

RESOLUTION NO. 2014 - 122

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFQ NO. 14-73 AND TO EXECUTE AGREEMENTS FOR CADD/DRAFTING SERVICES

RECITALS

WHEREAS, the County desires to enter into a contract with Engineering Tech Support to provide CADD/Drafting Services for St. Johns County; and

WHEREAS, the scope of the services shall consist of multiple future projects to be issued on a task order basis; and

WHEREAS, through the County's formal RFQ process, Engineering Tech Support was selected as the most qualified respondent to enter into a contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the material terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into such a contract serves a public purpose; and

WHEREAS, the proposed contract will be finalized after negotiations with Engineering Tech Support, and will be in substantially the same form and format as the attached draft.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

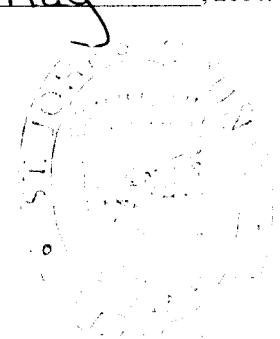
Section 2. The County Administrator, or designee, is hereby authorized to award RFQ 14-73 to Engineering Tech Support, and to conduct negotiations to provide the services set forth therein.

Section 3. The County Administrator, or designee, is further authorized to execute an agreement in substantially the same form and format as the attached draft with Engineering Tech Support on behalf of the County to provide the scope of services as specifically provided in RFQ 14-73.

Section 4. If after negotiations with Engineering Tech Support, an agreement cannot be reached, the County administrator, or designee is authorized to award RFQ 14-73 to the next successively ranked qualified respondent(s), conduct negotiations and execute an agreement in substantially the same form and format as attached hereto.

Section 5. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 6 day of May, 2014.



BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: _____
Chair

A handwritten signature in black ink is written over a horizontal line, identifying the signatory as the Chair of the Board of County Commissioners.

ATTEST: Cheryl Strickland, Clerk

By: Ram Halter
Deputy Clerk

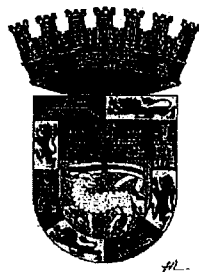
RENDITION DATE 5/8/14

REQUEST FOR QUALIFICATIONS

RFQ #14-73

FOR

Drafting / CADD Services



Issued By:

**St. Johns County, Florida
St. Johns County Purchasing Department
500 San Sebastian View
Saint Augustine, Florida 32084**

Due Date/Time for Receipt of Proposals: March 13, 2014 @ 4:00 p.m.



**RFQ#14-73
ST. JOHNS COUNTY, FLORIDA
REQUEST FOR QUALIFICATIONS**

CONTINUING CONTRACT FOR DRAFTING / CADD SERVICES

In accordance with the provisions of Subsection 287.055, Florida Statutes and St. Johns County Purchasing Procedures, notice is hereby given that St. Johns County, a political subdivision of the State of Florida, will accept letters of interest and qualifications statements **until 4:00 P.M. on March 13, 2014**, at the St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, Florida 32084 for the following Professional Services:

CONTINUING CONTRACT – DRAFTING / CADD SERVICES

Proposal packages may be obtained from Bridget Mein, Contracts Coordinator, St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, Florida 32084, or by via email request to bmein@sjcfl.us, or by calling Onvia Demand Star at 800-711-1712 and requesting Document #14-73. Many packages can be downloaded from the Internet. Check the Agency's site for download availability and any applicable fees. Vendors registered with DemandStar.com can download most packages at no cost from their web site – www.demandstar.com.

Qualified Firms desiring to respond to the RFQ must submit six (6) proposal packages, **clearly marked on the outside: Sealed Proposal for RFQ #14-73 CONTINUING CONTRACT FOR DRAFTING / CADD SERVICES** to St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, Florida 32084, by or before the time stipulated above.

