

RESOLUTION NO. 2017 - 267

**A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFQ NO. 17-57; OLD MOULTRIE ROAD (COUNTY ROAD 5A) FROM LEWIS POINT ROAD TO STATE ROAD 312 PROFESSIONAL ENGINEERING SERVICES.**

**RECITALS**

**WHEREAS**, the County desires to enter into contract with Kimley-Horn and Associates, Inc. to provide Professional Engineering Services for the reconstruction of Old Moultrie Road (CR 5A) from two lanes to three lanes from Lewis Point Road to State Road 312 (approximately 1.0 mile) for St. Johns County in accordance with RFQ No. 17-57; and

**WHEREAS**, the scope of the services will be to provide complete engineering design, permitting, right of way acquisition, utility coordination services, and construction documents for the reconstruction of Old Moultrie Road; and

**WHEREAS**, through the County's formal RFQ process, Kimley-Horn and Associates, Inc. was selected as the highest ranked firm 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 proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

**WHEREAS**, the contract will be finalized after 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 17-57 to Kimley-Horn and Associates, Inc. and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFQ 17-57.

Section 4. If after negotiation with Kimley-Horn and Associates, Inc.; and if an agreement cannot be reached, to negotiate with the next successively ranked respondent(s) until agreement is reached.

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  
15 day of August, 2017.

**BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA**

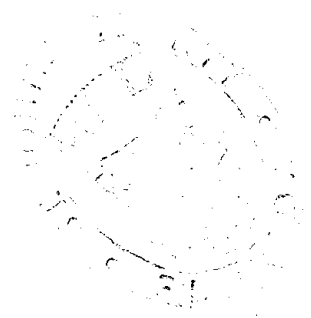
By: \_\_\_\_\_

James K. Johns, Chair

**ATTEST:** Hunter S. Conrad, Clerk

By: Pam Helteman  
Deputy Clerk

**RENDITION DATE** 8/17/17





**CONTRACT AGREEMENT**  
**RFQ NO: 17-57; Old Moultrie Road (County Road 5A) from**  
**Lewis Point Road to State Road 312 Professional Engineering Services**  
**Master Contract #: 17-MAS-KIM-08533**

This Contract Agreement, ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between **St. Johns County, FL** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084, and **Kimley-Horn and Associates, Inc** ("Consultant"), authorized to do business in the State of Florida, with offices located at 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL 32258; Phone: (904) 828-3929; and Email: George.Roland@Kimley-Horn.com.

In consideration of the mutual promises contained herein, the County and the Consultant **agree** as follows:

**ARTICLE 1 – DURATION and EXTENSION**

This Agreement shall become effective upon the date of execution by all **parties**, shall be in effect for a period of XXXXXX ( ) consecutive calendar days, and may be extended as necessary to complete the required services, upon satisfactory performance by the Consultant, mutual agreement by both **parties**, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under **no** obligation to extend this Agreement. It is further expressly understood that the option of **extension** is exercisable only by the County, and only upon the County's determination that the Consultant satisfactorily performed the Services noted in the Contract Documents.

**ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS**

The term "Contract Documents" shall include all RFQ Documents and any **addenda**/exhibits thereto; all Specifications; Resolution No: XXXXXX; this Agreement, any duly **executed amendments**, **addenda**, and/or exhibits hereto; and any and all Change Orders.

**ARTICLE 3 - SERVICES**

The Consultant's responsibility under **this Agreement** is to **provide** any and all labor, materials, equipment, transportation, and supervision necessary to provide professional engineering services for the reconstruction of Old Moultrie Road (CR 5A) from two lanes to three lanes from Lewis Point Road to State Road 312, approximately 1.0 mile, as specified in the Scope of Work, submitted by the Consultant, **approved** by the County in accordance with RFQ No: 17-57 and as otherwise provided in the Contract Documents.

Services provided by the Consultant shall be under the general direction of St. Johns County Engineering Department or other authorized County designee, who shall act as the County's representative throughout the duration of this Agreement.

**ARTICLE 4 – SCHEDULE**

The Consultant shall perform the **required** Services according to the schedule submitted and approved by the County. No changes to said **schedule** shall be made without prior written authorization from the County's representative.

**ARTICLE 5 – COMPENSATION/BILLING/INVOICES**

- A. The County shall **compensate** the Consultant an amount not to exceed XXXXXXXXXXXXX (\$) according to the pricing proposal attached hereto as Exhibit "A", which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Consultant under this Agreement shall not exceed the amount stated above without the County's express written approval, and amendment to this Agreement.
- B. It is strictly understood that Consultant is not entitled to the above-referenced amount of compensation. Rather, Consultant's compensation is based upon Consultant's adhering to the Scope of Work, detailed in this Agreement. As such, the Consultant's compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.
- C. The Consultant shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Consultant's authorized representative on the submitted invoice shall constitute

the Consultant's certification to the County that:

1. The Consultant has billed the County for all services rendered by it and any of its consultants or sub-consultants through the date of the invoice;
  2. As of the date of the invoice, no other outstanding amounts are due from the County to the Consultant for services rendered;
  3. The reimbursable expenses, if any, have been reasonably incurred; and
  4. The amount requested is currently due and owing.
- D. Though there is no billing form or format pre-approved by either the County, or the Consultant, bills/invoices submitted by the Consultant shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Monthly Invoicing Form 1551, as provided by the County. The County may return a bill/invoice from the Consultant, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Consultant's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Consultant, or by the Consultant's consultants or sub-consultants, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- St. Johns County Engineering Department  
2740 Industry Center Road  
St. Augustine, FL 32084
- G. FINAL INVOICE: In order for the County and the Consultant to reconcile/close their books and records, the Consultant shall clearly indicate "Final Invoice" on the Consultant's final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

#### ARTICLE 6 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Consultant shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

#### ARTICLE 7 – ARREARS

The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

#### ARTICLE 8 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least thirty (30) calendar days advance written notice to the Consultant of such termination without cause.
- B. This Agreement may be terminated by the Consultant with cause upon at least \_\_\_\_\_ (\_\_\_\_\_) calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

#### ARTICLE 9 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Consultant shall provide written notice to the County, which such notice shall include a timeframe of no fewer than \_\_\_\_\_ (\_\_\_\_\_) business days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of

default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.

- B. Should the Consultant fail to perform (default) under the terms of this Agreement, then the County shall provide written notice to the Consultant, which such notice shall include a timeframe of no fewer than \_\_\_\_\_ (\_\_\_\_\_) calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- C. Consistent with other provisions in this Agreement, Consultant shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- D. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
  - 1. Stop work on the date to the extent specified.
  - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
  - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
  - 4. Continue and complete all parts of the work that have not been terminated.

#### **ARTICLE 10 – PERSONNEL**

The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

Any changes or substitutions in the Consultant's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Consultant warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Consultant is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

#### **ARTICLE 11 – SUBCONTRACTING**

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

#### **ARTICLE 12 – FEDERAL AND STATE TAX**

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Consultant upon request. The Consultant shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Consultant that the Consultant shall not be authorized to use the County's Tax Exemption status in any manner.

The Consultant shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Consultant's performance under this Agreement.

### ARTICLE 13 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

### ARTICLE 14 - INSURANCE

The Consultant shall not commence work under this Agreement 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 Consultant shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant 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. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Agreement.

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

The Consultant shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Consultant 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 Agreement, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000.

The Consultant shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant 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 Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain during the life of this Agreement, 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 Consultant shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

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

### ARTICLE 15 - INDEMNIFICATION

The Consultant shall indemnify and hold harmless the County, and its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, intentional/unintentional conduct or omission of the Consultant and other persons employed or utilized by the Consultant.

## **ARTICLE 16 – SUCCESSORS AND ASSIGNS**

The County and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Consultant shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Consultant.

## **ARTICLE 17 – NO THIRD PARTY BENEFICIARIES**

It is expressly understood by the County, and the Consultant, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

## **ARTICLE 18 – REMEDIES**

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

## **ARTICLE 19 – CONFLICT OF INTEREST**

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within thirty (30) days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Consultant under the terms of this Agreement.

## **ARTICLE 20 – EXCUSABLE DELAYS**

The Consultant shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Consultant's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Consultant's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Consultant and its subcontractor(s) and is without the fault or negligence of either of them, the Consultant shall not be deemed to be in default.

Upon the Consultant's request, the County shall consider the facts and extent of any delay in performing the work and, if the Consultant's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

## **ARTICLE 21 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS**

The Consultant shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Consultant and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

## **ARTICLE 22 – INDEPENDENT CONSULTANT RELATIONSHIP**

The Consultant is, and shall be, in the performance of all work services and activities under this Agreement, an independent consultant, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Consultant's sole direction, supervision, and control.

