

RESOLUTION NO. 2014 - 41

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFQ NO. 14-05 AND TO EXECUTE AGREEMENTS FOR ENGINEERING SERVICES

RECITALS

WHEREAS, the County desires to enter into a contract with the top twelve (12) ranked firms to provide Engineering 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, twelve (12) firms were selected as the most qualified respondents to enter into a contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the Contract (attached hereto, an incorporated herein) and finds that entering into the Contract serves a public purpose.

WHEREAS, the contract will be finalized after further negotiations but will be in substantial conformance with the attached draft contract.

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 14-05 to the top twelve (12) ranked firms.

Section 3. The County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft with the top twelve (12) ranked firms on behalf of the County to provide the scope of services as specifically provided in RFQ 14-05.

Section 4. 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 18th day of February, 2014.

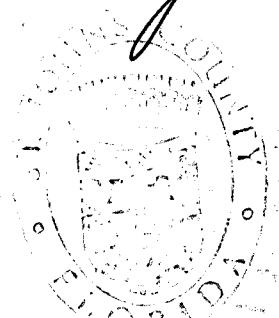
BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Chair

ATTEST: Cheryl Strickland, Clerk

By: [Signature]
Deputy Clerk

RENDITION DATE 2/20/14

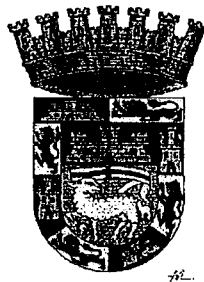


REQUEST FOR QUALIFICATIONS

RFQ #14-05

FOR

Engineering 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: November 14, 2013 @ 4:00 p.m.



**RFQ#14-05
ST. JOHNS COUNTY, FLORIDA
REQUEST FOR QUALIFICATIONS**

CONTINUING CONTRACT FOR ENGINEERING 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 November 14, 2013**, at the St. Johns County Purchasing Department, 500 San Sebastian View, St. Augustine, Florida 32084 for the following Professional Services:

CONTINUING CONTRACT - ENGINEERING 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 #14-05. 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 Engineering Firms desiring to respond to the RFQ must submit six (6) proposal packages, **clearly marked on the outside: Sealed Proposal for RFQ #14-05 CONTINUING CONTRACT FOR ENGINEERING 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**, Contract Specialist, 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 October 31, 2013**. No verbal inquiries will be accepted. All addendum(s) will be issued by the Purchasing Department no later than **November 7, 2013**. **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 November 14, 2013**. 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 engineering services to St. Johns County on a continuing service contract. Qualified firms shall have significant and demonstrated experience and qualifications in delivery of professional engineering services. Any qualified firm desiring to provide the required services in any of the listed areas should submit a letter of interest and the documents requested herein. All submittals of qualifications shall be for principal consultant and may include all sub-consultants.

Scope of Services – The Continuing Contracts will be used for general engineering services for the County. This Continuing Contract is to include, but not limited to, such projects as follows:

- A. Road Design
- B. Bridge / Structural Design
- C. Pavement Design
- D. Drainage / Stormwater Design
- E. Sidewalk Design
- F. Maintenance of Traffic
- G. Signing and Markings
- H. Lighting Design
- I. Signal Design
- J. Construction Engineering Inspection including Contract Administration
- K. Software Analysis and Maintenance
- L. Expert Witness Services
- M. Coastal Engineering
- N. PD&E and /or PE Studies
- O. General Engineering Consulting (GES)
- P. Program Management (PM) Services
- Q. Design Build Criteria Package Development
- R. Geotechnical Services
- S. Environmental Services
- T. Traffic Safety Studies and Design
- U. Transportation Planning Studies
- V. Transportation Modeling
- W. Public Involvement, Public Meeting preparation and participation

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 specific discipline. Consultants may hire sub-consultants to be used for portions of the required services; however, the primary consultant must be responsible for all of the work performed.

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 Director. 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.

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 countywide engineering services should submit a letter of interest and the documents requested herein. All submittals of qualifications shall be for principal consultant. Agencies 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 Engineering 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 Engineering 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 engineering areas and experience within the past five years.