CONTACTS - Questions related to this RFQ shall be directed **in writing to Bridget Mein**, Contracts Coordinator, St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, FL 32084, fax (904) 209-0163, or email bmein@sjcfl.us. **Inquiries related to the work scope, clarification or corrections must be in writing to the contact name shown above** via fax, email or mail and must be received **in writing** no later than **4:00 P.M. on February 27, 2014**. No verbal inquiries will be accepted. All addendum(s) will be issued by the Purchasing Department no later than **March 6, 2014**. **Do not contact any other staff member of St. Johns County, except Bridget Mein, Contracts Coordinator, with regard to this RFQ. Contact with any other County employee associated with these services during the RFQ process is strictly prohibited.** All inquires will be routed by the Purchasing Department to the appropriate staff member for response.

DUE DATE AND LOCATION - The letters of interest and supplemental information will be received until **4:00 p.m. on March 13, 2014**. Mail or deliver all proposals to Bridget Mein, Contracts Coordinator, St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, FL 32084. St. Johns County, Florida reserves the right to reject any or all proposals, waive minor formalities or award to and negotiate with the firm whose proposal best serves the interest of St. Johns County.

Introduction - St. Johns County, Florida solicits responses from qualified and experienced firms to provide professional drafting / CADD services to St. Johns County on a continuing service contract. Qualified firms shall have significant and demonstrated experience and qualifications in delivery of professional drafting and CADD services. Any qualified firm desiring to provide the required services should submit a letter of interest and the documents requested herein.

Scope of Services – Anticipated services required, but not limited to:

A. Treatment Plants

- Various operating units at a water and wastewater facility
- Site plans, yard piping, drainage plans and horizontal control

- Structural components, electrical components and line diagrams
- B. Collection System
 - Gravity sewer system including profiles
 - Wastewater pump stations
- C. Transmission System
 - Water mains including profiles
 - Sewer force mains including profiles
- D. General
 - Building plans
 - Landscaping & drainage plans
 - Cleaning of survey files for use in design

The CADD technician or firm is required to be familiar with most of the above listed areas. The technician or firm should demonstrate prior CADD experience in the above listed areas as it relates to water and sewer utilities.

Work will be awarded on a project-by-project basis that may include any or all of the above services, or services not specifically mentioned, but directly related to the specified discipline. Individual(s) or firm(s) shall not sublet, subcontract or otherwise engage the services of a third party. The contract amount for services on any single project or task order will not exceed the limit set forth by current Florida Statute. The agreement(s) shall be governed by and construed in accordance with the laws of the State of Florida.

Generally, the method of compensation preferred by the County is on an hourly basis for services rendered, in accordance with an established fee schedule and actual hours. A "Fee Schedule" will be negotiated and agreed upon at the time of execution of each agreement and will be a part of the contract documents. All payments, fees, reimbursements, and costs will be based on the fee schedule established for the successful proposer(s). The Fee Schedule will designate the hourly rate / unit rates for each position title specified. Deviations from the negotiated fee schedule are strictly prohibited, without the prior written consent of the Purchasing Manager. The task order proposals will detail the services required to complete the project. The total labor hours required for each activity, the total cost for each activity to include labor, materials, reimbursables and mileage must be included in the task order proposals. All task order fees will be in accordance with the contractual negotiated fee schedule. The successful individual(s) or firm(s) will be paid no more frequently than on a monthly basis, upon the receipt any deliverables required in each task order and a valid invoice or statement.

Any and all services not part of the original Scope of Work shall be considered additional services and shall be approved by St. Johns County prior to services being implemented. Additional services shall be added to the contract by Task Order Amendment and executed by all parties.

In the event that a Consultant is recommended for a contract after the qualifications based ranking, the firm will be required to submit hourly rates for staff and principal, including base rate, overhead and profit.

PROPOSAL FORMAT AND ADDITIONAL INFORMATION: Any qualified firm(s) or individual(s) desiring to provide the required professional services should submit a letter of interest and the documents requested herein. Qualified firm(s) or individual(s) desiring to provide the required services should submit **one (1) original and five (5) copies** for a total of **six (6)** sets of the entire proposal. In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that Proposals be organized in the manner specified as follows:

Cover Letter - Provide a one-or two-page cover letter. Include one original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The cover letter should include the following:

- i. Name of the Firm submitting the response;
- ii. A statement that the Firm is responding to St. Johns County's request for qualifications to provide Professional Services to St. Johns County, Florida;
- iii. Name(s), title(s), phone number(s), fax number(s), email and street addresses of the individual with responsibility for the response and to whom matters regarding this RFQ should be directed;
- iv. Brief narrative of the Firm's qualifications, ability and understanding to provide the required services to St. Johns County;
- v. Such other information as the respondent deems appropriate.

