm)  
are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the Board of County Commissioners of Columbia County, Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Name of Organization: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

The foregoing instrument was executed before me this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_,  
\_\_\_\_\_, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced \_\_\_\_\_ as identification.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

**FORM C**  
**PUBLIC ENTITY CRIMES FORM**

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Proposal, ITN, or Contract Number **RFP 2020-W**, for “**Regional Park Master Plan Development Services**”

2. This sworn statement is submitted by \_\_\_\_\_ whose  
[Name of entity submitting sworn statement]  
business address is \_\_\_\_\_ and (if applicable) its Federal  
Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social  
Security Number of the individual signing this sworn statement: \_\_\_\_\_.

3. My name is \_\_\_\_\_ and my relationship to the above is  
[Please print name of individual signing]  
\_\_\_\_\_.

4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal *law* by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that "affiliate" as defined in section 287.133(l) (a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(l) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids/proposals or applies to bids/proposals on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **[Please indicate which statement applies].**

\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who is active in the management of the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **[Please indicate which additional statement applies].**

\_\_\_\_ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted Contractor list. **[Please attach a copy of the final order.]**

\_\_\_\_ The person or affiliate was placed on the convicted Contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted Contractor list. **[Please attach a copy of the final order.]**

\_\_\_\_ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the State of Florida, Department of Management Services.]**

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in FORM "C", Public Entity Crimes, is truthful and correct at the time of submission.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

The foregoing instrument was executed before me this day \_\_\_\_\_ of \_\_\_\_\_ of 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced \_\_\_\_\_ as identification.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

**FORM D  
DRUG-FREE WORKPLACE CERTIFICATE**

**The drug-free certification form below must be signed and returned with the solicitation response.**

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in the first paragraph.
4. In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.
7. By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in FORM "D", Drug-Free Workplace Certification, is truthful and correct at the time of submission.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

The foregoing instrument was executed before me this day \_\_\_\_\_ of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_, who personally swore or affirmed that he/she is authorized  
to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced  
\_\_\_\_\_ as identification.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

**FORM E  
CONFLICT OF INTEREST STATEMENT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who was duly sworn, deposes, and states:

1. I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office  
(Insert Title) (Insert Company Name)  
in \_\_\_\_\_ and principal office in \_\_\_\_\_.  
Said entity is submitting this proposal/offer to RFP 2020-W, titled "Regional Park Master Plan Development Services"
2. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
3. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
4. Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
6. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
7. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any County Office or Department.
8. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within Columbia County government.
9. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the County in writing.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

The foregoing instrument was executed before me this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_,  
by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced \_\_\_\_\_ as identification.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

**FORM F**  
**CERTIFICATE REGARDING LOBBYING AND DEBARMENT, SUSPENSION, AND OTHER**  
**RESPONSIBILITY MATTERS**

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL – “Disclosure of Lobbying Activities”, in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67 –

- A. The applicant certifies that it and its principals:
  - I. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any federal department or agency;
  - II. Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - III. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of this certification; and
  - IV. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default. (b) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the duly authorized representative of the applicant, I hereby certify that applicant will comply with the above referenced certifications.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

The foregoing instrument was executed before me this day \_\_\_\_\_ of \_\_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_, who personally swore or affirmed that he/she is authorized to  
execute this document and thereby bind the Corporation, and who is personally known to me OR has produced \_\_\_\_\_  
\_\_\_\_\_ as identification.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

**FORM G**  
**CERTIFICATES OF INSURANCE**

Please attach proof of insurance.

**FORM H**  
**W-9**

Please attach W-9 form.

**FORM J**  
**PROPOSED CONTRACT**

Please attach proposed contract.

Proposer shall provide a formed contract that may be considered by the County. Any proposed contract shall be subject to negotiation with the County and approval by the County in the event the Proposer receives an award to provide the required services.

**FORM I  
PROPOSED COST**

The fees for this solicitation is calculated at an hourly rate for the work described herein.

**Total Cost** \$ \_\_\_\_\_

I certify that this proposal meets or exceeds the County’s specifications and that the undersigned proposer declares that I have carefully examined the specifications, terms, and conditions of this proposal, and I am thoroughly familiar with its provisions. The undersigned proposer further declares that he/she has not divulged, discussed, or compared his/her proposal with any other proposer and has not colluded with any other proposers or parties to a proposal whatsoever for any fraudulent purpose.

Company/Firm: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_