The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the County shall be that of an independent consultant and not as employees or agents of the County. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

## **ARTICLE 23 – CONTINGENT FEES**

Pursuant to Section 287.055(6), Florida Statutes, the Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

## **ARTICLE 24 – ACCESS AND AUDITS**

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

## **ARTICLE 25 – NONDISCRIMINATION**

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

## **ARTICLE 26 – ENTIRETY OF CONTRACTUAL AGREEMENT**

The County and the Consultant agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written



instrument, duly executed by authorized representatives of both the County, and the Consultant.

#### **ARTICLE 27 – ENFORCEMENT COSTS**

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

#### **ARTICLE 28 – COMPLIANCE WITH APPLICABLE LAWS**

Both the County and the Consultant shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

#### **ARTICLE 29 – AUTHORITY TO PRACTICE**

The Consultant hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

#### **ARTICLE 30 – SEVERABILITY**

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

#### **ARTICLE 31 - AMENDMENTS AND MODIFICATIONS**

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Consultant shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

#### **ARTICLE 32 – FLORIDA LAW & VENUE**

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

#### **ARTICLE 33 – ARBITRATION**

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

#### **ARTICLE 34 - NOTICES**

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department  
Attn: Jaime Locklear, CPPB, FCCM, Assistant Purchasing Manager  
500 San Sebastian View  
St. Augustine, FL 32084

and if sent to the Consultant shall be mailed to:

Kimley-Horn and Associates, Inc  
Attn: George Roland  
12740 Gran Bay Parkway West, Suite 2350  
Jacksonville, FL 32258

#### ARTICLE 35 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

#### ARTICLE 36 –PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
  - (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
  - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.

If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 San Sebastian View, St. Augustine, FL 32084, (904) 209-0805, [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us)**

#### ARTICLE 37 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written

approval St. Johns County, Florida.

**ARTICLE 38 – SURVIVAL**

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

**ARTICLE 39 – AUTHORITY TO EXECUTE**

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party’s authorized representative shown below.

IN WITNESS WHEREOF, authorized representatives of the COUNTY, and CONSULTANT have executed this Contract Agreement on the day and year below noted.

-----  
**ST. JOHNS COUNTY, FL:**

**CONSULTANT:**

\_\_\_\_\_  
Printed Name & Title County Representative

Kimley-Horn and Associates, Inc.  
\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature County Representative

\_\_\_\_\_  
Signature of Consultant Representative

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Printed Name & Title

**ATTEST:  
ST. JOHNS COUNTY, FL  
CLERK OF COURT**

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date of Execution

**LEGALLY SUFFICIENT**

\_\_\_\_\_  
Deputy County Attorney

\_\_\_\_\_  
Date of Execution

**RFQ NO: 17-57; Old Moultrie Road (County Road 5A) from  
Lewis Point Road to State Road 312 Professional Engineering Services**

**EXHIBIT "A"**

**CONSULTANT'S PROPOSAL**





## St. Johns County Board of County Commissioners

Purchasing Division

### NOTICE OF INTENT TO AWARD

July 13, 2017

**RE:** RFQ No. 17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to Kimley Horn and Associates as the top ranked rank firm under RFQ No. 17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services. This notice will remain posted **St. Johns County Purchasing Department bulletin board** until 1:00 P.M., Tuesday, July 18, 2017.

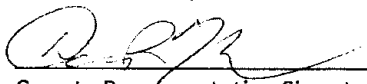
Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. 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, David Klages, Contract Coordinator, in the Purchasing Department at [dklages@sjcfl.us](mailto:dklages@sjcfl.us).

If you have any questions regarding this Notice of Intent to Award please contact Jaime Locklear, Assistant Purchasing Manager, St. Johns County Purchasing Department at (904) 209-0158.

Sincerely,  
*St. Johns County*  
*Board of County Commissioners*

  
\_\_\_\_\_  
County Representative Signature

Date: 7/13/17

David Klages, Contract Coordinator  
Name & Title (Printed)



**ST. JOHNS COUNTY  
PURCHASING DEPARTMENT**

500 San Sebastian View  
St. Augustine, Florida 32084

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


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**TO:** Jay Brawley – St. Johns County Engineering Department  
**FROM:** David Klages, Contract Coordinator  
**SUBJECT:** Transmittal of Responses Received for Bid RFQ No. 17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services  
**DATE:** July 17, 2017

Attached are copies of the RFQ proposals received for the above mentioned along with a copy of the Evaluation Committee Summary sheet.

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 at your earliest convenience. We will prepare the agenda item and contract.

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

Department Head Approval 

Date 7/17/17

Budget Amount \$450,000

Account Funding Title IMPACT FEES ZONE C

Funding Charge Code 1191-56330-5044-53180

Award to Kimley-Horn

ST. JOHNS COUNTY

JUL 18 '17

PURCHASING

ST. JOHNS COUNTY, FLORIDA

Date: July 13, 2017  
 RFQ No: 17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services

FIRM	RATER Rodney Cooper	RATER Dick D' Souza	RATER Nick Perplch	RATER Dan Sikes	RATER Teri Shoemaker	TOTAL	RANK	COMMENTS
Kimley-Horn and Associates	93	91	88	97	100	469	1	
STV, Inc.	90	88	89	95	85	447	2	
Hanson Professional Services, Inc.	85	86	90	84	95	440	3	
Jones Edmunds & Associates, Inc.	81	89	89	87	91	437	4	
Ayres Associates	80	87	80	79	89	415	5	
Metric Engineering, Inc.	86	82	73	85	85	411	6	
Matthews Design Group	83	82	80	76	86	407	7	

APPROVED: <sup>Assistant</sup> Purchasing Manager X *Teri Shoemaker* 7/13/17  
 County Engineer X *JB* 7/13/17

**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 1:00 p.m. July 13, 2017, 1:00 p.m. July 18, 2017.

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.

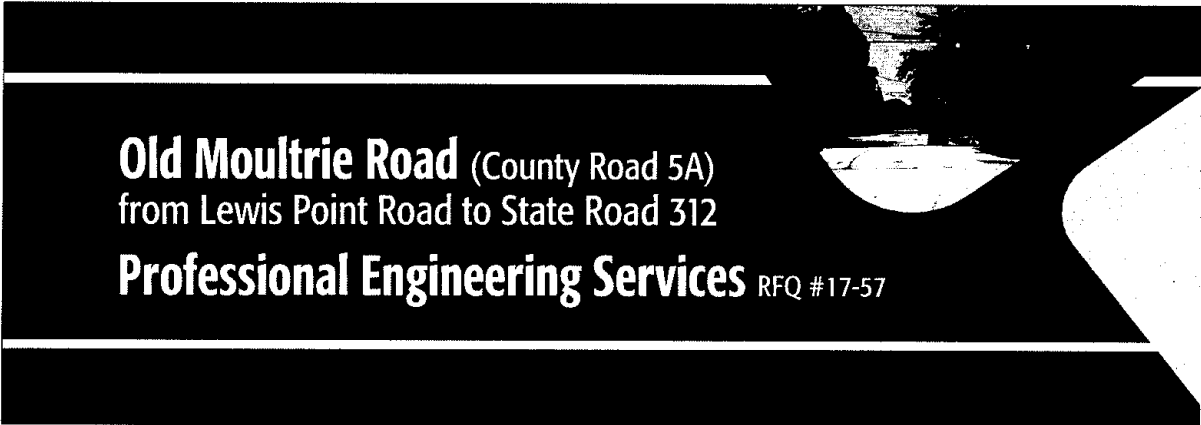
**Old Moultrie Road** (County Road 5A)  
from Lewis Point Road to State Road 312  
**Professional Engineering Services**  
RFQ #17-57



Prepared for  
**St. Johns County**

Prepared by  
**Kimley»»Horn**





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**PART VII: – ATTACHMENTS/FORMS**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57  
Old Moultrie Road (CR 5A) - Lewis Point Road to State Road 312  
Professional Engineering Services**

**COVER PAGE**

**SUBMIT ONE (1) ORIGINAL AND ONE (1) COMPLETE PDF COPY TO:**

**PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: DAVID KLAGES, CONTRACT COORDINATOR**

**COMPANY NAME:** Kimley-Horn and Associates, Inc.

**DATE:** June 22, 2017

## Section 2. Cover Letter

June 22, 2017

Mr. David Klages  
Contract Coordinator  
St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, Florida 32084

**Primary Contact:**  
George Roland, P.E.  
12740 Gran Bay Parkway West  
Suite 2350  
Jacksonville, FL 32258  
(904) 828-3929  
George.Roland@Kimley-Horn.com

**Re: RFQ #17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services**

Dear Mr. Klages and Members of the Review Committee:

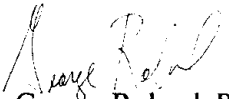
**Kimley-Horn** is pleased to present our qualifications in response to RFP #17-57. I will serve as the project manager and lead the team serving the County. I have more than 21 years of similar experience and am a proud resident of St. Johns County.