Section 1: Experience with Similar Projects and St. Johns County – This section should showcase different projects similar in nature that have been successfully performed. Selected projects should be relevant in size and scope to the scope of services stated in this Request for Qualifications. The majority of projects included in this section should be performed in Northeast Florida. Include a one or two-page project description that demonstrates capabilities in specific areas and experience within the past five years. Points will be awarded for programs satisfactorily completed, similar in nature to the proposed program, and similar in size or dollar value. Also please provide program completion date, owner and contact name and number.

Section 2: Staff Qualifications and Project Team – Provide the following information about your firm:

- The individual(s) or firm's name, website address, business address, phone number, and fax number
- Types of services and products offered
- Number of years in business; number of years working in Drafting
- Total number of employees; number of employees working in the Drafting group
- Team organization chart, with summary resumes of key personnel who would be assigned to the projects defined in the scope of work.
- Recent related work experience including type of services performed and location of recent project.
- Nature and extent of private sector work currently performed by the firm in St. Johns County or anticipated within the next 12 to 24 months.
- Ability to coordinate with County, regional, state, and federal governmental Agencies and Administration.
- Capability to meet deadlines.
- Current workload, by phase.
- The location of the office or offices that would provide the project services
- A statement of the firm's background and experience relative to the qualifications being sought in this RFQ, including Firm objectives, technology, size and locations;
- Nature and extent of private development work within the county for the past 5 years and projected for the next two years. Discuss the amount of work performed by the office where the project manager is located.

Introduce the designated senior management, project manager and the project team. Provide information about the staff's experience relative to the services listed herein, highlighting the experience of staff that will be working on the projects. On each team member's resume, include the name of city and state where they are located in the upper right corner. Include a project team organization chart.

For each key person that would be assigned to the projects, include a one- or two-page résumé that includes a summary of relevant professional qualifications, length of service with the firm, total years involved in drafting, relevant project experience, education, and professional registration.

Section 3: Project Approach - In this section, describe the respondent's expertise with the methods, equipment, hardware, and software necessary to perform the project scope and services described in this RFQ. The SJUD has standardized on AutoCAD for all CADD submittals. Using other CADD software and converting and saving in AutoCAD format is not acceptable. List all equipment including computer

hardware and software available to use on assigned projects.

Section 4: Quality Control - Describe the respondent's approach to quality assurance/quality control (QA/QC) procedures. Describe the process by which a scope of services is developed, including time and the office locations that are involved in the process.

Section 5: Schedule and Availability - Describe your projected resource availability for projects and the different office locations that will contribute to the project and their roles. If multiple offices work on the project, describe how the project is coordinated between the offices. More points are awarded for shorter project schedules and/or immediate staff availability to begin/continue work on the project in a timely manner.

Section 6: References - List of five (5) references for which work of a similar nature has been performed in the past three (3) years. Please include name(s), title(s), address(es), phone number(s), email address(es) of the person in charge of projects.

Section 7: Administrative Information - Please include the following:

