

SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY OFFICES
13150 80th Terrace
Live Oak, Florida 32060



PHONE: (386) 364-3400
FAX (386) 362-1032

MEMORANDUM

DATE: April 17, 2024
TO: Interested Professional Firms or Individuals
FROM: Greg Scott, County Administrator
SUBJECT: Parks and Recreation Master Planning Services

Suwannee County is seeking statements of qualifications from experienced firms or individuals for Parks and Recreation master planning services. If you are a firm or individual interested in providing these services, please submit one (1) original and five (5) copies of a statement of qualifications and experience to;

**ATTENTION: SEALED RFQ 2024-14 PARKS &
RECREATION MASTER PLANNING
SERVICES
CLERK TO THE BOARD
200 SOUTH OHIO AVENUE
LIVE OAK, FL 32064**

The deadline for receipt of statements of qualifications is Friday, May 24, 2024, at 4:00 p.m. Envelopes should be marked "**SEALED RFQ NO. 2024-14 PARKS & RECREATION MASTER PLANNING SERVICES.**"

If you have any questions concerning this matter, please contact Alden Roser, Alden Rosner arosner@suwanneeparks.com, and Holland Freeman, hollandf@suwcountyfl.gov.

SUWANNEE COUNTY
Board of County Commissioners
13150 80th Terrace, Live Oak, FL 32060
Telephone: (386) 364-3400 Fax: (386) 362-1032

Request for Qualifications No. 2024-14
Qualifications Statement Title: Parks and Recreation Master Planning Services
Deadline for Submitting: Friday, May 24th, 2024, at 4:00 p. m.
Opening Date and Time: Tuesday, May 28th, 2024
At 10:00 a.m., or soon thereafter

The Board of County Commissioners will receive sealed responses to this Request for Qualifications (RFQ) from qualified individuals or firms for Parks and Recreation master planning services. Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.005 Florida Statutes, the Florida's Consultants' Competitive Negotiation Act (CCNA) and Suwannee County ordinances. The County will utilize objective criteria when evaluating and ranking qualified respondents. These criteria are outlined in the County's Request for Qualifications documentation. Fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiation Act.

The Suwannee County Board of County Commissioners will receive responses at the Clerk of Court Cashier Window located at the Courthouse to the attention of Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064 until **FRIDAY, MAY 24th, 2024 at 4:00 P.M.** Qualifications will be publicly opened and names of respondents read aloud at the Suwannee County Airport Conference Room, 13302 80th Ter, Live Oak, FL 32060 on **TUESDAY, MAY 28th, 2024 at 10:00 a.m., or soon thereafter.**

Responders must submit one original and five copies; and label on the outside of the envelope as **“SEALED RFQ NO. 2024-14 PARKS & RECREATION MASTER PLANNING SERVICES”**.

This solicitation does not commit Suwannee County to award a contract, to pay any costs incurred in the preparation of a qualifications statement, or to procure or contract for services. The Board of County Commissioners reserves the right to reject any, and all qualifications statements received, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation or re-advertise if it is in the best interest of the County to do so. Submittal of an incomplete response can result in disqualification.

The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

Anyone wishing to obtain RFQ documents may contact the Administration Office, at 386-364-3400. All questions regarding the RFQ must be submitted in writing to Alden Rosner, Alden Rosner arosner@suwanneeparks.com, and Holland Freeman, hollandf@suwcountyfl.gov, before Wednesday, May 15th, 2024, at 5:00 p.m. Questions received after the deadline will not be answered. Written replies will be issued in an addendum format. All documents pertaining to solicitation will be posted on DemandStar.com and on Suwannee County's website, suwanneecountyfl.gov. It is the responsibility of the respondent to check all locations for all documents pertaining to the solicitation.

Travis Land, Chairman
Suwannee County Board of County Commissioners

**Request for Qualifications No. 2024-14
Parks and Recreation Master Planning Services**

The Suwannee County Board of County Commissioners will receive qualifications at the Clerk of Court Cashier Window at the Courthouse to the attention of Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064 until FRIDAY MAY 24th, 2024, at 4:00 P.M. Qualifications will be publicly opened and read aloud at the Suwannee County Airport Conference Room, 13302 80th Terrace, Live Oak, Florida 32060 on TUESDAY, MAY 28th, 2024 at 10:00 a.m., or as soon thereafter as possible.

Responders must submit one original and five copies; and label on the outside of the envelope as “SEALED RFQ NO. 2024-14 PARKS & RECREATION MASTER PLANNING SERVICES”.

The Board of County Commissioners will receive sealed responses to this Request for Qualifications (RFQ) from qualified individuals or firms to provide parks and recreation master planning services for Suwannee County.

Scope of Services: This project will require a multidisciplinary approach to provide Suwannee County with master planning services for its Parks and Recreation system. The specific scope of services will be negotiated prior to signing a final proposal.

Suwannee County currently maintains 25 parks and facilities consisting of approximately 465 acres. Facilities maintained by the county include ballfields, tennis courts, pickleball courts, neighborhood parks, a community pool, a 14.5-mile-long greenway, two sports complexes, a 30-acre agricultural complex with a basketball gym, three natural springs, and five boat ramps. Additionally, the recreation department currently offers 13 programs: baseball, basketball, cheerleading, day camp, football, tee ball, soccer, softball, swim lessons, public swim, swim team, tennis camp, and pickleball camp.