*We understand this project.* The limits for this Old Moultrie Road project are from Lewis Point Road north to SR 312. The existing roadway within this one-mile project consists primarily of three lanes of pavement with a typical section that varies from rural to urban throughout the corridor. The objective for this project is to provide a uniform three-lane urban typical section with bike lanes and sidewalk on both sides of the roadway within the existing right-of-way which varies from 66 feet to 87 feet in width. A formal storm sewer collection and stormwater management system will be designed and permitted for the improved typical section. The existing mast arm signals at Lewis Point Road and at SR 312 will be adjusted and/or rebuilt as needed to accommodate the proposed roadway improvements.

*Who we are.* Founded in 1967, Kimley-Horn is a multidiscipline, full-service engineering and planning firm with 83 offices and 3,000 staff members nationwide. Our Jacksonville office has more than 25 professionals that have either provided professional services to St. Johns County or have worked with County staff in some professional capacity. To complement our talented in-house team, we have put together a team of expert subconsultants including **Environmental Resource Solutions** for wetlands/permitting services, **DRMP** surveying/SUE services and **Ellis & Associates** for geotechnical services.

We sincerely appreciate the opportunity to present our qualifications to you and look forward to continuing our strong working relationship with St. Johns County

Sincerely,  
**KIMLEY-HORN**

  
George Roland, P.E.  
Project Manager

## Section 3. Company and Staff Qualifications

### Firm's Overall Capabilities

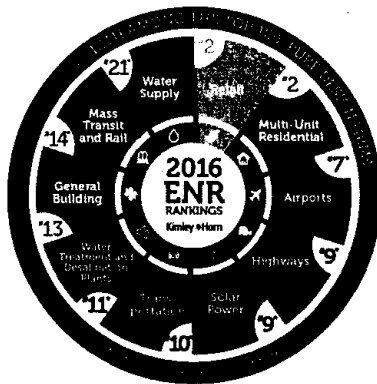
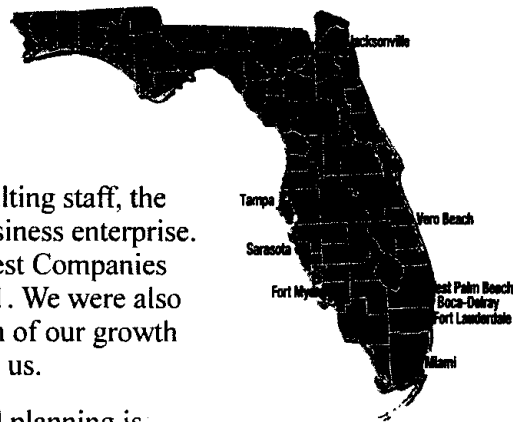
Currently celebrating our 50th anniversary, Kimley-Horn is a full-service multidisciplinary consulting firm offering a broad range of engineering, planning, landscape architecture, and environmental services to clients in both the public and private sectors.

Kimley-Horn has more than 3,000 employees in 83 offices nationwide, offering a full range of consulting services to local, regional, national, and international clients. In Florida alone, there are more than 600 employees in 13 offices. Additionally, many employees are former municipal engineers and planners who have been on our clients' side of the table and are familiar with local government procedures.

We are recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise. In 2017, *Fortune* named Kimley-Horn one of its "100 Best Companies to Work For" for the tenth time. This year, we ranked #11. We were also named Southeast Design Firm of the Year by *ENR*. Much of our growth extends from the confidence and trust that clients have in us.

#### *Primary Contact:*

George Roland, P.E.  
12740 Gran Bay Parkway West  
Suite 2350  
Jacksonville, FL 32258  
904.828.3929  
George.Roland@Kimley-Horn.com



Roadway design and planning is one of the mainstays of our firm's professional practice, and we are well equipped to address all related aspects of these projects, such as roadway geometrics, drainage design and LID systems, ADA compliance, utility relocations, traffic control, structural/bridge design, and other features. Drainage services are often an integral part of our roadway design projects, and our substantial experience in dealing with permitting and other agencies enables us to secure the necessary permits and approvals for roadway widening projects. Our track record of achieving necessary agency approvals and gaining public support for major projects is impressive.

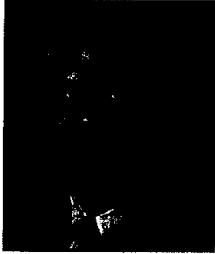
Our team understands the County's expectations and we are confident that we will be able to deliver quality solutions as we have demonstrated in the past. Our extensive experience gives us the technical understanding of how to work with county staff to effectively achieve St. Johns County's objectives for the widening of Old Moultrie Road.

We offer you an impeccable record of quality, creativity, and drive required to excel in our assignments, as well as the aptitude to maintain effective communication and responsiveness with all parties involved. We take pride in our staff's willingness to fulfill the high expectations our firm requires and our clients expect. These core values, along with our single-cost center and practice builder approach to business, make Kimley-Horn a dependable choice for St. Johns County.

We will take on this assignment with the attention it deserves—resulting in improved infrastructure for the County's residents.

## Key Personnel

Kimley-Horn is pleased to present our project team, offering you the seamless combination of relevant experience and proven cost control management techniques. Our employees are sincere, reliable, and professional with the drive and fervor to initiate innovative methods and solutions to your requests. We are confident that we can offer you quality customer service with the most beneficial outcome, and we sincerely want to serve as your trusted advisor. We offer you the individual, personal service that they would expect from a local firm, coupled with the manpower and technical resources of a nationally-ranked engineering firm.



### ***George Roland, P.E.***

#### *Project Manager*

George has 21 years of specialized project experience ranging from small roadway improvements to six-lane widening projects. George has spent the majority of his career managing projects for local municipalities. He has experience in all aspects of delivering a successful project including roadway design, coordination efforts with all affected utility providers, and public involvement. The Old Moultrie Road widening project fits perfectly with his experience. George is dedicated to providing experienced leadership and delivering a successful project for you.

### ***Gary Nadeau, P.E.***

#### *Quality Assurance/Quality Control*

Gary has 26 years of experience providing transportation design, management, and construction oversight services for a variety of transportation improvements ranging from resurfacing to major reconstruction projects. During the course of his career, he has designed well over 300 miles of infrastructure improvement projects and brings a hands-on approach to every project assignment.



### ***Michelle Mecca, P.E.***

#### *Principal-in-Charge; Signal Design/Traffic Safety Studies & Design*

Michelle's experience in transportation projects includes traffic engineering safety studies and preparing designs and construction plans for signalization, signal systems, and signing/pavement marking projects. Ms. Mecca has been a resident and worked in the greater Jacksonville area for the past 18 years. She has completed signal designs and construction plans for St. Johns County, City of St. Augustine, City of Jacksonville, Nassau County, and Clay County.

### ***Earl Wills, P.E.***

#### *Roadway Design; Signing & Marking; Utility Coordination; Traffic Control*

Earl's 30 years of professional experience ranges from the management of small design contracts for local municipalities to the management and design of major arterial reconstruction contracts for FDOT. Earl also specializes in the design and permitting of stormwater management systems for highway projects and has successfully negotiated complex permits with the St. Johns River Water Management District.





***Martin Brenny, P.E.***

*Drainage/Stormwater Design*

Martin has 12 years of civil engineering experience. He has a strong background and working history with permitting in St. Johns County's, development review staff, and the St. Johns River Water Management District. Martin is also knowledgeable on the Department of Health's well and septic program, the Florida Department of Environmental Protection, and JEA water and sewer permitting.

***Wendy Krehbiel, P.E.***

*Signal Design/Traffic Safety Studies & Design*

Wendy has more than a decade of experience, and has expertise in traffic operations and intersection analyses, including traffic signal upgrades, safety and operational improvements, field review, qualitative assessment, crash analysis, capacity analysis, and preparation of benefit-cost analysis reports to improve intersection and corridor operations.



***Ryan Wetherell, P.E.***

*Public Involvement, Public Meeting Preparation and Participation*

Ryan has more than 14 years of experience in transportation planning and traffic operations. His experience includes working with both public and private clients on various traffic and transportation studies, including the assessment of current and future transportation needs, design traffic analyses, development of concurrency systems, and corridor studies. He has expertise in leading transportation studies that have required the development of engineering solutions, community and agency outreach and engagement, and the evaluation of environmental constraints and impacts—as it relates to both the social and natural environment.