- A. SF330 Architect-Engineer Qualifications OR
- B. If Item A is not available, please provide the GSA Standard Form 254 questionnaire OR
- C. If Item A is not available, please provide the GSA Standard Form 255 questionnaire.
- D. A copy of the firm's Certificate of Authorization as required by Florida Statutes Chapter 472.021.
- E. Indicate whether the proposing Firm has ever had a contract/agreement relationship terminated/cancelled/suspended. If so, what were the reasons, and what was the ultimate outcome?
- F. Indicate whether proposing firm has ever filed an administrative or judicial action with any state Agency or state court. If so, what were the grounds/reasons, and what was the ultimate outcome? List all legal proceedings your firm has been involved in over the past 10 years.
- G. Conflict of Interest - All proposers must identify any past, present and/or future contractual or personal relationships with employees of St. Johns County or officials or appointed officers which would have actual or the appearance of a conflict of interest.
- H. The selected Consultant(s) may be required to submit three (3) years' annual financial statements, including company financial statement summaries, certified by a certified public accountant, prior to contract execution.
- I. Respondents shall supply information that is fully responsive to the RFQ, including, but not limited to, provision of any required license, permits, insurance, rate sheets and organizational papers.
- J. Proof of Insurance and its limits as follows:
 1. The Consultant shall not commence work under this Agreement until he/she has obtained all insurance required under this paragraph and such insurance has been approved by the County.
 2. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Consultant shall furnish Certificates of Insurance to the County for review and approval prior to the execution of the contract. The Certificates shall provide for the following:
 - The County will be named as additional Insured on both the General Liability and Auto Liability policies.
 - The County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance.It is the responsibility of the Consultant to insure that all subcontractors comply with all insurance requirements. These are minimum requirements which are subject to modification in response to high hazard operations.
 3. The Consultant shall maintain during the term of this Contract, standard Professional Liability Insurance.
 4. The Consultant shall maintain during the life of this Contract, Commercial General Liability Insurance. This shall include coverage for:
 - Premises/operations

- Products/complete operations
 - Contractual liability
 - Independent contractors
5. The Consultant shall maintain during the life of this Contract Comprehensive Automobile Liability Insurance. This shall include coverage for:
- Owned autos
 - Hired autos
 - Non-owned autos
6. The Consultant shall maintain during the life of this Contract, Workman's Compensation Insurance to meet statutory limits as are required by the law for all of its employees per Florida Statute 440.02. This policy must include Employer Liability.

INSURANCE REQUIREMENTS - The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. A brief description of operations shall also be listed as a description on the certificate. Compliance with the foregoing requirements shall not relieve the CONTRACTOR of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, Fl 32084

- A. **Standard Contract for Service: \$500,000 or less with no unusual hazards** - The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$300,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

- B. **Major Contract for Service: \$500,000 or more with unusual or high hazards** - The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the CONTRACTOR or by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

EVALUATION OF PROPOSALS: St. Johns County intends to select consultants that demonstrate, in the County's opinion, the highest degree of compliance with the criteria listed below. With those consultants, St. Johns County will negotiate the technical aspects of the scope of work, deliverables, schedule, and fee on a project by project basis. Proposals will be evaluated in compliance with Florida Statute 287.055 (Consultants Competitive Negotiations Act), St. Johns County Purchasing Policy and the specific criteria as follows:

- A. **Compliance with RFQ Instructions.** The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification.
- B. **Experience with Similar Projects and St. Johns County.** The proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services Required. Projects completed for the County and other city, county, state or federal agencies will be considered.
- C. **Staff Qualifications and Firm Background.** The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications, which must include licensing in the State of Florida. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business completing project types listed in this RFQ.
- D. **Project Approach.** The proposal will be evaluated on the consultant's approach, capabilities, equipment, and methods in performing the project services.
- E. **Quality Control.** The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.
- F. **Schedule and Availability.** The projected resource availability will be evaluated in the selection of the consultants, although St. Johns County understands that the actual beginning and completion

dates of projects are subject to the notice to proceed. A firm's close proximity to St. Johns County would be important to availability.

G. References. The proposal will be evaluated based on responses of references. The Utility Chief Engineer, or designee, will check references during the evaluation process. Reference check information is considered part of the evaluation process and incorporated into the firm's Reference criteria.

Proposals will be reviewed by an evaluation committee. Evaluation Committee members will individually review proposals with no discussion amongst themselves. The Evaluation Committee will meet to compile the evaluators' scores and rank the responding firms in order. Each proposer will receive notification regarding the date, time and location of this meeting. This will be a public meeting conforming to all applicable State of Florida Sunshine Laws.

Members of the Evaluation Committee will review and evaluate each written proposal in accordance with the following criteria:

Criteria	Rating Points
Compliance with RFQ instructions	0-10
Experience with Similar Projects and St. Johns County	0-25
Staff Qualifications and Firm Background	0-15
Project Approach	0-20
Quality Control	0-15
Schedule and Availability	0-10
References	0-5
Maximum Points Allowed	0-100

Please see attached Evaluation Criteria and Evaluation Sheet. The Evaluation Committee will make recommendations based upon the written submittals.