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

- The 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 Engineering
- Total number of employees; number of employees working in the Engineering group
- 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.
- Names and qualifications of subconsultants, if applicable. If the chosen firm proposes to sublet, subcontract or otherwise engage the services of a third party, it must be disclosed in the proposal.

Introduce the designated senior management, project manager and the project team. Provide information about the staff's experience relative to the engineering services listed herein, highlighting the experience of the Professional Engineers 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 engineering, relevant project experience, education, and professional registration.

Section 3: Project Approach - In this section, describe the respondent's expertise with the methods, hardware, and software necessary to perform the project scope and services described in this RFQ. Include a list of engineering equipment and software ownership. This should also include vehicles, ATV's, airboats, boats, or other special equipment available for County projects.

Also include a two page response for the project descriptions below with your project approach, document your assumptions and process for completion. The sample fictitious project is as follows:

Sample Project: The County has been asked to consider a Local Agency Partnership with the FDOT for the widening of a stretch of SR A1A in St. Johns County. The existing roadway is a rural facility with swale drainage. The roadway, in portions, lies seaward of the Coastal Construction Control Line and is adjacent to the Florida Department of Environmental Protection's Critical Coastline Erosion zone. The road design will include the widening of SR A1A from a two-lane two-way roadway to a four lane divided roadway with bike lanes and sidewalks and accommodation of a closed drainage system.

Describe the preliminary coordination efforts and potential design elements to address along with the steps you would take to develop a Draft set of plans for submission to agencies for review. Further describe the agencies and permitting required along with the scope of work elements needed to complete the design and permitting of the road facility.

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.

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. The Engineering Firm 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, 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 County 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 contracts. 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. Individual(s) or firm(s) may sublet, subcontract or otherwise engage the services of a third party. The subcontractor information and proposal must be disclosed in the response to the proposal. However, the primary consultant **must** be responsible for all the work performed. 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-imbursment 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-imbusement 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 #14-05

- 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, which must include a Professional Engineer licensed 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. *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 County Engineer, or designee, will contact and rank references. *This will be graded on a 0 – 5 scale.*

**EVALUATION SHEET
RANKING OF PROFESSIONALS
CONTINUING CONTRACT – Engineering Services**

ST. JOHNS COUNTY, FLORIDA

DATE:
PROJECT: RFQ 14-05

FIRM	A. COMPLIANCE WITH REQ 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 County Engineer, or Designee will contact and rank references.

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



St. Johns County Board of County Commissioners

Purchasing Division

November 7, 2013

ADDENDUM #1

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP #14-05 Engineering 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.**

The due date of November 14, 2013 @ 4:00 p.m. is hereby changed to November 21, 2013 at 4:00 p.m.

Sincerely,
Bridget Mein
Contracts Coordinator

Acknowledgment

Signature and Date

Printed Name/Title

Printed Company Name

End of Addendum #1



St. Johns County Board of County Commissioners

Purchasing Division

November 14, 2013

ADDENDUM #2

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP #14-05 Engineering 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. In section 1, the RFQ asks for 1- or 2-page project descriptions from the past 5 years. In section 2, the RFQ requests 1- to 2-page résumés. In section 7, the RFQ asks for the SF330. Does that include all sections of the SF330 (including the projects and résumés?) Yes. Please submit all sections of the SF330.
2. Scope of Services – Can you please clarify what is the difference in the scope of services listed in RFQ for Engineering Services 14-05 it includes S. Environmental Services listed in the scope of work and the RFQ for Environmental Services 14-06. Are these the same services? Yes, however the engineering services contract will utilize the environmental tasks within a bigger project task while the environmental services contract can be used for environmental specific and standalone tasks.
3. Please advise if this contract will include services related to water and wastewater engineering treatment plant work. We were under the impression that water and wastewater engineering was separate from the above noted RFQ – just wanted to confirm. No, Utility Engineering is a separate continuing contract.
4. Can you please provide further explanation of the tasks that could be required under Scope of Services **K. Software Analysis and Maintenance** for RFQ #14-05 Continuing Contract for Engineering Services? This item is placed in the proposal for evaluations of software packages from different vendors and development of small software or application packages to help interface between existing programs the County currently has. This can be used for the County's traffic operations work and our GIS applications work.
5. In reviewing the proposal format for RFQ #14-05 I do not see a page limit. Can you confirm? Confirmed. There is no page limit.
6. Please clarify the following request for SF330 (Section 7, Item A). Are you looking for a complete SF 330 including Part E: resumes, Part F: Example Projects and Part G: Key Personnel Participation in Example Projects? If yes, do you also wish to have additional resumes with the city and state in the upper right hand corner (Section 2) and additional projects showing similar experience (Section 1) submitted? If no, which parts of the SF 330 would you like to receive? Please submit all sections of the SF330.
7. In Section 1, Experience with Similar Projects and St. Johns County, are we limited to 1-2 pages for the section, or does the County desire to see separate 1-2 page project descriptions for a variety of projects performed? Or alternately, is a 1-2 page narrative detailing our capabilities requested in addition to showcasing our project experience? The County would like to see a 1-2 page project descriptions for a variety of projects performed in NE Florida.
8. It is required for the Consultant expertise combined the expertise of Subconsultants provide qualifications for **ALL** Specialties listed at the top of page 3 (A-W). Or is it acceptable to provide Qualifications for the select specialties such as A-J? All elements are required and should be facilitated through teaming efforts if not within services offered by the prime consultant.