***Bill Schilling, P.E.***

*Public Involvement, Public Meeting Preparation and Participation*

Bill has 22 years of experience in engineering and planning services and has served as a project manager or principal-in-charge on a wide range of planning and design projects. His background includes site civil design, traffic impact and concurrency studies, land use amendments, rezoning, safety studies, parking studies, corridor studies, action plans, roadway design, and expert witness services.



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## **Organizational Chart**

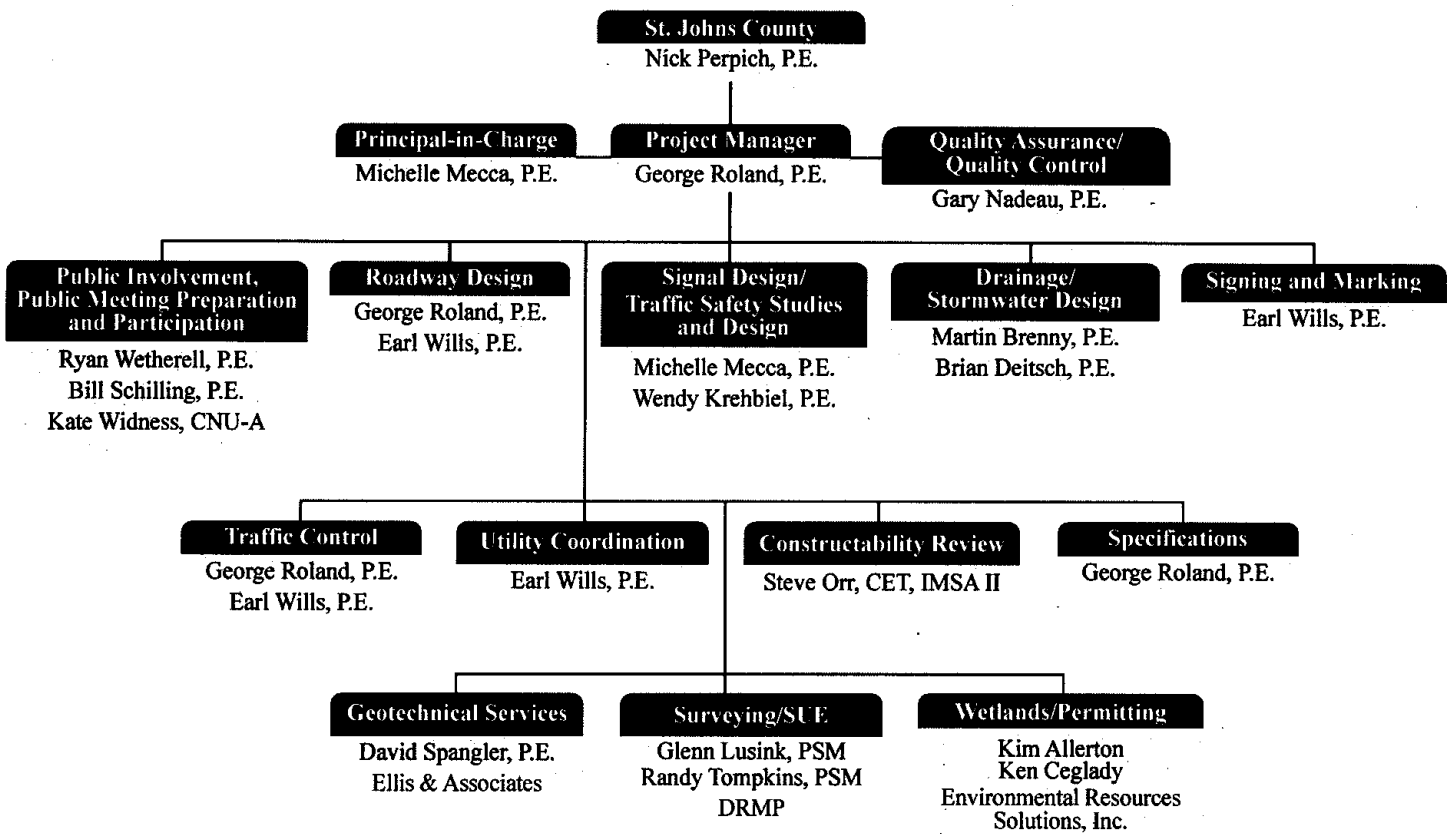
An organizational chart depicting our project team can be found on the following page.

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## **Resumes**

Resumes of our key personnel assigned to this project can be found at the end of this section.

**Team Organization**



**George Roland, P.E.** | *Project Manager, Roadway Design, Traffic Control, Specifications*

**Special Qualifications**

- ▶ Has 21 years of professional experience in the management and design of transportation projects
- ▶ Specializes in the planning, design, permitting and construction observation of roadway projects of all sizes and has help guide clients through public and private utility relocations

**Professional Credentials**

- ▶ M.S., Civil Engineering, Florida State University
- ▶ B.S., Civil Engineering, Florida State University
- ▶ Professional Engineer in Florida, #62338

**Relevant Experience**

- ▶ CR 210W – Expansion from 4-lanes to 6-Lanes, St. Johns County, FL
- ▶ SR 16 Widening, St. Johns County, FL
- ▶ CR 2209\CR 244 Intersection Improvements, St. Johns County, FL
- ▶ Roberts Road Improvement Study, St. Johns County, FL

**Michelle Mecca, P.E.** | *Principal-in-Charge*

**Special Qualifications**

- ▶ Has 23 years of experience with transportation projects, including traffic engineering studies and transportation planning studies with a focus on safety
- ▶ Expertise in safety studies, having performed more than 100 studies in northeast Florida and around the state

**Professional Credentials**

- ▶ B.S., Civil Engineering, University of Florida
- ▶ Professional Engineer in Florida, #55059

**Relevant Experience**

- ▶ Roberts Road Improvement Study, St. Johns County, FL
- ▶ Districtwide Traffic Safety Studies, FDOT District Two
- ▶ Continuing Traffic Engineering Services, St. Johns County, FL
- ▶ US 1 and SR 312 Arterial Study, FDOT District Two

**Gary Nadeau, P.E.** | *Quality Assurance/Quality Control*

**Special Qualifications**

- ▶ Has 26 years of experience in transportation design, structural, construction, hydraulic, and traffic engineering
- ▶ Areas of expertise include, design supervision, highway and street drainage design, traffic control design, right-of-way assessment, construction observation, and project management

**Professional Credentials**

- ▶ M.S., Civil Engineering, California State University
- ▶ B.S., Civil Engineering, University of Hartford
- ▶ Professional Engineer in Florida, #49629

**Relevant Experience**

- ▶ Chiquita Boulevard Widening and Landscape Improvements, Cape Coral, FL
- ▶ Burnt Store Road Design, Phase 3, Punta Gorda, FL
- ▶ College Hill Road Minor Widening, Wauchula, FL
- ▶ Naples Central Avenue Improvements, Naples, FL



**Earl Wills, P.E.**

*Roadway Design, Signing and Marking, Utility Coordination, Traffic Control*

**Special Qualifications**

- ▶ Has 30 years of professional experience in the management and design of transportation projects
- ▶ Experience ranges from the management of small design contracts for local municipalities to the management and design of major arterial highway reconstruction contracts for FDOT

**Professional Credentials**

- ▶ B.S., Civil Engineering, University of Akron
- ▶ Professional Engineer in Florida, #44194

**Relevant Experience**

- ▶ SR 16 Widening, St. Johns County, FL
- ▶ CR 210W – Expansion from 4-lanes to 6-Lanes, St. Johns County, FL
- ▶ CR 2209\CR 244 Intersection Improvements, St. Johns County, FL
- ▶ Peoria Road (CR 224A)/College Drive Turn Lane and Widening Improvements, Green Cove Springs, FL

**Wendy Krehbiel, P.E.**

*Signal Design/Traffic Safety Studies and Design*

**Special Qualifications**

- ▶ Has 10 years of experience providing traffic operations and intersection analysis, including traffic signal upgrades, safety and operational improvements, and field reviews
- ▶ Experience with FDOT internal systems, including Trns\*port, PEDDS, Mainframe, Crash Analysis Reporting System, and Electronic Document Management System

**Professional Credentials**

- ▶ B.S., Civil Engineering, University of Florida
- ▶ Professional Engineer in Florida, #74007

