

**SUWANNEE COUNTY**  
**Board of County Commissioners**  
**13150 80<sup>th</sup> Terrace, Live Oak, FL 32060**  
**Telephone: (386) 330-2131 Fax: (386) 362-1032**

Request for Qualifications No. 2021-09  
Qualifications Statement Title: Professional Engineering Services - CEI  
Deadline for Submitting: Friday, March 26, 2021 at 4:00 pm  
Opening Date and Time: Monday, March 29, 2021 at 10:00 am,  
or soon thereafter

In accordance with the "Consultants Competitive Negotiation Act" (F.S. 287.055) the Board of County Commissioners of Suwannee County, Florida will receive sealed Qualifications Statements from qualified individuals or firms to provide engineering and support services for Suwannee County.

The County's immediate need is for Construction Inspection Services of utilities. Additional engineering services will include, but not be limited to, planning, survey, design, permitting, procurement, and construction administration of projects, with a focus on roads, bridges, buildings, and utilities. Respondents shall be capable of performing all tasks associated with capital projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the Commission.

Consultant shall provide administration of any applicable loan and grant programs and provide planning and engineering services, as necessary. These services shall be provided in conjunction with any applicable Federal and State programs, and in accordance with the terms defined by Suwannee County. Additional duties may include preparation of bid documents, prepare/coordinate/monitor contracts, process change orders, conduct pre- construction meetings, construction management, construction inspection of roads, bridges, drainage facilities, above and below ground utilities, and occasionally buildings or other structures. The County will utilize objective criteria when evaluating and ranking qualified respondents. These criteria are outlined in the County's Request for Qualifications documentation. Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiation Act.

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, March 26, 2021 at 4:00 P.M.** Qualifications will be publicly opened and read aloud at the Judicial Annex Building, 218 Parshley Street SW, Live Oak, Florida 32064 on **MONDAY, March 29, 2021 at 10:00 a. m. or as soon thereafter as possible**, for Professional Engineering Services.

Responders must submit one (1) original and five (5) copies labeled on the outside of the envelope as: **CLERK TO THE BOARD, 200 SOUTH OHIO AVENUE, LIVE OAK, FL 32064 SEALED RFQ NO. 2021-09 PROFESSIONAL ENGINEERING SERVICES - CEI**

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 select and contract with more than one consulting firm, to select a consultant based solely on the quality of the Statement of Qualifications, 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.

The Board of County Commissioners does not discriminate because of race, creed, color, national origin, or handicap status.

RFQ documents are available from DemandStar, [suwcounty.org](http://suwcounty.org) or Suwannee County Administration, 13150 80<sup>th</sup> Terrace, Live Oak, FL 32060. Any questions concerning the scope of work should be directed to Randy Harris, County Administrator, at (386) 364-3400.

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Len Stapleton, Chairman  
Suwannee County Board of County Commissioners

**Request for Qualifications No. 2021-09  
PROFESSIONAL ENGINEERING SERVICES- CEI**

**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, MARCH 26, 2021 at 4:00 P.M. Qualifications will be publicly opened and read aloud at the Judicial Annex Building, 218 Parshley Street SW, Live Oak, Florida 32064 on MONDAY, MARCH 29, 2021 at 10:00 a. m. or as soon thereafter as possible, for Professional Engineering Services - CEI.**

**Responders must submit one (1) original and five (5) copies and label on the outside of the envelope as: SEALED RFQ NO. 2021-09: PROFESSIONAL ENGINEER SERVICES - CEI**

The Board of County Commissioners will receive sealed QUALIFICATIONS STATEMENTS from qualified individuals or firms to provide engineering services for Suwannee County.

**Scope of Services:**

The County's immediate need is for Construction Inspection Services of utilities. Additional engineering services will include, but not be limited to, planning, survey, design, permitting, procurement, and construction administration of projects, with a focus on roads, bridges, buildings, and utilities. Respondents shall be capable of performing all tasks associated with capital projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the Commission.

Consultant shall provide administration of any applicable loan and grant programs and provide planning and engineering services, as necessary. These services shall be provided in conjunction with any applicable Federal and State programs, and in accordance with the terms defined by Suwannee County. Additional duties may include preparation of bid documents, prepare/coordinate/monitor contracts, process change orders, conduct pre- construction meetings, construction management, construction inspection of roads, bridges, drainage facilities, utilities, and occasionally buildings or other structures. The County will utilize objective criteria when evaluating and ranking qualified respondents. These criteria are outlined in the County's Request for Qualifications documentation. Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiation Act.

