

COLUMBIA COUNTY BOARD OF COMMISSIONERS

Request for Proposals

Flat Field Feasibility Study

RFP 2018-F

The Columbia County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing CDBG Grant Environmental Review and Administration Services. Proposals will be accepted until 2:00 p.m. on April 26, 2018 in the office of the Board of County Commissioners located at 135 NE Hernando Ave. Room 203, Lake City, Florida 32055.

Schedule of Events:

Proposals Due – April 26, 2018

Evaluation Committee Meeting – May 1, 2018

Oral Presentations if necessary – May 8, 2018

Recommendation to Board – May 17, 2018

Specifications and bid forms may be downloaded at the County web site,



Request for Proposals Flat Field Sports Complex Feasibility Study RFP 2018-F

Deadline for proposals: April 26, 2018

The Columbia County Sports Commission is seeking proposals for a feasibility study for a flat field sports complex. 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. Proposals should include information regarding all aspects of facility development, operations and maintenance, marketing, and strategic planning. Proposals should take into account the unique nature of Columbia County, its citizens and visitors.

Proposals must contain and account for the following (weighted evaluation criteria in parenthesis):

(5%) Letter of transmittal with statement indicating an understanding of the work to be performed and the consultant's availability

(20%) Describe the vision, strategic overview and approach to the project

- Definition of stakeholder groups and user groups
- Strategy sessions with stakeholders and users

(15%) Discuss what parameters you will engage to pilot a project that will be creative, logical, and destination defining

(40%) Proposed action plan, time frame, consultant responsibilities and expectations from CCSC including availability to begin the project

- Overall project operating costs
- Outline of operational structure
- Land acquisition process including site selection recommendations
- Structure costs, including site development costs
- Costs to renovate existing five field soccer complex into a four field championship style baseball quad, including construction, maintenance, and operating costs, upon completion of new flat field complex
- Recommendations for additional recreational and/or entertainment opportunities to be included in the construction of the new flat field complex
- Furniture, Fixtures & Equipment costs
- Long term operating costs, including staffing needs

- Maintenance costs
- Economic impact study
- Study of market assessment and potential and long-term sustainability
- Marketing strategy development
- Profit/loss report
- Identification of potential funding sources

(5%) Resume of principals responsible for preparing and completing the project

(10%) References from clients including contact names and phone numbers of previous comparable completed projects

- Listing of three examples of relevant experience and sample work

(5%) Total proposal cost

Selection process:

- The CCSC will review, score, and rank all properly submitted proposals. If warranted, after the review and ranking, consultants may be selected for telephone or in-person interviews. From the interview process, proposals will be reevaluated and a final determination will be made.

Instructions for submitting proposals:

- One original and 4 copies along with an electronic, (thumb drive), proposals must be mailed to the Columbia County Purchasing Department, P. O. Box 1529, Lake City, FL 32056 or for direct delivery 135 NE Hernando Ave., Room 203, Lake City, FL 32055.
- Proposals are due no later than 2:00 P.M. April 26, 2018. Fax or emailed responses will not be accepted.

Information to be included in the proposal: In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

Table of Contents:

Include a clear identification of the material by section and by page.

Letter of Transmittal:

Briefly state the Proposer's understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s) who will be authorized to make representations for the proposer, their title(s), office and E-mail addresses and telephone numbers. Please limit this section to two pages.

Location:

Given the geographical nature of the tasks to be carried out in the study, provide the location of where the work will be performed.

Experience:

A summary of Proposer's experience for similar projects that were or are being served by the Proposer (firm).

Please identify who will be the principal contact for the activity involved in the study and provide a summary description of their professional experience.

Skills and experience of the Proposer's Project Team must be included. Identify and provide evidence of sufficient qualified staff to perform the services in a timely and effective manner. Describe the experience of the entire project team as it relates to these types of projects. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Proposer will be required to commit that the personnel and/or principals named in the proposal shall remain assigned to the "project" throughout the period of the contract unless provided for otherwise in a negotiated contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement. The approval of the County will be required for any such diversion or substitution.

Project Approach and Schedule:

- A. Describe the Proposer’s methodology with respect to performing the required services in the Scope of Work described in this RFP including proposed public involvement methods.
- B. Discuss technical approach with respect to meeting the objectives of the study. Include estimated time periods for project phases and major activities and level of assistance required from County staff.
- C. Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of this project. The information submitted shall contain sufficient detail to convey the Proposer’s knowledge of the subjects and skills necessary to successfully how the Proposer will ensure that all efforts are coordinated with the County’s requirements.

Pricing:

Include a concise narrative with sufficient detail indicating the proposed approach to providing the required services, including a description of the types and quantities of service that would be provided. Provide a cost for each of the major services provided along with the estimated number of expected work hours for each qualified staff. Period of time, stated as number of days, shall be calendar days. Actual compensation is subject to contract negotiations. Proposers may submit additional tasks and associated costs that could be performed by the consultant team for consideration by the County.

Professional References:

Submit a recent client reference list of no more than one page, including name of contact, firm and/or governmental entity, address, telephone number and type of service provided each reference.

Litigation:

Disclose any litigation within the past five (5) years arising out your firm’s performance.

