

**HICKORY DIP ROAD
WIDENING AND RESURFACING PROJECT
OLD FERRY DOCK ROAD TO
NORTH BAYSHORE DRIVE**

CONSTRUCTION ENGINEERING & INSPECTION SERVICES

**REQUEST FOR PROPOSALS
INFORMATION PACKAGE**

FDOT FPID #: 448610-1-54-01

**Franklin County Board of County Commissioners
33 Market Street, Suite 203
Apalachicola, FL 32320**

**This Entire Package Is For Convenience Only and to Assist In Filling Out the Proposal.
Do Not Return With Your Proposal**

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PART I – GENERAL INFORMATION

**FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PROPOSALS
FDOT FPID NO. 448610-1-54-01**

The Franklin County Board of County Commissioners is seeking civil engineering services relating to the construction engineering and inspection (CEI) for the widening and resurfacing improvements on Hickory Dip Road inn Eastpoint from Old Ferry Dock Road to North Bayshore Drive. The total length of the project is 0.372 miles. The scope of the project includes widening and resurfacing the existing lanes, drainage improvements, signage upgrades and pavement markings. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by FDOT to perform the indicated types of work.

Work Types: 10.1 – Roadway Construction Engineering Inspection
Response Deadline: Monday, May 6, 2024, at 4:30 P.M. Eastern Time
Opening Date: Tuesday, May 7, 2024, at the County Commission meeting which begins at 9:00 A.M. Eastern Time

This project is funded with assistance from the FDOT. By submitting a letter of response, the Consultant certifies that they are in compliance with FDOT Procedure No. 375-030-006 (Restriction on Consultants Eligibility to Compete for Department Contracts) and that no principle is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any government department or agency.

Information regarding the proposal and the complete Request For Proposals package can be obtained from Kimberly Raffield, Assistant Grant Coordinator, 850-653-5779 or KimberlyR@franklincountyflorida.com. In order to ensure a fair, competitive, and open process, once a project is advertised for proposals, all communications between interested firms and the County must be directed to Kimberly Raffield, Assistant Grant Coordinator, 850-653-5779 or KimberlyR@franklincountyflorida.com.

If interested, qualified Consultants are required to submit the original and two (2) copies of the letter of response to the Franklin County Clerk’s Office, 33 Market Street, Suite 203, Apalachicola, FL 32320 by the response deadline. All letters of response shall be sealed and marked on the outside of the envelope “**RFQ #448610-1-54-01; Hickory Dip Widening and Resurfacing CEI Services**”.

PART II – PROPOSAL PREPARATION INSTRUCTIONS

The Letter of Response shall be signed by an authorized representative of the firm. All information requested must be sealed when submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters which are substantially incomplete or lack key information may be rejected by the County at its discretion. The selection will be based on the information provided in the submittal.

Information submitted with the letter of response should include documentation to demonstrate the firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to present a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

The firms which submit proposals will be ranked by the selection committee with the top ranked firm being presented to the Board for approval. Negotiations will follow pending Board approval and FDOT approval.

All prospective submitters are hereby cautioned not to contact any County Commissioner member or any member of the Selection Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Selection Committee has arrived at a recommendation of the most qualified firms. Until notification is received, all contacts shall be channeled through Kimberly Raffield at 850-653-5779 or at KimberlyR@franklincountyflorida.com. Failure to comply with these procedures will be cause for disqualification of the firm's proposal.

The Local Agency of Franklin County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement and any Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

The County shall comply with the Local Government Prompt Payment Act in accordance with Florida Statutes Chapter 218 and the Public Records Act in accordance with Florida Statutes Chapter 119.

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, and Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

SUBMITTAL REQUIREMENTS

The proposer shall submit the original and two (2) paper copies with all supporting documentation as described below:

1. LETTER OF RESPONSE

Letter of response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

- a. Project name/FDOT Financial Management Number: 448610-1-54-01
- b. Consultant's name and address
- c. Proposed responsible office for Consultant

- d. Contact person, phone number, and internet email address
- e. Indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE)