9. Can you please clarify Item K of the Scope "Software Analysis and Maintenance"? Are you looking for engineering services to recommend /use software to develop programs for St. Johns County along with the maintaining a program of data management with the program or are you looking for someone to analyze/troubleshoot problems with St. Johns County's existing software? This item is placed in the proposal for evaluations of software packages from different vendors and development of small software or application packages to help interface between existing programs the County currently has. This can be used for the County's traffic operations work and our GIS applications work.
10. Section 7, Item A – Does the County require the entire SF 330 Part I Contract Specific Qualifications, or just the Part II General Qualifications? Please submit all sections of the SF330.
11. Section 7, Item H – Do we need to submit 3 years of financial summaries with the proposal? Yes.
12. Section 7, Item I – Do we need to submit a rate sheet and organizational papers with the proposal? Please submit copies of all licenses, permits, and an insurance certificate. Organizational Papers include licenses, permits, insurances, corporate documents, state papers, etcetera. The Rate Sheet will be submitted upon Contract Execution.
13. SECTION 1 – Is it the intent of the County that this section be limited to one to two-pages of total content to showcase example projects, or the is it the intent of the County to have a one or two-page summary of each project example? The County would like to see a 1-2 page project descriptions for a variety of projects performed in NE Florida.
14. As in the 2007 submittal for the existing/expiring Engineering Services contract, is the SF330 form required for only the Prime Consultant? Yes, the SF330 is required only for the Prime Consultant.
15. We have a question concerning this RFQ regarding Section 7, item I. We would appreciate clarification concerning this item, specifically what is expected regards permits, rate sheets, and organizational papers. Please submit copies of all licenses, permits, and an insurance certificate. Organizational Papers include licenses, permits, insurances, corporate documents, state papers, etcetera. The Rate Sheet will be submitted upon Contract Execution.
16. Does the County require copies of licenses for personnel? Yes.
17. Can you please clarify if SF 330 forms are to be submitted by the prime consultant only? Or do we need to include them for the subconsultants, too? The SF330 is required only for the Prime Consultant.
18. Are we allowed to use the St. Johns County logo on the cover of our proposal? Yes.
19. Under Section 7, Article I of the proposal (page 5), the RFQ is requesting rate sheets and organizational papers in addition to licenses, permits, and insurance. Can you please clarify exactly what will be needed under this Article? Please submit copies of all licenses, permits, and an insurance certificate. Organizational Papers include licenses, permits, insurances, corporate documents, state papers, etcetera. The Rate Sheet will be submitted upon Contract Execution.
20. If we choose to include our SF 330, do you require the complete SF 330 (Parts I and II), or only the SF 330 Part II? Please submit all sections of the SF330.