Final rankings will be compiled, summarized and ranked in a Public Meeting. All Respondents will be notified regarding time, date, and location of this meeting. This meeting will be held in accordance to all applicable Sunshine Laws according to Florida Statutes. A recommendation will be presented to the Board of County Commissioners for approval and authorization to negotiate a contract. Award of this RFP shall be made to the proposer(s) who, in the sole opinion of the County, is (are) deemed the most advantageous for the County. Upon selection of the top ranked firm(s) and BOCC approval, St. Johns County will negotiate the specific terms of the contract including fees and cost.

Any and all services not part of the original Scope of Work shall be considered additional services and shall not be implemented until approved by St. Johns County and a Task Order Amendment is fully executed by all parties.

CONTINUING SERVICES CONTRACT TERM: It is anticipated that St. Johns County will issue a professional services continuing contract for three years with three annual renewal options with one or more individual(s) or firm(s). Any contract(s) negotiated with any individual(s) or firm(s) responding to this Request for Qualifications will be non-exclusive. The County reserves the right to: (1) enter into contracts with firms for some or all of the services; and to (2) subsequently solicit proposals and negotiate contracts, for such services with respect to specific projects. All such actions shall be subject to the sole discretion of the County.

Work will be awarded by task order on a project-by-project basis that may include any or all of the above mentioned services, or services not specifically mentioned, but directly related to the specified discipline. The contract amount for services on any single project or task order will not exceed the limit set forth by current Florida Statute. The agreement(s) shall be governed by and construed in accordance with the laws of the State of Florida.

It is the intent of St. Johns County, if successful with contract negotiations, to enter into a Continuing Contract for Professional Services for an initial three (3) year period with provisions for three (3) one (1) year renewal options. Any contract renewal will be upon mutual agreement by all parties and based upon the availability of funds and the need for services. Any contract(s) negotiated with any firm(s) responding to this Request for Qualifications will be non-exclusive. Any additional service options would require submission of a proposal and related fees for approval by St. Johns County **prior** to any work being implemented. These additional services will be added to the Standard Contract by Contract Amendment/Change Order.

The County may consider extending any executed Contract/Agreement under mutually acceptable terms and conditions. However, the County is under no obligation to extend any executed Contract/Agreement. Moreover, it is expressly understood that the option of extension is exercisable only by the County, and only upon the County's determination of satisfactory performance of any executed Contract/Agreement, including specifically, the Scope of Work/Services.

It is expressly understood that the Board's preference/selection of any proposal does not constitute an award of a Contract with the County. It is further expressly understood that no Contractual relationship exists with the County until a Contract has been formally executed by both the County and the selected Proposer.

The competence, responsiveness, and responsibility of proposers will be considered in making the award. Proposers are required to submit with their proposal, data in regard to their qualifications as a service provider including experience, and list of current companies successfully being serviced that are comparable to this request. Please include names and telephone numbers of persons to contact.

The proposer declares that the amount and nature of the materials/services to be furnished is understood and that the nature of this proposal is in strict accordance with the conditions set forth and is a part of this proposal, and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the proposals are opened.

By submitting a proposal, the proposer certifies that the proposer has fully read and understands the Proposal method and has full knowledge of the scope, nature, and quality of work to be performed. All Proposals submitted shall be binding for one hundred twenty (120) calendar days following opening.

The County is not responsible for any expenses which Proposers may incur in preparing and submitting Proposals. The County will not be liable for any costs incurred by the Proposer in connection with interviews/presentations (i.e., travel, Accommodations, etc.). It is expressly understood, no Proposer may seek or claim any award and/or re-imbusement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Proposer, during the entire RFP process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Proposer.