2. SCORING FACTORS (max score 100)

- **Organization and Staffing (40 Points):** Identify the roles and responsibilities of the proposed personnel. The project manager, EEO Compliance Specialist, inspector and any other related personnel should be shown with each individual's experience and qualifications. Identify subconsultant(s) that may be used for the project. Include resumes for each team member involved with the project. Construction Training and Qualification Program (CTQP) printouts may also be submitted.
- **Experience of the Firm & References (40 Points):** Demonstrate experience in other projects of similar scope of work and complexity (a minimum of 4 projects should be shown). A reference list for each project is required including the name of client contact familiar with the project, project name, telephone number and/or email address, brief description of the project, actual cost and project length.
- **Availability of Workload & Willingness to Meet Time Requirements (20 Points):** Ability of the firm to manage this project within the specified project time and within budget. Show current workload of available personnel and hours projected on this project. Provide a schedule of project progress beginning with pre-construction conference and ending with project closeout.

3. OTHER STATEMENTS, FORMS AND DOCUMENTATION

The following MUST be included in the proposer's submitted packet:

- a. Certificate of Insurance as described under the INSURANCE section for:
 - i. Workers Compensation Coverage
 - ii. General, Automobile and Excess or Umbrella Liability Coverage
 - iii. General Liability Coverage - Occurrence Form Required
 - iv. Business Auto Liability Coverage
 - v. Excess or Umbrella Liability Coverage
 - vi. Professional Liability
- b. Proof of Licenses/Certifications
Provide proof of proper State of Florida business licensure and professional certifications/registration(s) in the State of Florida.

Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification with the Secretary of State can be obtained at: <http://ccfcorp.dos.state.fl.us/index.html>.

- FDOT Prequalification: 10.1 – Roadway CEI
- E-Verify
The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Agency during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- Public Entity Crimes Statement
- Drug-Free Workplace Form
- Conflict of Interest Certification (FDOT Form #375-030-50)

LENGTH OF SERVICE

The Consultant's construction engineering and inspections services shall begin upon written Notice to Proceed (NTP) by the County. It is anticipated that the NTP will be issued by June 18, 2024. It is projected that all work will be completed by October 31, 2024.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

For this FDOT assisted contract, Franklin County has adopted the FDOT DBE Program goal. The FDOT began its race neutral DBE program on January 1, 2000 and has an overall 10.65% goal it must achieve. While the utilization is not mandatory in order to be awarded the contract, continuing utilization of DBE firms on contracts supports the success of Florida's Voluntary DBE Program and supports contractor's Equal Employment Opportunity and DBE Affirmative Action Programs.

The Florida Department of Transportation maintains a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including both DBE's and non-DBEs. Please complete the Bidders Opportunity List through the Equal Opportunity Compliance system within 3 business days of submission of the bid or proposal for ALL subcontractors or sub-consultants who quoted to you for specific project for this letting. The web address to the Equal Opportunity Compliance system is: <https://fdotwp1.dot.state.fl.us/EqualOpportunityCompliance/Account.aspx/LogIn?ReturnUrl=%2fEqualOpportunityCompliance>

INSURANCE

The Consultant shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The Consultant shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the Consultant. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the Consultant's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the Consultant's insurance policies shall be endorsed to name the County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The Consultant waives its right of recovery against the County, to the extent permitted by its insurance policies.

The Consultant's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The Consultant is responsible for the amount of any deductible or self-insured retention.

Insurance required of the Consultant or any other insurance of the Consultant shall be considered primary, and insurance of the County, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

A. Commercial General Liability: Consultant shall have and maintain throughout the duration of the Agreement Commercial General Liability (CGL) Insurance with limits of at least \$500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be no less than \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations,

contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x,c,u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

B. Business Automobile Liability: Consultant shall have and maintain throughout the duration of the Agreement, Business Automobile Liability Insurance with limits of at least \$1,000,000 each occurrence for bodily injury and property damage liability arising out of any auto (including owned, hired and non-owned autos). Contractual liability coverage shall be provided.

C. Workers Compensation: Consultant shall have and maintain throughout the duration of the Agreement Worker's Compensation Insurance in accordance with State law and Employer's Liability coverage with a limit of at least \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease. In case any work is subcontracted, Consultant shall require each subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by Consultant.