The due date of November 21, 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 #2

TIME RECEIVED
January 17, 2014 12:25:19 PM EST

REMOTE CSID

DURATION
279

PAGES
12

STATUS
Received

Jan. 17, 2014 12:18PM

No. 2147

P. 1/12

ST. JOHNS COUNTY, FLORIDA

**EVALUATION SHEET - RANKING OF PROFESSIONALS
RFQ 14-05 CONTINUING CONTRACT - Engineering Services**

DATE: 1/16/14

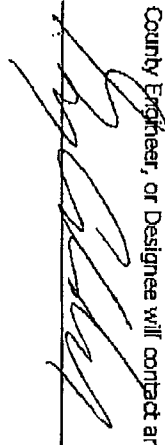
Handwritten signature/initials

FIRM	A. COMPLIANCE WITH RFQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PROJECTS 0 TO 25	C. STATE 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	TOTAL
Applied Technology & Management, Inc.	8	21	13	13	12	8		75 ✓
Arcadis U.S., Inc.	9	22	13	16	13	9		82 ✓
Ayres Associates, Inc.	9	22	13	15	13	9		81 ✓
CDM Smith, Inc.	9	20	14	15	13	9		80 ✓
CH2M Hill	9	21	13	16	13	8		80 ✓
Civil Services, Inc.	9	20	12	14	12	9		76 ✓
Connellly & Wicker, Inc.	9	22	14	17	12	8		82 ✓
Constantine Engineering, Inc.	9	20	12	14	12	9		76 ✓
CPH, Inc.	9	20	13	14	12	9		77 ✓
DRMP, Inc.	9	22	13	15	12	8		79 ✓
Eisman & Russo Consulting Engineers, Inc.	9	18	13	16	13	9		78 ✓
England-Thoms & Miller, Inc.	9	23	14	15	14	9		84 ✓
ERS Engineering, Inc.	7	13	12	11	11	8		62 ✓
GAI Consultants, Inc.	9	22	14	17	13	9		84 ✓
Genesis Group	9	18	11	12	12	9		71 ✓
Jones Edmunds & Associates, Inc.	9	23	14	17	13	9		85 ✓
Kimley-Horn & Associates, Inc.	9	20	13	14	12	8		76 ✓

Matthews Design Group	9	20	13	15	13	9	79	✓
Michael Baker Jr., Inc.	9	19	13	13	12	9	75	✓
Parsons Brinkerhoff, Inc.	9	18	13	16	12	9	77	✓
Prosser Hallock, Inc.	9	20	13	13	12	9	76	✓
Reynolds, Smith & Hills, Inc.	8	19	14	16	13	9	79	✓
Stone Engineering Group	9	21	12	15	12	9	78	✓

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

SIGNATURE OF RATER:



PRINT NAME

Greg Aumer

DATE:

1/16/14

EVALUATION SHEET - RANKING OF PROFESSIONALS
RFQ 14-05 CONTINUING CONTRACT - Engineering Services

ST. JOHNS COUNTY, FLORIDA

DATE: 1/16/14

Handwritten signature and date: 1/16/14

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	TOTAL
Applied Technology & Management, Inc.	10	22	13	19	13	10		87 ✓
Arcadis U.S., Inc.	10	24	15	18	14	10		91 ✓
Ayres Associates, Inc.	10	25	15	18	14	10		92 ✓
CDM Smith, Inc.	10	22	15	18	14	10		89 ✓
CH2M Hill	10	23	15	19	13	10		90 ✓
Civil Services, Inc.	8	21	13	18	13	10		83 ✓
Connelly & Wicker, Inc.	8	24	13	20	15	10		90 ✓
Constantine Engineering, Inc.	10	23	13	19	15	10		90 ✓
CPI, Inc.	8	22	13	17	12	10		82 ✓
DRMP, Inc.	8	22	15	20	13	10		88 ✓
Eiseman & Russo Consulting Engineers, Inc.	9	22	13	18	14	10		86 ✓
England-Thims & Miller, Inc.	10	24	15	20	15	10		94 ✓
ERS Engineering, Inc.	8	20	12	15	12	9		76 ✓
GAI Consultants, Inc.	9	23	13	18	12	10		85 ✓
Genesis Group	8	22	14	18	13	10		85 ✓
Jones Edmunds & Associates, Inc.	10	25	15	20	13	10		93 ✓
Kinley-Horn & Associates, Inc.	8	21	15	17	13	10		84 ✓
Matthews Design Group	8	25	15	20	13	10		91 ✓
Michael Baker Jr., Inc.	10	21	15	20	12	10		88 ✓