**Relevant Experience**

- ▶ SR 207 Area-Wide Study, St. Johns County, FL
- ▶ Roberts Road Improvement Study, St. Johns County, FL
- ▶ Districtwide Traffic Safety Studies, FDOT District Two
- ▶ Districtwide Traffic Operations Studies, FDOT District Two

**Martin Brenny, P.E.**

*Drainage/Stormwater Design*

**Special Qualifications**

- ▶ Has 12 years of civil engineering experience with extensive involvement with permitting and master planning to site, structural, and utility engineering
- ▶ Strong background and working history with St. Johns County's permitting, development review staff, and St. Johns River Water Management District

**Professional Credentials**

- ▶ B.S., Civil Engineering, Rose-Hulman Institute of Technology
- ▶ Professional Engineer in Florida, #71515

**Relevant Experience**

- ▶ Roberts Road Improvement Study, St. Johns County, FL
- ▶ Shores Boulevard Widening, St. Johns County, FL
- ▶ Christ Church UMC Site Master Plan Mill Creek, FL, St. Johns County, FL
- ▶ Capital Cascades Trail, Segments 3 and 4, Blueprint 2000, Tallahassee, FL

**Brian Deitsch, P.E.** | *Drainage/Stormwater Design*

**Special Qualifications**

- ▶ Has eight years of experience in transportation projects, including traffic engineering studies and transportation planning studies, as well as experience in the preparation of designs and construction plans for signalization, signal systems, and signing and pavement markings
- ▶ Involved with field reviews, crash analysis, preparation of condition and collision diagrams, roadway plans, concepts, Long Range Estimating, and preparation of technical reports

**Professional Credentials**

- ▶ B.S., Civil Engineering, University of Florida
- ▶ Professional Engineer in Florida, #77073

**Relevant Experience**

- ▶ Roberts Road Improvement Study, St. Johns County, FL
- ▶ Florida Atlantic Boulevard Northern Four Lane Design and Permitting, Boca Raton, FL
- ▶ Stormwater Management Plan for Tallahassee Regional Airport, Tallahassee, FL
- ▶ Estuary Preserve Phase III, Palmetto, FL

**Ryan Wetherell, P.E.** | *Public Involvement, Public Meeting Preparation and Participation*

**Special Qualifications**

- ▶ Has more than 14 years of experience in transportation planning and traffic engineering with significant experience in Northwest Florida and across the state
- ▶ Has managed projects ranging from traffic analyses for comprehensive plan amendments and developments of regional impact (DRIs) to transportation planning for municipalities

**Professional Credentials**

- ▶ B.S., Civil and Environmental Engineering, Georgia Institute of Technology
- ▶ Professional Engineer in Florida, #69256

**Relevant Experience**

- ▶ Capital Circle Southwest PD&E Study, Tallahassee, FL
- ▶ Woodville Highway Corridor Study and PD&E Study, Tallahassee, FL
- ▶ Capital City to the Sea Trails Master Plan and PD&E Study, Leon and Wakulla Counties, FL
- ▶ PD&E Study of SR 187 (US 331), FDOT District Three

**Bill Schilling, P.E.** | *Public Involvement, Public Meeting Preparation and Participation*

**Special Qualifications**

- ▶ Has 21 years of experience providing transportation engineering services for a variety of projects, including corridor studies, action plans, roadway design, operational and safety studies, and environmental projects
- ▶ A transportation concurrency/mobility specialist in Duval, Clay, St. Johns, and Nassau counties

**Professional Credentials**

- ▶ Master of Engineering, Civil Engineering, University of Florida
- ▶ B.S., Civil Engineering, University of Florida
- ▶ Professional Engineer in Florida, #53947

**Relevant Experience**

- ▶ SR 16 Widening, St. Johns County, FL
- ▶ SR 207 Area-Wide Study, St. Johns County, FL
- ▶ Roberts Road Improvement Study, St. Johns County, FL
- ▶ Districtwide Traffic Safety Studies, FDOT District Two

**Kate Widness, CNU-A** | *Public Involvement, Public Meeting Preparation and Participation*

**Special Qualifications**

- ▶ Has five years of experience in environmental and transportation planning, with a specialization in bicycle and pedestrian planning
- ▶ Experience in ArcGIS and other GIS software

**Professional Credentials**

- ▶ M.S., Planning, Florida State University
- ▶ B.S., Environmental Studies, Florida State University
- ▶ Congress for New Urbanism (CNU), Member

**Relevant Experience**

- ▶ Capital City to the Sea Trails Master Plan and PD&E Study, Leon and Wakulla Counties, FL
- ▶ Districtwide Environmental Assistance and Scenic Highways Consultant, FDOT District Three
- ▶ Downtown Mobility Study, Venice, FL
- ▶ Ocala/Marion TPO County Bicycle and Pedestrian Master Plan

**Stephen Orr, CET, IMSA II** | *Constructability Review*

**Special Qualifications**

- ▶ Has 44 years of design experience on FDOT roadway design projects
- ▶ Serves as Kimley-Horn's senior roadway QC/QA reviewer for Florida roadway projects

**Professional Credentials**

- ▶ Associate of Arts, Engineering, Palm Beach Junior College
- ▶ Associate of Science, Drafting and Design Technology, Palm Beach Junior College

**Relevant Experience**

- ▶ Peoria Road (CR 224A)/College Drive Turn Lane and Widening Improvements, Green Cove Springs, FL
- ▶ Florida's Turnpike/Lake Worth Interchange Reconstruction, Lake Worth, FL
- ▶ Federal Highway (US 1) Interim and Final Enhancements, Delray Beach, FL
- ▶ Midway Road (CR 712) Design and Reconstruction, FDOT District Four

**Glenn Lusink, PSM (DRMP)** | *Surveying/SUE*

**Special Qualifications**

- ▶ Glenn is a Vice President of DRMP and Surveying and Mapping/ Geomatics Division Manager. His responsibilities include contract administration, scope of services development, project coordination, technical oversight of staff and their development/training, and quality control and quality assurance of survey data and deliverables.

**Professional Credentials**

- ▶ Orlando Tech, Academic Courses
- ▶ Penn Foster, Hydrology Courses
- ▶ Professional Surveyor and Mapper in Florida, # 5977

**Relevant Experience**

- ▶ SR 313, formerly SR 312 (southerly segment), FDOT District Two, St Johns County, FL
- ▶ SR A1A Widening, FDOT District Two, St. Johns County, FL
- ▶ CR 305 Extension, St. Johns County, FL
- ▶ West King Street, Prosser for St. Johns County, FL

**David Spangler, P.E. (E&A) | Geotechnical Services**

**Special Qualifications**

- ▶ David has managed hundreds of geotechnical investigations throughout Florida and the Southeast for proposed residential and commercial properties. He has also managed and performed Phase I and Phase II Environmental Site Assessments and throughout Florida and the Southeast for proposed residential and commercial properties.

**Professional Credentials**

- ▶ B.S. Civil Engineering, Florida State University ▶ Professional Engineer in Florida

**Relevant Experience**

- ▶ Remington Creek Bridge, St. Johns County, FL ▶ SR 189, Beal Parkway, Okaloosa County, FL
- ▶ SR 9B From North of I-95 to North of US1 ▶ Collins Road (Shindler Road to Rampart Road) (Phase II), Duval County, FL

**Kim Allerton (ERS) | Wetlands/Permitting**

**Special Qualifications**

- ▶ Kim is a principal and senior environmental scientist with Environmental Resource Solutions, Inc. (ERS). She maintains a strong rapport with the resource and regulatory agencies and coordinates with agencies on behalf of landowners. Ms. Allerton is a lead scientist who performs wetland assessments and delineations, environmental resource permitting, mitigation planning, and completes NEPA and PD&E documents.

**Professional Credentials**

- ▶ B.S., Biology, Roanoke College

**Relevant Experience**

- ▶ Permitting of improvements to US 1, St. Augustine, FL ▶ Permitting of seawall repairs, St. Johns County, FL
- ▶ Permitting of two sidewalk segments along US 1, St. Augustine, FL

## Subconsultants

The following list of expert subconsultants are included on the Kimley-Horn team to supplement the capabilities of our in-house staff.



### *DRMP*

DRMP has always maintained that the needs of the client are of utmost importance. Whether it is an accelerated schedule, special site conditions or the need to obtain a second opinion on a perplexing problem, DRMP is ready, willing and able to meet the client's requirements.

DRMP has completed several survey and mapping projects for St. Johns County as a part of their previous continuing engineering contract with the County. They have also supported several other engineering consultants with their St. Johns County projects that involved design surveys, boundary surveys, right of way mapping/maintenance maps, subsurface utility designation and location and jurisdictional surveys for permitting.