D. Professional Liability: The Consultant shall purchase and maintain professional liability or malpractice insurance with minimum limits of \$1,000,000 per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

E. Certificates of Insurance: Franklin County must be named as an additional insured on the CGL and Business Automobile Liability insurance policies. Consultant must provide valid certificates of insurance to the County for all policies. Consultant will be required to provide the County, as an additional insured, with thirty (30) days' written notice prior to the cancellation, modification or non-renewal of the policies.

F. Sub-Consultants and Subcontractors: In the event that the Consultant engages sub-consultants or subcontractors to assist the Consultant in providing or performing services or work pursuant to the requirements of this Agreement, the insurance coverages required under this Article to be provided by the Consultant shall cover all of the services or work to be provided or performed by all of the sub-consultants or subcontractors engaged by the Consultant. However, in the event the services or work of sub-consultants or subcontractors engaged by the Consultant are not covered by the Consultant's insurance policy(s), it shall be the responsibility of the Consultant to ensure that all sub-consultants or subcontractors have fully complied with the County insurance requirements for: (1) Commercial General Liability; (2) Business Automobile Liability; (3) Worker's Compensation; or (4) Professional Liability as required and set forth in this Article.

PART III – SCOPE OF SERVICES

The services sought are the construction engineering and inspection (CEI) of the widening and resurfacing improvements on Hickory Dip Road in Eastpoint from Old Ferry Dock Road to North Bayshore Drive. The total length of the project is 0.372 miles. The scope of the project includes widening the existing roadway and resurfacing the existing travel lanes, drainage improvements, signage upgrades and pavement markings.

It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions for the Construction Contract. The Consultant shall monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract. The Consultant shall also maintain detailed accurate records of the Contractor's daily operations and of significant events that affect the work in order to determine the progress and quality of work and identify discrepancies. The Consultant shall report significant discrepancies to the County, and direct the Contractor to correct such observed discrepancies.

The responsibilities of the Consultant on this project are:

- 1. Preconstruction Conferences:** Conduct and schedule the Preconstruction Conference with the Owner, Franklin County (herein called the County), contractor and any other pertinent personnel/company. Address and resolve all issues that arise at the meeting with appropriate offices, agencies and divisions. Prepare and distribute detailed minutes of the meeting. Provide Contractor a list of all forms and reports due, when they should be submitted and to whom.
- 2. Progress meetings:** Prepare the agenda, attend, and conduct meetings with the County personnel, contractor, sub-contractors, utility personnel and other agencies affected by the project. Be prepared to discuss recent progress, upcoming events in the schedule, and problems associated with the project. Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies. Attend Board of County Commissioner meetings as necessary.
- 3. Project Administration:** Provide project administration and coordinate with the assigned County Project Manager. Prepare for and attend, when requested, any periodic or in-depth FDOT inspections that may be conducted on the project related to project work, progress or records. Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc. Provide ample inspectors and assistance to adequately oversee all work being done on the contract. Monitor and ensure all environmental conditions and requirements are complied with. Prior to starting work, submit to the County Department Project Manager a listing of personnel assigned to the project for review and approval. In addition, a list of persons with emergency phone numbers should always be supplied to the County Project Engineer and be available at any time in the case of an emergency on the project. The Project Administrator shall also obtain from the contractor a list of contractor's personnel that will be responsible for any occurrence that may arise on the project for the life of the project.
- 4. Provide Construction Inspection:** Provide effective and qualified inspection services. All CEI staff proposed for this project must meet the personnel requirements and qualifications listed in **Section 19. Personnel** of this Scope of Services.
- 5. On-site Inspection:** The Consultant shall monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the

Construction Contract to determine that the projects are constructed in reasonable conformity with such documents. The Consultant shall keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work.

Consultant shall be responsible for monitoring and inspection of Contractor's Work Zone traffic control plan and review of modifications to the Work Zone Traffic Control Plan, including alternate Work Zone Traffic Control Plan, in accordance with FDOT procedures. Consultant employees performing such services shall be qualified in accordance with FDOT requirements and procedures.

6. Supplemental Agreements/Construction Change, Force Account, VECP: Notify the County Project Manager of the necessity of any Supplemental Agreements/Construction Changes. Negotiate prices for additional pay items with the contractor while adhering to the "Average Unit Price" listing when possible. Coordinate acceptance of prices with the County Project Manager. Any work that cannot be negotiated with the prime contractor will be pursued by Force Account as defined in the Standard Specifications and recorded on forms supplied by the FDOT. Submit Value Engineering Change Proposals to the County Project Manager for analysis and distribution to the appropriate division(s). Develop change orders as approved by the FDOT and present to the Board of County Commissioners for their approval.