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Qualifications and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received in response to this Request for Qualifications will become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

In the event that a contract/agreement is attached to the RFQ, such attached contract/agreement is for discussion purposes only, and not necessarily reflective of any contract that may be ultimately entered into by the County. In the event that a contract/agreement is not attached to the RFQ, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a contract/agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any proposal, contract negotiations will follow between the County and the selected Proposer. It is further expressly understood that no Contractual relationship exists with the County until a contract has been executed by both the County, and the selected proposer. The County reserves the right to delete, add to, or modify one or more components of the selected proposer's proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFP. It is further understood, no proposer (whether selected or not) may seek or claim any award and/or re-imburement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any proposer, during the entire RFQ process. Such expenses, costs, and/or fees (including attorney's fees) are the sole responsibility of the proposer. By submitting a proposal, a proposer agrees to be bound by these terms and provisions of the RFQ.

BID PROTEST - Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

INDEMNIFICATION - To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a Subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subconsultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

St. Johns County Administrative Code Section 304.6.5 Procedures Concerning Lobbying. Bidders, proposers, and those intending to qualify must abide by the following requirements: A lobbying blackout period begins upon issuance of the bid solicitation, request for proposal, request for qualifications, and continues until the Purchasing Director, County Administrator, or designee, or Board Chairperson executes a contract on behalf of the County. For procurements that do not require Board approval, the blackout period starts when the bid solicitation, Request for Proposal or Request for Qualifications is issued and ends upon contract award. For any questions concerning a Bid/RFP/RFQ, a bidder or proposer must contact the person listed in the Bid/RFP/RFQ as the Contact Person or Point Person for the County. Bidders or proposers who do not abide by these rules are subject to having their

Bid or Proposal or Qualifications automatically rejected, without further recourse, and shall be subject to debarment for periods up to 12 months.

"Blackout" for the purposes of this policy refers to a time period during which vendors, contractors, consultants, or their agents or representatives may not communicate or lobby in any manner with Board members, the County Administrator, or County staff, other than the designated purchasing agent, and to a time when Board members, the County Administrator, or County staff, other than the designated purchasing agent, shall not communicate in any manner with vendors, contractors, consultants, or their agents or representatives, regarding potential contracts with the Board. The blackout period begins once an invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications has been issued.

Any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as "trade secret." All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as "trade secret." If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as "Trade Secret" with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

Purchasing Department
St. Johns County, Florida
Definitions of Evaluation Criteria
for Ranking of RFQ #14-73

- A. Compliance with RFQ Instructions (0 to 10 points)** - The proposals will be evaluated for general compliance with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. *This will be graded on a 0 – 10 scale.*
- B. Experience with Similar Projects and St. Johns County (0 to 25 points)** - The proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for the County and other city, county, state or federal agencies will be considered. If the evaluator is unfamiliar with the firm under consideration, or if the firm has no experience working with St. Johns County, the evaluator should give 13 points in this category. Thirteen is considered to be a neutral number. If the firm has experience in the County, and you have direct and first hand knowledge of that experience, then rank more or less than 13 depending on whether their performance was less than average or better than average. *This will be graded on a 0 – 25 scale.*
- C. Staff Qualifications and Firm Background (0 to 15 points)** - The proposals will be evaluated on the basis of the consultant's demonstrated staff qualifications. Also, the proposal will be evaluated on the basis of the consultant's background, including the number of years in business. *This will be graded on a 0 – 15 scale.*
- D. Project Approach (0 to 20 points)** - The proposal will be evaluated on the consultant's approach, capabilities, and methods in performing their project services. *This will be graded on a 0 – 20 scale.*
- E. Quality Control (0 to 15 points)** - The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner. *This will be graded on a 0 – 15 scale.*
- F. Schedule and Availability (0 to 10 points)** - The projected resource availability will be evaluated in the choice of the consultants, although St. Johns County understands that the actual beginning and completion dates of projects are subject to the notice to proceed. A firm's close proximity to St. Johns County would be important to availability. *This will be graded on a 0 – 10 scale.*
- G. References (0 to 5 points)** - To avoid duplication, the Chief Engineer, or designee, will contact and rank references. *This will be graded on a 0 – 5 scale.*

**EVALUATION SHEET
RANKING OF PROFESSIONALS**

CONTINUING CONTRACT – CADD / Drafting Services

ST. JOHNS COUNTY, FLORIDA

DATE: PROJECT: RFQ 14-73

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 15	D. PROJECT APPROACH 0 TO 20	E. QUALITY CONTROL 0 TO 15	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS

*To avoid duplication, the Utility Chief Engineer, or Designee will contact and rank references.