Parsons Brinkerhoff, Inc.	8	22	14	17	12	10		83 ✓
Prosser Hallock, Inc.	10	25	14	20	15	10		94 ✓
Reynolds, Smith & Hillis, Inc.	8	25	15	20	15	10		93 ✓
Stone Engineering Group	10	24	13	19	14	10		90 ✓

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

SIGNATURE OF RATER:

Gail Murre

PRINT NAME:

GAIL OLIVER

DATE:

01-13-14

EVALUATION SHEET - RANKING OF PROFESSIONALS
RFQ 14-05 CONTINUING CONTRACT - Engineering Services

ST. JOHNS COUNTY, FLORIDA

DATE: 1/16/14

[Handwritten Signature]
1/16/14

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	TOTAL
Applied Technology & Management, Inc	9	23	14	18	14	8		86 ✓
Arcadis U.S., Inc.	9	24	14	18	14	9		88 ✓
Ayres Associates, Inc.	9	24	14	18	14	9		88 ✓
CDM Smith, Inc.	9	13	14	18	13	9		76 ✓
CH2M Hill	9	23	14	18	13	9		86 ✓
Civil Services, Inc.	9	23	13	17	13	9		84 ✓
Connelly & Wicker, Inc.	9	24	14	18	14	9		88 ✓
Constantine Engineering, Inc.	9	23	14	18	14	9		87 ✓
CPI, Inc.	8	13	14	18	13	9		75 ✓
DRMP, Inc.	9	24	14	18	14	9		88 ✓
Eiseman & Russe Consulting Engineers, Inc.	9	23	14	18	14	9		87 ✓
England-Thims & Miller, Inc.	9	23	14	18	14	9		87 ✓
ERS Engineering, Inc.	8	13	13	17	13	8		72 ✓
GAI Consultants, Inc.	9	24	14	18	14	9		88 ✓
Genesis Group	8	13	14	17	13	9		74 ✓
Jones Edmunds & Associates, Inc.	9	24	14	18	14	9		88 ✓
Kimley-Horn & Associates, Inc.	9	23	14	18	14	9		87 ✓
Matthews Design Group	9	24	14	18	14	9		88 ✓
Michael Baker Jr., Inc.	9	13	13	18	13	9		75 ✓

Parsons Brinkerhoff, Inc.	9	13	13	18	13	9	95
Prosser Hallock, Inc.	9	24	14	18	14	9	88
Reynolds, Smith & Hills, Inc.	9	15	14	18	14	9	79
Stone Engineering Group	9	23	13	18	13	9	85

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

SIGNATURE OF RATER:

Kevin R. Wiseman

PRINT NAME:

Kevin R. Wiseman

DATE:

1/14/14

Parsons Brinkerhoff, Inc.																				5
Prosser Hallock, Inc.																				5
Reynolds, Smith & Hills, Inc.																				5
Stone Engineering Group																				5

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

SIGNATURE OF RATER: *Elizabeth Ingram* PRINT NAME: ELIZABETH INGRAM DATE: 1/16/14

EVALUATION SHEET - RANKING OF PROFESSIONALS
RFQ 14-05 CONTINUING CONTRACT - Engineering Services

ST. JOHNS COUNTY, FLORIDA

DATE: 1/16/14

[Handwritten Signature]
1/16/14

FIRM	A. COMPLIANCE WITH REQ INSTRUCTIONS 0 TO 10	B. EXPERIENCE WITH SIMILAR PRODUCTS 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	TOTAL
Applied Technology & Management, Inc.	10	20	13	18	12	8	-	81 ✓
Arcadis U.S., Inc.	10	21	14	17	13	9	-	84 ✓
Ayres Associates, Inc.	10	23	14	17	13	10	-	87 ✓
CDM Smith, Inc.	10	22	14	17	13	9	-	85 ✓
CH2M Hill	10	23	14	18	14	10	-	89 ✓
Civil Services, Inc.	10	21	13	17	13	9	-	83 ✓
Connelly & Wicker, Inc.	10	22	13	18	13	10	-	86 ✓
Constantine Engineering, Inc.	10	22	14	19	14	10	-	87 ✓
CPH, Inc.	8	21	13	17	11	10	-	80 ✓
DRMP, Inc.	10	23	14	18	14	10	-	89 ✓
Eisman & Russo Consulting Engineers, Inc.	10	21	14	18	14	10	-	87 ✓
England-Thins & Miller, Inc.	10	22	14	18	14	10	-	88 ✓
ERIS Engineering, Inc.	10	15	8	10	12	7	-	62 ✓
GAI Consultants, Inc.	10	22	14	17	14	10	-	87 ✓
Genesis Group	9	20	13	17	13	9	-	81 ✓
Jones Edmunds & Associates, Inc.	10	23	14	17	14	10	-	88 ✓
Kimley-Horn & Associates, Inc.	10	22	14	17	14	10	-	87 ✓
Matthews Design Group	10	22	13	17	14	9	-	85 ✓
Michael Baker Jr., Inc.	10	22	14	18	13	10	-	87 ✓