7. Shop Drawings: Will review and sign off on all shop drawings prior to the Contractor submitting them to the appropriate Vendor.

8. Reporting: It shall be the responsibility of the Consultant awarded this contract to ensure that any and all reporting required by the Florida Department of Transportation (FDOT) for this project are met. This shall include but not be limited to DBE reporting. The firm shall ensure that all reporting required for 100% reimbursement to the County is properly completed and submit according to FDOT guidelines.

9. Quality Assurance and Testing for Acceptance: The Consultant shall perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in the FDOT Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, the Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.

The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.

Sampling, testing and laboratory methods shall be as required by the FDOT's Standard Specifications, Supplemental Specifications or as modified by the special provisions of the Construction Contract. Documentation reports on sampling and testing shall be submitted to responsible parties during the same week that the construction work is done. The Consultant will input verification testing information and data into the FDOT database if required by FDOT.

10. Progress Payments: The Consultant will document and accurately estimate quantities for Monthly Progress Payments. Test reports will be on file prior to payment. FDOT Project Engineer must approve any waiver of testing documents prior to payment. Payments for stockpiled material may be made as defined in the Standard Specifications.

11. Revisions to the Contract Plans: Any revisions to the contract plans or cross sections will be submitted by the Consultant to the County Project Manager for processing.

12. Distribution of Correspondence: A copy of all correspondence between the Consultant, contractor, subcontractors, or others concerning matters related to the project shall be maintained in an office file copy for submission with the project Final Records to the County.

13. Inspection of Work: Provide inspection services for conformance to Plans and Specifications for all roadway, structures, and specialty items that are being incorporated into the project. Observe, measure, and record all quantities for payment. These quantities and field measurements shall be recorded in the project records. The records will be recorded on a standard form (field book) approved by the County. Check traffic control daily, and additionally as required or requested. Notify the contractor of deficiencies or problems immediately. Document weekly (or as often as necessary) project traffic control on weekly approved forms. Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. Notify the contractor of deficiencies. Prepare to justify any and all pay quantities in the case of questions by the County or FDOT. Prepare an accurate daily diary, signed by the inspector, consisting of:

- A record of the contractors on the project
- Their personnel (number and classification)
- Equipment (number and type or size)
- Location and work performed by each contractor or subcontractor
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
- Weather, estimated amount of precipitation and average temperature. A total rain day schedule should be kept.
- Any other details that may be important later in the project life.

14. Reports: There are numerous reports, documents, etc., that must be generated in the process of contract administration. A copy (electronic and paper) will be provided to the FDOT prior to construction, on a weekly basis or as needed. Any questions regarding the requirements can be forwarded to the FDOT District Lap Coordinator for clarification at any time.

15. Final Records: Submit a compilation of project records to the County and FDOT (if necessary) after project completion. Make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. Submit all final forms with the final records.

16. Project Claims: Prepare documentation and assist in the defense of the County and FDOT, when requested, in preparation for Claims or possible Claims resulting in the execution of the contract.

18. Project Certification: Upon satisfactory completion of the project by the Contractor and in compliance with the required submittals, testing and documentation, submit written certification of compliance to the FDOT on behalf of the County.

19. Personnel:

a. **General Requirements:**

Provide qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. Method of compensation for personnel assigned to this project is outlined in the professional services contract between the Franklin County Board of County Commissioners and the Consultant.

Unless otherwise agreed to by the County, the County will not compensate straight overtime or premium overtime for the positions of Senior Project Engineer, Project Administrator/Project Engineer, Contract Support Specialist and Assistant or Associate to any of these positions.

b. Personnel Qualifications:

Provide competent personnel qualified by experience and education.

Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the County. Staff that has been removed shall be replaced by the Consultant within one week of County notification.

Before the project begins, all project staff shall have a working knowledge of the current Construction Project Administration Manual (CPAM) and must possess all the necessary qualifications/certifications for fulfilling the duties of the position they hold. Cross training of the Consultant's project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to the County and should occur as workload permits. Visit the training page on the State Construction Office website for training dates.

Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis. However, a Project Administrator working under the supervision and direction of a Senior Project Engineer or an Inspector working under the supervision and direction of a Senior Inspector shall have six months from the date of hire to obtain the necessary qualifications/certifications provided all other requirements for such positions are met and the Consultant submits a training plan detailing when such qualifications/certifications and other training relative to the FDOT's Procedures, Specifications and Design Standards will be obtained.

CEI SENIOR PROJECT ENGINEER - A Civil Engineering degree and registered in the State of Florida as a Professional Engineer and six (6) years of engineering experience, or for non-degreed personnel the aforementioned registration and ten (10) years of engineering experience. Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialized construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs for conformance with FDOT standards. Also must have the following:

QUALIFICATIONS:

Attend the CTQP Quality Control Manager course and pass the examination.

CERTIFICATIONS:

FDOT Advanced MOT

OTHER:

A Master's Degree in Engineering may be substituted for one (1) year engineering experience.

CEI PROJECT ADMINISTRATOR/PROJECT ENGINEER - A Civil Engineering degree plus two (2) years of engineering experience, or for non-degreed personnel eight (8) years of responsible and related engineering experience.

Receives general instructions regarding assignments and is expected to exercise initiative and independent judgment in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Will be responsible for the progress and final estimates throughout the construction project duration. Must have the following:

QUALIFICATIONS:

CTQP Final Estimates Level II

CERTIFICATIONS:

FDOT Advanced MOT

OTHER:

Attend CTQP Quality Control Manager Course and pass the examination.

A Master's Degree in Engineering may be substituted for one (1) year of engineering experience

CEI SENIOR INSPECTOR/SENIOR ENGINEER INTERN – High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction and one (1) year of road & bridge CEI experience with the ability to earn additional required qualifications within one year. (Note: Senior Engineer Intern classification requires one (1) year experience as an Engineer Intern.)

To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned.

Must have the following as required by the scope of work for the project:

QUALIFICATIONS:

CTQP Concrete Field Technician Level I

CTQP Asphalt Roadway Level I

CTQP Asphalt Roadway Level II

CTQP Earthwork Construction Inspection Level I

CTQP Earthwork Construction Inspection Level II

CTQP Final Estimates Level I

CERTIFICATIONS:

FDOT Intermediate MOT

IMSA Traffic Signal Inspector Level I

Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower level inspectors. Work is performed under the general supervision of the Project Administrator.

CEI INSPECTOR/ENGINEER INTERN – High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, or an Engineer Intern with a Civil Engineering degree (requires certificate) having the ability to earn the required qualifications and certifications within one year.

Must have the following as required by the scope of work of the project:

QUALIFICATIONS

- CTQP Concrete Field Inspector Level I
- CTQP Asphalt Roadway Level I
- CTQP Earthwork Construction Inspection Level I
- CTQP Final Estimates Level I

CERTIFICATIONS

- FDOT Intermediate MOT
- Florida Stormwater, Erosion, and Sedimentation Control training and Certification Program for Inspectors and Contractors

Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress.

PART IV – EVALUATION OF PROPOSALS

EVALUATION METHOD AND CRITERIA

All proposals will be subject to review and an evaluation process. All proposers responding to the RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The County will consider all responsive and responsible proposals received.

Proposals shall include all of the information solicited in this RFP, and any additional data that the Consultant deems pertinent to the understanding and evaluating of the proposal. Each proposer will be ranked based on the criteria herein addressed using the attached ranking forms.

Proposals will be reviewed by the selection committee and evaluated based on the format and content outlined in this proposal as follows:

EVALUATION CRITERIA	POINTS
Organization and Staffing	40
Experience of the firm & References	40
Availability of workload & willingness to meet time requirement	20
TOTAL	100

SELECTION

The selection committee will review, evaluate and rank the proposals submitted by all responsive and responsible firms based on the criteria above using the ranking form attached. Once the three individual evaluators have submitted their rankings, the three individual scores will be added together to determine the highest ranked firm. The top ranked firm will be recommended to the Board of County Commissioners for approval on May 21, 2024. Should a tie occur, an alternate committee member will be asked to evaluate the firms based on the submitted proposals. The alternate score will be the tie-breaker.