SIGNATURE OF RATER: _____ PRINT NAME: _____ DATE: _____



St. Johns County Board of County Commissioners

Purchasing Division

March 3, 2014

ADDENDUM #1

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP #14-73 CADD / Drafting Services

This Addendum #1 is issued for clarification on the above titled project, and is hereby incorporated into the subject RFP documents. Each proposer will ascertain before submitting a proposal that he/she has received all Addenda. **Please return the signed Addendum with your proposal.**

1. Will hourly/miscellaneous rates of the firm be required upon the submittal of the RFQ response?

The Hourly Rate Sheet will be submitted upon Contract Execution.

The due date of March 13, 2013 @ 4:00 p.m. remains the same.

**Sincerely,
Bridget Mein
Contract Specialist**

Acknowledgment

Signature and Date

Printed Name/Title

Printed Company Name

End of Addendum #1

**EVALUATION SHEET
RANKING OF PROFESSIONALS**

CONTINUING CONTRACT - CADD / Drafting Services

1/19/14

ST. JOHNS COUNTY, FLORIDA

DATE: PROJECT: RFQ 14-73

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 15	D. PROJECT APPROACH 0 TO 20	E. QUALITY CONTROL 0 TO 15	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS
<i>Engineering Tech Support</i>	10	24	14	18	14	8	5	93 ✓
<i>Kenn C Knowles Civil Engineering, Inc.</i>	9	13	11	13	11	8	1	66 ✓

*To avoid duplication, the Utility Chief Engineer, or Designee will contact and rank references.

SIGNATURE OF RATER: *Scott Trigg* PRINT NAME: Scott Trigg DATE: 4/2/14

Handwritten notes:
 1/15/14
 1/15/14

**EVALUATION SHEET
 RANKING OF PROFESSIONALS**

CONTINUING CONTRACT – CADD / Drafting Services

ST. JOHNS COUNTY, FLORIDA **DATE: 4/3/14** **PROJECT: RFQ 14-73**

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 15	D. PROJECT APPROACH 0 TO 20	E. QUALITY CONTROL 0 TO 15	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS
Engineering Tech Support	9	24	14	18	14	9		88 ✓
Kevin C. Knowles Civil Engineering, Inc.	9	20	12	15	11	7		74 ✓

*To avoid duplication, the Utility Chief Engineer, or Designee will contact and rank references.

SIGNATURE OF RATER: *Tony C. Cabbage* PRINT NAME: Tony C. Cabbage DATE: 31 Mar 2014

**EVALUATION SHEET
RANKING OF PROFESSIONALS**

4/13/14
Peri Pinson

CONTINUING CONTRACT - CADD / Drafting Services

ST. JOHNS COUNTY, FLORIDA

**DATE: 4/3/14
PROJECT: RFQ 14-73**

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 15	D. PROJECT APPROACH 0 TO 20	E. QUALITY CONTROL 0 TO 15	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS
Engineering Tech Support	10	25	15	20	14	9		93 ✓
Kevin C. Knowles Civil Engineering, Inc.	9	15	14	20	14	10		82 ✓

*To avoid duplication, the Utility Chief Engineer, or Designee will contact and rank references.

SIGNATURE OF RATER: *Peri Pinson* PRINT NAME: Peri Pinson DATE: 4/3/14

Handwritten initials and date: 4/3/14

**EVALUATION SHEET
RANKING OF PROFESSIONALS**

CONTINUING CONTRACT - CADD / Drafting Services

ST. JOHNS COUNTY, FLORIDA

DATE: 4/3/14
PROJECT: RFQ 14-73

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 15	D. PROJECT APPROACH 0 TO 20	E. QUALITY CONTROL 0 TO 15	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS
Engineering Tech Support	10	25	14	19	15	9		92 ✓
Kevin C. Knowles Civil Engineering, Inc.	8	21	14	16	14	10		83 ✓

*To avoid duplication, the Utility Chief Engineer, or Designee will contact and rank references.