The following list represents a small sample of recent projects that have been completed by DRMP:

- Miscellaneous Surveying and Mapping Services, Ongoing
  - Fox Creek Regional Pond Site
  - St. John's Street
- Bishops Estates Road Stormwater Improvements, 2013
- Bridge of Lions Rehabilitation, SR A1A, St. Augustine, Florida, 2009
- West King Street from Holmes Boulevard to US 1, 2009
- CR 305 Extension, 2008
- Districtwide Construction Engineering Inspection Survey Support Services, 2009
- Districtwide Survey and Mapping Continuing Contract, FDOT District Two, Ongoing
- Nassau County, Continuing Services Contract, Ongoing
- Timucuan National Preserve Bicycle Touring Route/The Timucuan Trail, Ongoing
- Municipal Marina Breakwater Construction, 2013
- SR 5A/US Business No. 1 (King Street), Maintenance Map, Ongoing
- SR A1A Safety Improvements, St. Augustine, Florida, 2012
- SR 16, I-95 to San Marco Avenue, 2014
- Fort George Island Transportation Improvement Project, 2013
- I-95 from Nine Mile Road to the Duval County Line, Ongoing



### *Ellis & Associates*

Ellis & Associates, Inc. (E&A), a wholly-owned subsidiary of Engineering Consulting Services, Ltd. and a member of the ECS Group of Companies. E&A specializes in Geotechnical Engineering, Construction Materials Engineering, Testing, and Inspection, Environmental Engineering, Special Inspection, and Facilities Engineering Services. Founded in Jacksonville, Florida and chartered as a professional engineering firm in 1970, E&A has remained strong and committed to providing responsive, high quality service to clients.

For over 45 years, E&A's success has been a testimony to the expertise of their engineers, geologists, scientists, technicians, drillers, and administrative professionals. E&A's integrated engineering services represent balanced divisions that support the land procurement and development process from the time a site is first being considered for potential development through project completion and on to project maintenance.

E&A offers many benefits including:

- One of the largest fleets of drill rigs in the southeast that are certified and proficient at drilling projects both on land and over water.
- E&A's Jacksonville laboratory is AASHTO-Accredited and CCRL-Certified to provide testing of soil, concrete, aggregate, hot mix asphalt, bituminous materials, and sprayed fire-resistive materials.
- Laboratory personnel are well-trained to efficiently process specimens in a timely, accurate manner and test results are shared electronically.
- A highly-trained staff with CTQP training, First Aid / CPR, and other courses that are beneficial to clients.
- A combined staff of more than 80 engineers, engineering interns, scientists, geologists, technicians, inspectors, drillers and administrative professionals to serve you.

E&A provides professional services to a wide variety of clients from individual home owners, commercial properties, and various financial institutions, to public sector clients such as the City of Jacksonville, multiple counties, the Florida Department of Transportation, Florida Department of Environmental Protection, and the U.S. Army Corps of Engineers. E&A's professional staff have varied backgrounds and many years of experience, all highly trained in their fields of study to best serve clients and provide them with what they need to complete each project in the most accurate and efficient manner possible.



### ***Environmental Resource Solutions***

Environmental Resource Solutions, Inc. (ERS) is a full service natural resource environmental consulting firm that has been providing clients with high quality, client based services for over 19 years. ERS is certified as a Disadvantaged Business Enterprise (DBE) by the Florida, Georgia, Puerto Rico, Texas, Alaska, Hawaii, and Oklahoma Departments of Transportation, as a Minority Business Enterprise (MBE) by the State of Florida, and as a certified Jacksonville Small and Emerging Business Enterprise (JSEB) by the City of Jacksonville. ERS is a woman owned business, founded by Kim Allerton and Nancy Zyski. Our expert staff includes environmental biologists, ecologists, marine scientists, botanists, AutoCAD/GIS analysts and Federal Aviation Administration (FAA) qualified airport wildlife biologists. The firm has developed an enviable reputation, in both the public and private sectors, for innovative and cost-efficient approaches to environmental challenges.

ERS services include: Wildlife hazard assessments and management plans (aviation); National Environmental Policy Act (NEPA) documentation preparation including Environmental Impact Statements, Environmental Assessments, and Categorical Exclusions; preliminary biological assessments of property for wetlands, sensitive habitat, and Threatened and Endangered Species surveys; jurisdictional wetland delineations; gopher tortoise surveys and relocations; wetlands and protected species permitting; Rapanos documentation; wetland mitigation design and implementation; created wetland monitoring, reporting and maintenance; essential fish habitat analyses; mitigation bank permitting (wetlands and gopher tortoises); Project Development and Environmental (PD&E) studies; Development of Regional Impact/Application for Developmental Approval (DRI/ADA) team participation for wetlands, vegetation, wildlife, and water quality; resource management plans; UMAM determinations; GIS analyses and mapping; construction supervision; expert witness testimony, and FAA required continuous wildlife services for airports

### **Related Local Project Examples**

ERS, in conjunction with engineering firms, has recently completed the permitting of two sidewalk segments located north of the St. Augustine City Gates along US 1. These projects involved wetland delineation, preliminary listed species survey, agency coordination, avoidance and minimization of wetland impacts, and permitting.

ERS, in conjunction with an engineering firm, has also completed the permitting of improvements to US 1 in the May Street area in uptown St. Augustine. This project involved wetland sidewalks, road improvements, and drainage improvements.

ERS is also working with a project engineer to complete the permitting of repairs to a seawall located in St. Johns County along State Road A1A that was damaged by Hurricane Matthew. This project involves wetland and waterway delineation, agency coordination, and avoidance and minimization of impacts.

**Kimley-Horn**

*State of Florida*  
*Department of State*

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2017, that its most recent annual report/uniform business report was filed on April 28, 2017, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-fourth day of May,  
2017*



*Ken Detjen*  
**Secretary of State**

Tracking Number: CU0437258165


To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.


<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



**Kimley-Horn (continued)**

**State of Florida**  
**Board of Professional Engineers**


  
**Kimley-Horn and Associates, Inc.**


  
**FBPE**  
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

Is authorized under the provisions of Chapter 471, Florida Statutes, to offer engineering services to the public through a Professional Engineering Firm, as defined in Chapter 471, Florida Statutes.

Expiration: 2/28/2019  
 Audit No: 228201901966 R

CA Lic. No:  
696


RICK SCOTT, GOVERNOR


KEN LAWSON, SECRETARY

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF LANDSCAPE ARCHITECTURE**

<b>LICENSE NUMBER</b>	
	LCC000219


The LANDSCAPE ARCHITECT BUSINESS  
 Named below HAS REGISTERED  
 Under the provisions of Chapter 481 FS  
 Expiration date: NOV 30, 2017





**KIMLEY-HORN AND ASSOCIATES INC**  
 P.O. BOX 33068  
 RALEIGH NC 27606

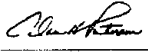
ISSUED: 11/04/2015      DISPLAY AS REQUIRED BY LAW      SEQ # L1511040001291


  
 Florida Department of Agriculture and Consumer Services  
 Division of Consumer Services  
 Board of Professional Surveyors and Mappers  
 2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No: **LB696**  
 Expiration Date: February 28, 2019

**Professional Surveyor and Mapper Business License**  
 Under the provisions of Chapter 472, Florida Statutes

**KIMLEY-HORN AND ASSOCIATES, INC.**  
 3001 WESTON PKWY  
 CARY, NC 27513-2301

  
 ADAM H. PUTNAM  
 COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.