If the Board of County Commissioners concurs with the selection committee, the firm name with the required selection documentation will be forwarded to FDOT for approval of the selected firm. Should FDOT concur with the Board's recommendation, contract price negotiations will begin between the selected firm and Franklin County.

PROTEST PROCEDURES

When The Board of County Commissioners selects a consultant for this project Franklin County will post the Notice of Award on its website, www.franklincountyflorida.com/resources/county-bids-awards/. Any person who is adversely affected by the decision shall follow the procedures in Chapter 120.57(3) Florida Statutes, to protest this decision.

**HICKORY DIP ROAD
FINANCIAL PROJECT ID 448610-1-54-01**

RANKING OF CEI CONSULTANTS

Based on the information contained in their submittal rank each firm in each category based on their submittal. Then total the points for each consultant. The consultant with the highest points is ranked as #1.

	Name of Consultant			
<u>Final Selection Evaluation Criteria:</u>	Firm A	Firm B	Firm C	Firm D
Organization and Staffing (40 Points)	_____	_____	_____	_____
Experience of the firm & References (40 Points)	_____	_____	_____	_____
Availability of workload & willingness to meet time requirements (20 Points)	_____	_____	_____	_____
Total	_____	_____	_____	_____

Ranking of Firms

- # 1 _____
- # 2 _____
- # 3 _____
- # 4 _____

Signature of Ranker

Date

Print Name of Ranker

Scoring Factors (max score 100)

- **Organization and Staffing (40 Points):** Identify the roles and responsibilities of the proposed personnel. The project manager, EEO Compliance Specialist, inspector and any other related personnel should be shown with each individual's experience and qualifications. Identify subconsultant(s) that may be used for the project. Include resumes for each team member involved with the project. Construction Training and Qualification Program (CTQP) printouts may also be submitted.
- **Experience of the firm & References (40 Points):** Demonstrate experience in other projects of similar scope of work and complexity (a minimum of 4 projects should be shown). A reference list for each project is required including the name of client contact familiar with the project, project name, telephone number and/or email address, brief description of the project, actual cost and project length. SCRAP, SCOP and CIGP projects should also be shown if possible.
- **Availability of workload & willingness to meet time requirement (20 Points):** Ability of the firm to manage this project within the specified project time and within budget. Show current workload of available personnel and hours projected on this project. Provide a schedule of project progress beginning with pre-construction conference and ending with project closeout.

HICKORY DIP ROAD

FINANCIAL PROJECT ID 448610-1-54-01

FINAL RANKING OF CEI CONSULTANTS

Name of Ranker	Firm A	Firm B	Firm C	Firm D
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<hr/>				
Total	_____	_____	_____	_____

Ranking of Firms

- #1** _____
- #2** _____
- #3** _____
- #4** _____

PART V – PROCUREMENT AND CONTRACT SCHEDULE

The anticipated schedule for this project is as follows:

Proposal Advertised & Posted on Website	March 28, 2024
Proposal Due Date	May 6, 2024
Opening of Proposals	May 7, 2024
Review Committee Scores Due	May 16, 2024
Rankings Presented to BOCC for Selection and Approval to begin Negotiations	May 21, 2024
Contract Negotiations	May 21 – June 4, 2024
Finalize / Execute Agreement	June 18, 2024
Issue Notice to Proceed	June 18, 2024
Completion of Project	October 31, 2024

EXHIBIT "A"

PUBLIC ENTITY CRIME AFFIDAVIT

Public Entity Crime Affidavit: As provided in Florida Statute 287.133(2)(a), a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

SWORN STATEMENT PURSUANT TO FLORIDA STATUTE 287.133 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 FRANKLIN COUNTY, FLORIDA

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

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

whose business address is: _____

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 with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

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, nonjury 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 any 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 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 a 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 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 me this _____ day of _____, 20____.

Personally known _____ OR Type of Identification Produced: _____

Notary Public – State of Florida

My Commission Expires: _____

SEAL OR STAMP

ATTACHMENT "B"
DBE BID PACKAGE INFORMATION
(FDOT FORM #275-030-11)

ATTACHMENT "C"
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

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 bid a copy of the statement specifies 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 bid, 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 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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 maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program as stated above?

Yes

No

Name of Business: _____

Signature: _____

Name and Title: _____

Date: _____