Work may include needs assessment analysis, data analysis, budget analysis, feasibility analysis, operational analysis, financial modeling, strategic planning, landscape architecture, economic development and impact analysis, tourism development, knowledge and research of trends in parks and recreation/tourism/sports tourism, cost estimating, conceptual planning, drafting three-dimensional renderings, developing recreational opportunities, researching and securing alternative funding mechanisms, and developing tourism, sports tourism, and economic development opportunities related to parks and recreation

Selection Process: Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.005 Florida Statutes, the Florida’s Consultants’ Competitive Negotiation Act (CCNA) and Suwannee County ordinances. A Selection and Negotiations Committee will use essential criteria when evaluating and ranking qualified respondents. Fees will be negotiated after ranking in accordance with CCNA.

Criteria:

- | | |
|---|------------|
| ▪ Demonstrated experience on similar projects | max 25 pts |
| ▪ Experience and qualifications of the project team | max 20 pts |
| ▪ Project approach, procedures, techniques, and methodologies | max 20 pts |
| ▪ Project tasks, schedule, and availability commitment | max 15 pts |
| ▪ Ability to perform within a reasonable timeframe | max 10 pts |
| ▪ Ability to create conceptual plans and renderings | max 10 pts |

Negotiations: Upon completion of the ranking process, the County will request from the highest-ranking firm an hourly fee schedule by position title and negotiate fees of the proposed services.

This solicitation does not commit Suwannee County to award a contract, to pay any costs incurred in the preparation of a qualifications statement, or to procure or contract for services. The Board of County Commissioners reserves the right to reject any, and all qualifications statements received as a result of this request, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation or re-advertise if it is in the best interest of the County to do so. Submittal of an incomplete response can result in disqualification. The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

INSTRUCTIONS TO RESPONDENTS

To be considered responsive, all submittals must be made in accordance with these instructions.

Submittals shall include the following information and shall be organized in the following order.

- A. Title Page: Include name of firm, address, phone number, contact person.
 - a. Summary Page from solicitation packet.
- B. Table of Contents
- C. Letter of Transmittal: Limit to one page.
 - a. 1. Name, title, and contact information of person(s) authorized to make representations on behalf of the firm.
- D. Describe the consulting team and experience with projects of similar size and scope. Include the respective roles and responsibilities of each team member. Limit to four pages.
- E. Provide tasks, schedule, and availability commitment for the project duration.
- F. Provide a list of three to five entities and contact information where the firm has provided similar size and scope of services in the past five years. Limit to five pages.
- G. If applicable, provide Minority Business Enterprise Certification
- H. Provide a statement that the firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registrations, and certifications of the firm and pertinent personnel who will participate in the project.
- I. Any supplemental information that might enhance the County's understanding of the firm and its experience/ qualifications. Limit to five pages.
- J. Required Forms:
 1. E-Verify
 2. Sworn Entity
 3. Non-discrimination policy acknowledgment
 4. Addendums (if applicable)

QUESTIONS:

All questions regarding the RFQ must be submitted in writing to Alden Rosner, Alden Rosner arosner@suwanneeparks.com, and Holland Freeman, hollandf@suwcountyfl.gov, before Wednesday, May 15th, 2024, at 5:00 p.m. Questions received after the deadline will not be answered. Written replies will be issued in an addendum format. All documents pertaining to solicitation will be posted on DemandStar.com and on Suwannee County's website, suwanneecountyfl.gov. It is the responsibility of the respondent to check all locations for all documents pertaining to the solicitation.

RFQ SUMMARY
(MUST PRECEDE ALL RFQ DOCUMENTS)

RESPONDER NAME

ADDRESS

EMAIL ADDRESS AND PHONE NUMBER

RFQ NUMBER: 2024-14

DESCRIPTION OF PROJECT: Parks & Recreation Master Planning Services

DATE & TIME OF RFQ OPENING: May 28, 2024, at 10:00 a.m. or soon thereafter

LOCATION FOR RFQ OPENING: Suwannee County Airport
Conference Room
13302 80th Ter
Live Oak, FL 32060

RESPONDER COMPANY NAME (PRINT OR TYPE)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

DATE COMPLETED

IMPORTANT:

THIS RFQ SUMMARY MUST BE COMPLETED AND MUST PRECEDE ALL
RESPONDER DOCUMENTS



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

**E-Verify for
RFQ No. 2024-14
PARKS & RECREATION MASTER PLANNING SERVICES
Suwannee County, Florida**

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

**SWORN STATEMENT UNDER 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 OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]

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 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 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:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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 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 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 CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) 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 Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)



Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Ter
Live Oak, FL 32060
Email: paulap@suwcountyfl.gov
Phone: (386) 364-3400

If possible, the complaint should be submitted in writing and contain the identity of the complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Greg Scott, County Administrator
Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060
Travis Land, Chairman

RFQ No. 2024-14

**PARKS & RECREATION MASTER PLANNING SERVICES
SUWANNEE COUNTY, FL**

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (Company Name) is familiar with the
Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to
complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of you RFQ documents