RICK SCOTT, GOVERNOR


KEN LAWSON, SECRETARY

**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL GEOLOGISTS**

<b>LICENSE NUMBER</b>	
	GB175

The GEOLOGY BUSINESS  
 Named below IS CERTIFIED  
 Under the provisions of Chapter 492 FS  
 Expiration date: JUL 31, 2018






**KIMLEY-HORN AND ASSOCIATES INC**  
 5302 FAYETTEVILLE STREET  
 SUITE 800  
 RALEIGH NC 27601

ISSUED: 07/25/2018      DISPLAY AS REQUIRED BY LAW      SEQ # L1507250001560


**Kimley-Horn (continued)**

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**George E. Roland, P.E.**




Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 62338  
 Audit No: 22820197120 R

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**Michelle B. Mecca, P.E.**




Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 55059  
 Audit No: 228201909644 R

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**Gary Jocelyn Nadeau, P.E.**



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 49629  
 Audit No: 228201919903 R

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**William James Schilling Jr., P.E.**



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 53947  
 Audit No: 228201919785 R

**Licensee Information**


Name: WETTERELL, RYAN S (Primary Name)  
 Main Address: 2337 KILKENNY DRIVE EAST  
 TALLAHASSEE Florida 32309  
 County: LEON

License Mailing:  
 License Location:

**License Information**

License Type: Professional Engineer  
 Rank: Prof Engineer  
 License Number: 69256  
 Status: Current, Active  
 License Date: 01/29/2009  
 Expires: 02/28/2019

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**Charles Earl Wills, P.E.**



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 44194  
 Audit No: 228201916210 R

**Licensee Information**


Name: ROEBEL, WENDY JEWEL  
 Main Address: 5949 WIND CAVE LANE  
 JACKSONVILLE Florida 32256  
 County: DUVAL

License Mailing:  
 License Location:

**License Information**


License Type: Professional Engineer  
 Rank: Prof Engineer  
 License Number: 74007  
 Status: Current, Active  
 License Date: 01/12/2012  
 Expires: 02/28/2019

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**Martin Thaddeus Joseph Brenny, P.E.**



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 71815  
 Audit No: 228201902121 R

**State of Florida**  
 Board of Professional Engineers  
 Attests that  
**Brian Scott Deitsch, P.E.**







Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
 Expiration: 2/28/2019 P.E. Lic. No: 77073  
 Audit No: 228201921505 R

  
 YOUR PARTNER IN PUBLIC SAFETY  
**Traffic Signal Renewal Program**  
 Be It Known That  
**Stephen D. Orr**  
 is hereby certified as a  
**Traffic Signal Field Technician Level II**  
 by completing all requirements and examination  
 for Certification on the fifth day of August, 2019  
 Initial Term 02/28/2019

   
 License No: 0021812 Michael T. Orr, Secretary


**DRMP, Inc.**

	<p>Florida Department of Agriculture and Consumer Services Division of Consumer Services Board of Professional Surveyors and Mappers 2005 Apalachee Pkway Tallahassee, Florida 32399-6500</p>	<p>License No.: <b>LB2648</b> Expiration Date February 28, 2019</p>
<p><b>Professional Surveyor and Mapper Business License</b> Under the provisions of Chapter 472, Florida Statutes</p>		
<p>DRMP, INC. 941 LAKE BALDWIN LANE ORLANDO, FL 32814</p>		<p> ADAM H. PUTNAM COMMISSIONER OF AGRICULTURE</p>
<p><small>This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.</small></p>		

	<p>Florida Department of Agriculture and Consumer Services Division of Consumer Services Board of Professional Surveyors and Mappers 2005 Apalachee Pkway Tallahassee, Florida 32399-6500</p>	<p>License No.: <b>LS5977</b> Expiration Date February 28, 2019</p>
<p><b>Professional Surveyor and Mapper License</b> Under the provisions of Chapter 472, Florida Statutes</p>		
<p>GLENN J LUSINK 608 CATHERINE FOSTER LN SAINT JOHNS, FL 32259-7953</p>		<p> ADAM H. PUTNAM COMMISSIONER OF AGRICULTURE</p>

**Ellis & Associates, Inc.**


**State of Florida**  
Board of Professional Engineers



Attests that  
**Ellis & Associates, Inc.**

Is authorized under the provisions of Florida Statutes, to offer engineering services to the public through a Professional Engineering Firm under Chapter 471, Florida Statutes.

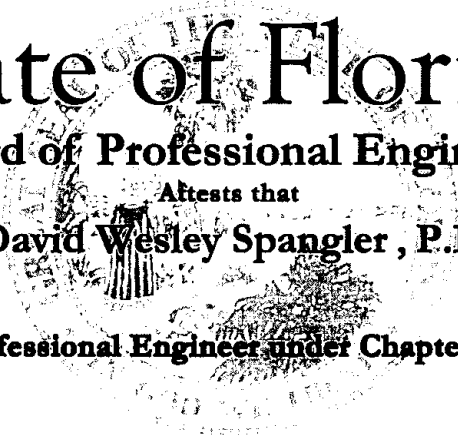
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Audit No: 228201902174 R



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

CA Lic. No:  
998


**State of Florida**  
Board of Professional Engineers



Attests that  
**David Wesley Spangler, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

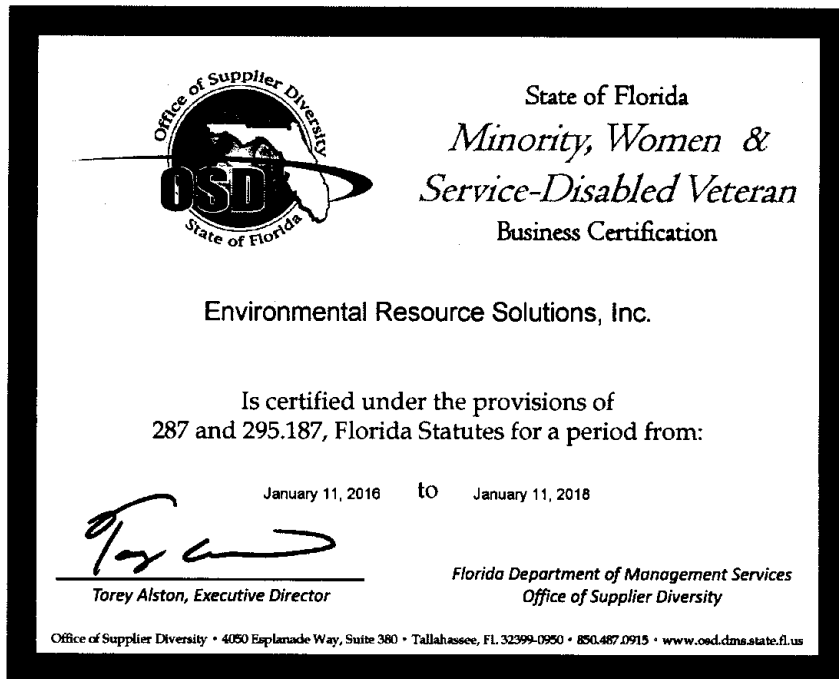
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Audit No: 228201914108 R



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

P.E. Lic. No:  
58770

**Environmental Resources Solutions, Inc.**



## Section 4. Related Experience

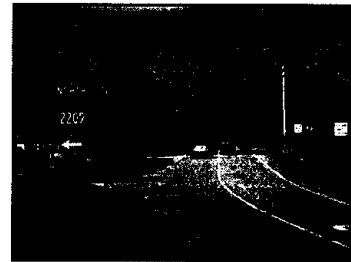
### *CR 210W – Expansion from 4-lanes to 6-Lanes*

Kimley-Horn provided design services and performed extensive coordination for approximately 1.5 miles of CR 210W within the limits of the Twin Creeks DRI. Design services included roadway, drainage, maintenance of traffic, and pavement markings. Kimley-Horn was contracted to provide a design which would widen this section of CR 210W from four lanes to a six-lane roadway. The intersection at CR 210W and Alternate CR 210 was designed to accommodate the ultimate six lanes and the widening of Alternate CR 210 to accommodate the widening of the intersection. The project required extensive coordination between the developments along the north and south sides of the roadway, JEA, TECO Peoples Gas, AT&T, Level III, St. Johns County Signals, and the St. Johns County Utilities Department.



### *CR 2209/CR 244 Intersection Improvements*

Kimley-Horn designed improvements at the intersection of CR 2209 and CR 244 for St. Johns County. The improvements consisted of adding a second northbound left turn lane, removal of the existing traffic island in the northwest corner of the intersection, reducing the radius at the northwest corner of the intersection, adjusting the crosswalks across the north and west legs of the intersection, adding a westbound right turn lane, a structural and gravity retaining wall system to accommodate the westbound right turn lane, and the corresponding signal modifications. A permit exemption was obtained from the St. Johns River Water Management District and the U.S. Army Corps of Engineers for the improvements. Kimley-Horn coordinated with the utility owners in the corridor to have their facilities relocated prior to construction. These improvements were coordinated with the current design-build project that is connecting 9B to CR 2209.



### *SR 16 Widening*

Kimley-Horn provided roadway, drainage, maintenance of traffic, signal, utility, pavement markings, structural design and public involvement services for the reconstruction and widening of approximately 1.5 miles of SR 16 in St. Johns County from two lanes to four lanes. The project limits were from SR 16A to International Golf Parkway. The project was a Development Order condition for the Saint Johns DRI. Since the Development Order requirement was a County mandate condition affecting a FDOT facility, it was critical to have a partnership between all involved parties to ensure a successful project. The roadway design included a four-lane urban typical section. The existing drainage system was converted from a roadside swale system to an internal drainage system with swale treatment. Kimley-Horn coordinated with existing utility companies to relocate their facilities along the corridor to accommodate the widening. A new 20-inch waterline was designed as part of this project. The traffic control plan included multi-phased construction to allow the use of the existing lanes while constructing the new lanes, and then reconstructing the existing lanes. The storm water treatment approach was unique for this roadway. The existing roadway system had not been permitted with the SJRWMD and the client was unable to obtain right-of-way to construct ponds. Kimley-Horn used an innovative approach to develop a system using a combination of treatment systems in the adjacent roadside swales. A portion of the swales percolated the runoff and the remaining swales had an orifice bleed down system. This innovative approach eliminated the need for right-of-way acquisition.