Licensing and Registration:

Submit licensure and registration information that the Proposer is in good standing and authorized to do business in the State of Florida.

Insurance

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the County. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the Columbia County Risk Manager.

The following insurance coverage shall be required.

- a) Worker’s Compensation Insurance, covering all employees and providing benefits as required by Florida Statutes, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
- b) Liability Insurance
 - 1. Naming Columbia County as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.

2. Such liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

LIMITS OF LIABILITY

Type of Insurance	each occurrence	aggregate
GENERAL LIABILITY	<i>MINIMUM \$200,000 per OCCURRENCE/ \$300,000 AGGREGATE</i>	
<input checked="" type="checkbox"/> comprehensive form		
<input checked="" type="checkbox"/> premises - operations		
<input type="checkbox"/> explosion & collapse hazard		
<input type="checkbox"/> underground hazard		
<input type="checkbox"/> products/completed operations hazard		
<input checked="" type="checkbox"/> contractual insurance		
<input checked="" type="checkbox"/> broad form property damage		
<input checked="" type="checkbox"/> independent contractors		
<input checked="" type="checkbox"/> personal injury		

AUTOMOBILE LIABILITY	<i>MINIMUM \$200,000 per OCCURRENCE/ \$300,000 AGGREGATE</i>	
<input checked="" type="checkbox"/> comprehensive form		
<input checked="" type="checkbox"/> owned		
<input checked="" type="checkbox"/> hired		
<input checked="" type="checkbox"/> non-owned		

REAL & PERSONAL PROPERTY		
<input type="checkbox"/> comprehensive form	Consultant must show proof they have this coverage	

EXCESS LIABILITY		
<input type="checkbox"/> umbrella form	bodily injury and property damage combined	
<input type="checkbox"/> other than umbrella		
		\$1,000,000. \$1,000,000.

<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY		
* Policy to be written on a claims made basis		\$1,000,000. \$1,000,000.

The certification or proof of insurance must contain a provision for notification to the County, and the County's contracted law enforcement provider if applicable, thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the County the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

RFP Conditions and Provisions

The completed and signed proposal (together with all required attachments) must be returned to County on or before the time and date stated herein. All proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the County. Any alteration, erasure, or interlineations by the proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date. All proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

- The County reserves the right to postpone or cancel this RFP, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the County to do so.
- The County reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the County to do so.
- The County shall not be liable for any costs incurred by the proposer in the preparation of proposals or for any work performed in connection therein.

Governing Law

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida and the venue for any legal action will be Columbia County, Florida.

Conflict of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any County employee is also an owner, corporate officer, or an employee of his business. If any County employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Columbia County Supervisor of Elections pursuant to Florida Statutes 112.313.

Drug Free Workplace

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a "Drug Free Workplace" as outlined in Florida Statute, Section 287.087.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Composition of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the County in writing.

Questions and Communication

All questions regarding the solicitation are to be submitted by email to the Purchasing Office, Ray_Hill@columbiacountyfla.com. All questions must include the inquiring firm's name, address, telephone number and RFP name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be

without legal effect. Any addendum necessary to answer questions will be posted to the County's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

PROPOSAL SIGNATURE PAGE
RFP 2018-F Flat Field Study

To: Columbia County

The below signed hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the County and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) _____ Title _____

Company (Legal Registered) _____

Federal Tax Identification Number _____

Address _____

County/State/Zip _____

Telephone No. _____ Fax No. _____

Signature _____ Date _____

Addendum Acknowledgment - Proposer acknowledges that the following addenda have been received and are included in his/her proposal:

Addendum No. _____ Date Issued _____

Variations: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variations contained on other pages of RFP, attachments, or proposal pages. No variations or exceptions by the Proposer will be deemed to be part of the proposal submitted unless such variation or exception is listed and contained within the proposal documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your proposal complies with the full scope of this RFP.

Variations: _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to COLUMBIA COUNTY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose 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: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(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 or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(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.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(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 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(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 or applies to bid 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.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. {Indicate which statement applies.}

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its 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.

The entity submitting this sworn statement, or one or more of its 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. However, there has been a subsequent proceeding before Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before this _____ day of _____, 2017.

Personally known _____ OR produced identification _____

Type of Identification: _____ My Commission Expires: _____

Notary Public - State of Florida
SEAL OR STAMP

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RFP No. 2018-F
CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all RFQ responders/proposers must disclose if any Columbia County Board of County Commissioner's employee(s), elected official(s), or any of its agencies is also an owner, corporate officer, agent, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official or agent is associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____	NO _____
Name(s)	Position(s)

Firm Name: _____

By (Printed): _____

By (Signature): _____

Title: _____

Address: _____

Phone Number: _____

RFP No. 2018-F
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED proposer CERTIFIES that it has implemented a drug-free workplace program. 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 violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's 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 quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of, or plea of guilty or nolo contendere to, any violation of Chapter 893 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, drug abuse assistance or rehabilitation program if such is available in employee's community, by an employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: _____

Signature: _____

Company: _____

Name: _____

Address: _____

Title: _____

Phone Number: _____