Parsons Brinkhoff, Inc.	10	21	14	18	14	10	-	87 ✓
Prosser Hallock, Inc.	10	21	14	17	12	10	-	84 ✓
Reynolds, Smith & Hills, Inc.	10	24	14	18	14	10	-	90 ✓
Stone Engineering Group	10	23	13	18	13	9	-	86 ✓

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

SIGNATURE OF RATER:



PRINT NAME:

Andrew Ames

DATE:

1/17/14

TIME RECEIVED
January 29, 2014 1:44:23 PM EST
Jan. 29. 2014 1:41PM

REMOTE CSID

DURATION
51

PAGES
1

STATUS
Received

No. 2186 P. 1/1

ST. JOHNS COUNTY, FLORIDA

EVALUATION SUMMARY SHEET

Date: 16-Jan-14
RFP: RFQ 14-05
Engineering Services

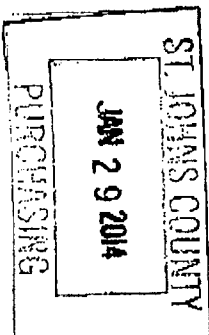
FIRM	RATER	RATER	RATER	RATER	References	TOTAL	RANK	COMMENTS
Jones Edmunds & Associates, Inc.	88	85	93	88	5	379	1	Total Points includes
England-Thims & Miller, Inc.	88	84	94	87	5	378	2	Reference score X 5 evaluators
Cannally & Wicker, Inc.	86	82	90	88	5	375	3	
Arcaids U.S., Inc.	84	82	91	88	5	370	4	
CH2M Hill	89	90	90	86	5	370	4	
DRMP, Inc.	89	79	88	88	5	369	5	
Ayres Associates	87	81	92	88	4	368	6	
Matthews Design Group	85	79	91	88	5	368	6	
Prosser Hallock, Inc.	84	76	94	88	5	367	7	
Reynolds, Smith and Hills, Inc. (RS&H)	90	79	93	79	5	366	8	
Constantine Engineering Inc.	87	76	90	87	5	365	9	
GAI Consultants, Inc.	87	84	85	88	4	364	10	
Stone Engineering Group	86	78	90	85	5	364	10	
Fisman & Russo Consulting Engineers, Inc.	87	78	86	87	5	363	11	
Kimley-Horn & Associates, Inc.	87	76	84	87	5	359	12	
Applied Technology & Management, Inc.	81	75	87	86	5	354	13	
CDM Smith Inc.	85	80	89	76	4	350	14	
Michael Baker Jr., Inc.	87	75	88	75	5	350	14	
Parsons Brinkerhoff, Inc.	87	77	83	75	5	347	15	
Civil Services, Inc.	83	76	83	84	4	346	16	
GPH, Inc.	80	77	82	75	5	339	17	
Genesis Group	81	71	85	74	5	336	18	
ERS Engineering, Inc.	62	62	76	72	5	297	19	

APPROVED: Purchasing Manager
County Engineer



NOTE:
THE RANKING SHOWN ABOVE MUST BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGER 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.

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, 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: Press Tompkins, County Engineer
FROM: Bridget Mein, Contracts Coordinator
SUBJECT: RFQ 14-05 Engineering Services
DATE: January 16, 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 _____
Date January 28, 2014 _____
Budget Amount _____
Account Funding Title _____
Funding Charge Code _____
Award to the fifteen (15) top ranked firms
Award Amount _____