SIGNATURE OF RATER: *Donald Tabor* PRINT NAME: Donald Tabor DATE: 3/26/14

**EVALUATION SHEET
RANKING OF PROFESSIONALS**

CONTINUING CONTRACT – CADD / Drafting Services

*4/13/14
KMM*

ST. JOHNS COUNTY, FLORIDA

**DATE: 4/3/14
PROJECT: RFQ 14-73**

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STAFF QUALIFICATIONS AND FIRM BACKGROUND 0 TO 15	D. PROJECT APPROACH 0 TO 20	E. QUALITY CONTROL 0 TO 15	F. SCHEDULE AND AVAILABILITY 0 TO 10	*G. REFERENCES 0 TO 5	TOTALS
Engineering Tech Support	10	25	15	20	15	10		95 ✓
Kevin C. Knowles Civil Engineering, Inc.	5	10	10	10	10	5		50 ✓

*To avoid duplication, the Utility Chief Engineer, or Designee will contact and rank references.

SIGNATURE OF RATER: *[Signature]* PRINT NAME: Larry K. Miller Jr DATE: 4/3/14

ST. JOHNS COUNTY, FLORIDA

EVALUATION SUMMARY SHEET

Date: 03-Apr-14
 RFP: RFQ 14-73
CADD / Drafting Services

FIRM	RATER		RATER		RATER		RATER		References	TOTAL	RANK	COMMENTS
	Scott Trigg	Larry Miller	Douglas Tarbox	Teri Pinson	Tony Cubbedge	88	93	88				
Engineering Tech Support	88	95	92	93	88	88	88	88	5	481	1	Total Points includes
Kevin C. Knowles Civil Engineering, Inc.	65	50	83	82	74	74	74	74	1	359	2	Reference score X 5 evaluators

APPROVED: Purchasing Manager
 Utility Chief Engineer

Dawn Cardenas
Scott Jugg

NOTE: THE RANKING SHOWN ABOVE MUST BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE NEGOTIATING ORDER, IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL IN THE COMMENTS SECTION OR ATTACHED TO THIS RANKING SHEET.

POSTING TIME/DATE FROM 4:00 p.m. April 3, 2014 UNTIL 4:00 p.m. April 8, 2014

ANY RESPONDENT AFFECTED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY REQUEST FOR PROPOSAL, SHALL FILE WITH THE PURCHASING DEPARTMENT FOR ST. JOHNS COUNTY, A WRITTEN NOTICE OF INTENT TO FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF THE SUMMARY SHEET. PROTEST PROCEDURES MAY BE OBTAINED IN THE PURCHASING DEPARTMENT.



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Scott Trigg, Chief Engineer
FROM: Bridget Mein, Contracts Coordinator
SUBJECT: RFQ 14-73 CADD / Drafting Services
DATE: Thursday, April 3, 2014

Attached please find a copy of the RFQ Evaluation Summary Sheet for your file as recorded and verified at the Evaluation Committee Meeting.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval Scott Trigg
Date 4/3/14
Budget Amount Per Individual Project
Account Funding Title Per Individual Project
Funding Charge Code Per Individual Project
Award to Engineering Technical Support.
Award Amount Per Individual Project



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

April 3, 2014

RE: RFQ 14-73 CADD/Drafting Services

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract to **Engineering Tech Support** as the Number One Ranked Firm for **RFQ 14-73 CADD/Drafting Services**. This notice will remain posted on the **St. Johns County Purchasing Department bulletin board** until 4:00 on April 8, 2014.

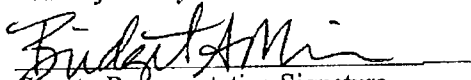
Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to my attention, Bridget Mein, Contracts Coordinator, in the Purchasing Department at bmein@sjcfl.us.

If you have any questions regarding this Notice of Intent to Award please contact Dawn Cardenas, Purchasing Manager, St. Johns County Purchasing Department at (904) 209.0152.

Sincerely,
St. Johns County
Board of County Commissioners


County Representative Signature

Date: **April 3, 2014**

Bridget Mein, Contracts Coordinator
Name & Title (Printed)