The County reserves the right to separate or combine projects based on the needs of the County.

Timeline: The services shall begin upon execution of a contract. The initial term shall be for a period of three (3) years with the ability to extend the services yearly based on continued satisfactory performance by the Consultant at the sole discretion of Suwannee County.

**Selection Process:**

Procurement of these professional services shall comply with 24 C.F.R. 85.36, Chapter 287.055 Florida Statutes, the Florida’s Consultants’ Competitive Negotiation Act (CCNA), and Suwannee County ordinances. A Selection and Negotiations Committee will utilize essential criteria when evaluating and ranking qualified respondents. Engineering fees will be negotiated after ranking in accordance with CCNA.

**Criteria:**

- Similar Experience max 20 pts
- Experience with Design, Construction Management, and Inspection
- Services max 20 pts
- Ability to develop and comply with various project schedules max 20 pts
- Familiarity with various funding mechanisms max 20 pts
- Project Management Approach and Availability of Key Personnel max 20 pts

**Negotiations:**

Upon completion of the ranking process the County will request, from the highest-ranking firm, an hourly fee schedule by position title. If the firm is awarded a contract with the County, the County will then negotiate on a per project basis the scope and fees of the proposed projects which will be formalized with the issuance of a Task Order. It is the County’s intent to procure the services of two engineering firms.

**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. The County reserves the right to select and contract with more than one consulting firm,**

**The Board of County Commissioners does not discriminate because of race, creed, color, national origin, or handicap status.**

**Instructions to Respondents:**

To be considered responsive, all submittals must be made in accordance, shall include the following information, and shall be organized in the precise order as listed.

- A. Title Page: Include name of firm, address, phone number, contact person.

- B. Table of Contents
- C. Letter of Transmittal: Limit to one or two pages.
  - 1. Briefly describe the firms experience providing the requested services.
  - 2. Name, title, and contact information of person(s) authorized to make representations on behalf of the firm.
  - 3. Describe the consulting team including each member's title, total years of experience, and experience providing the requested services. Include the respective tasks that each member will be responsible for. Limit to three pages.
- D. 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.
- E. Any supplemental information that might enhance the County's understanding of the firm and its experience/ qualifications. Limit to one page.
- F. Provide a list of government entities and contact information where the firm has provided similar services in the past seven years. Limit to three pages.
- G. Describe the firms experience with Design, Construction Management, and Inspection Services. Include locations and contact information where applicable. Limit to two pages.
- H. Explain how the firm will develop and comply with various project schedules. Include examples of prior experience with expedited timelines. Limit to two pages.
- I. Describe familiarity with various public funding source/mechanisms. Limit to one page.
- J. Describe your firm's Approach to Project Management, Inspections and Availability of Key Personnel who will be a part of the Project Team. Limit to one page.
- K. Executed Sworn Entity Statement.

**Questions:**

All questions regarding the RFQ must be submitted in writing to Randy Harris, County Administrator, [randyh@suwcountyfl.gov](mailto:randyh@suwcountyfl.gov), no later than five (5) working days prior to the opening. Written replies will be issued to all Responders of record. Questions received less than five (5) working days before opening cannot and will not be answered.

**RFQ SUMMARY**  
(MUST PRECEDE ALL RFQ DOCUMENTS)

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RESPONDER NAME

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ADDRESS

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EMAIL ADDRESS AND PHONE NUMBER

RFQ NUMBER: 2021-09

DESCRIPTION OF PROJECT: Professional Engineering Services - CEI

DATE & TIME OF RFQ OPENING: March 29, 2021 at 10:00 a.m. or soon thereafter

LOCATION FOR RFQ OPENING: Suwannee County Judicial Annex  
218 Parshley Street SW  
Live Oak, FL 32064

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RESPONDER COMPANY NAME (PRINT OR TYPE)

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SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE

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AUTHORIZED COMPANY REPRESENTATIVE (PRINT OR TYPE)

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DATE COMPLETED

**IMPORTANT:**

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



# Board of County Commissioners

13150 80<sup>th</sup> Terrace Live Oak, FL 32060

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Len Stapleton, Chairman

**RFQ NUMBER 2021-09**  
**PROFESSIONAL ENGINEERING SERVICES - CEI**  
**SUWANNEE COUNTY, FL**

Company/Entity: \_\_\_\_\_

Bid Number: \_\_\_\_\_

Project Description: \_\_\_\_\_

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.

\_\_\_\_\_  
Company Representative, Title

\_\_\_\_\_  
Date

**Please complete and submit this form with all of your RFQ documents.**

**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)