## Section 5. Approach and Innovation

**Project Understanding** – The limits for this Old Moultrie Road project are from Lewis Point Road north to SR 312. The existing roadway within this 1-mile segment consists primarily of three lanes of pavement with a typical section that varies from rural to urban throughout the corridor. The existing posted speed limit within the project varies from 35 mph to 40 mph. The objective for this project is to provide a uniform three-lane urban typical section with bike lanes and sidewalk on both sides of the roadway within the existing road right-of-way, which varies from 66 feet to 87 feet in width. A formal storm sewer collection and stormwater management system will be designed and permitted for the improved typical section. The existing mast arm signals at Lewis Point Road and at SR 312 will be rebuilt and/or adjusted as needed to accommodate the proposed roadway improvements.

**Survey and Right-of-Way (R/W) Acquisition** – DRMP will assist with surveying, mapping, and subsurface utility engineering (SUE). These activities have already begun by researching and reviewing available data that will impact the survey. DRMP can efficiently begin recovering any pre-existing site control and R/W documentation, and reestablish the existing alignment and the R/W of the project corridor. Project controls and benchmarks will be set outside the anticipated limits of construction prior to beginning the design survey. The R/W acquisition phase can offer its own unique challenges in such an historic area as St. Augustine and St. Johns County. DRMP will work closely with St. Johns County to assist in minimizing costs while utilizing any unique local knowledge on any historical title or land issues. After the necessary R/W acquisitions are determined, a separate sketch and legal description for each impacted property will be created.

**Typical Section** – The County’s standard typical section for a major collector roadway such as Old Moultrie Road specifies a minimum 80-foot R/W with 12-foot travel lanes, 5-foot bike lanes, as well as curb and gutter and sidewalk along both sides of the roadway. With only 66 feet of existing R/W available throughout much of the project corridor, we have developed an alternate typical section for the County’s consideration that can be fit within the existing R/W. This alternate typical section is shown in Section 7 and includes a 12-foot-wide, bi-directional left turn lane, 11-foot travel lanes, 4-foot bike lanes, and 6-foot sidewalks adjacent to the outside curb and gutter. We recognize that this proposed typical section is a departure from the County standard, however it does provide all the desired roadway elements. **Given that this alternative will allow the County to build a three-lane urban section within the existing R/W, we believe this to be a cost-saving alternative for consideration.**

**Roadway Design** – In developing an innovative approach for this project we considered two primary options for upgrading the roadway to a three-lane urban typical section. **Option 1** would be the reconstruction of the entire roadway corridor. This option would be the most direct approach but would have the highest construction cost and present challenges in maintaining two-lane, two-way traffic during construction. **Option 2** would be to take advantage of existing conditions and simply resurface/overbuild the existing pavement to achieve the longitudinal profile needed for pavement drainage. Milling/resurfacing/overbuilding of the existing pavement with widening to the outside where needed would **minimize pavement reconstruction costs and allow for maintenance of traffic on the existing pavement using daily lane closures.**

The project breaks down into three distinct segments that each have their own challenges and will require a unique application of the widening & resurfacing option (Option 2) as suggested previously. Segment 1 is from Lewis Point Road to north of Hideaway Lake Drive (approx. 1,300 feet). This segment of roadway is an existing curb and gutter section in most areas, which should

only require resurfacing the existing pavement and minor widening to accommodate bike lanes. We will evaluate the existing pavement structure based on pavement cores to be performed by our geotechnical consultant, and if needed, increase the asphalt resurfacing thickness to achieve the required structural strength for the existing pavement. We recommend widening the existing pavement to the east to accommodate the proposed typical section which will eliminate the need to relocate the existing overhead utilities on the west side of the roadway. The widening to one side within this segment of the project will require a slight shift in the alignment through the Lewis Point Road intersection, but this shift will be less than the maximum allowed.

Segment 2 is from north of Hideaway Lake Drive to approximately 500 feet north of South Park Boulevard (southern Lowe's entrance). The existing pavement width through most of this segment is approximately 34 feet. We recommend the existing pavement be resurfaced/overbuilt to achieve a desired longitudinal profile for drainage purposes and the pavement widened 4 feet on each side to achieve the desired 42-foot pavement width indicated in the proposed typical section.

Segment 3 is from north of South Park Boulevard to the end project at SR 312. This segment of roadway has an existing pavement width that varies from 31 feet to 63 feet with existing curb and gutter and sidewalk on both sides of the roadway. In addition, Lowe's has previously installed in the northbound direction a right turn lane, bike lane and sidewalk up to Bartola Genovar Road. We recommend incorporating these existing improvements into this Old Moultrie Road project. By reducing the existing lane widths to 11 feet and removing the 3.5-foot utility strip on the west side of the road, the proposed typical section can be achieved without major reconstruction.

**Maintenance of Traffic (MOT)** – Using the innovative concept of widening and resurfacing the existing pavement will allow for a very simple and straight forward MOT plan. During Phase I, the existing pavement would be overbuilt/resurfaced during off peak periods using daily single-lane closures in accordance with FDOT Index 603. Once the existing pavement is brought up to grade, the left and right side widening can be completed in two separate additional phases using a low-profile barrier (FDOT Index 412) to protect the drop off condition that will be created by the widening construction and storm sewer installation. The benefits of this approach will be:

- Lower construction cost with minimal throwaway construction
- Two-lane, two-way traffic can be maintained during peak periods
- Safety for traveling public and construction personnel

**Drainage/Permitting** – In order to develop an innovative and cost effective approach to the drainage design and permitting required for this project, Kimley-Horn met with the St. Johns River Water Management District (SJRWMD) and discussed the possibility of exempting portions of the roadway which will only require minor widening. A single permit could be issued which would include those existing segments of the project which would qualify for permit exemption. **Exempting segments of the project from permitting requirements will greatly reduce the amount of R/W needed for stormwater management and may even reduce the number of ponds required.** Like our approach of utilizing the existing pavement, we believe that there is significant existing drainage infrastructure that can be incorporated into the proposed roadway

The innovative idea of retaining the existing pavement to the greatest extent practical will reduce overall construction costs, minimize R/W acquisition requirements and greatly reduce the cost and complexity of the maintenance of traffic plan.



improvements. Utilizing existing storm sewer pipe and simply extending existing cross drain culverts will reduce construction costs, utility relocations and minimize construction duration.

**Intersection Improvements and Traffic Signals** – There are multiple intersections throughout this project starting with the signalized intersection at Lewis Point Road and ending with the signalized intersection at SR 312. As part of our traffic analysis we will collect turning movement counts for significant intersecting streets such as Hideaway Dr., Whitehall Dr., Villa Club Dr., Southpark Blvd., and Bartola Genovar Dr. to determine if the addition of right turn lanes are justified. Entrance/Exit turning movements will be reviewed and appropriate turn radii incorporated into our design:

- **Southpark Boulevard Traffic Signal** – A full signal warrant will be performed for this intersection based on counts for eight hours. We looked at the data included in the Old Moultrie Study (2013) which performed four peak hour counts. The four hours counted don't currently meet any of the signal warrants. As a part of the signal warrant analysis three years of crash data will also be reviewed and compared to the signal warrant criteria in the MUTCD.
- **Bartola Genovar Rd.** – This intersection currently provides uncontrolled crosswalk pavement markings without any signage. We recommend adding pedestrian crossing signage along with Rectangular Rapid Flash Beacons (RRFB). Additional geometric restrictions also need to be incorporated in this intersection to insure right-turn only movement restrictions are upheld.

**Utility Coordination** – We have identified seven utility owners consisting of Comcast Cable, City of St. Augustine (water and sewer), Fibernet Direct, Florida Power & Light, TECO Peoples Gas, AT&T, and St. Johns County Utility Department. Initially, we will send plans to all utility owners to review and indicate their existing and proposed facilities. We will meet with utility representatives to verify location information and resolve any potential conflicts. This process will be enhanced by utilizing a 3D model of the drainage systems to identify potential utility conflicts. Conflict locations will be field-verified so that all relocation work is clearly identified prior to construction. Utility relocation agreements will be secured prior to construction to protect St. Johns County against delay costs associated with utility owner relocation work to be performed.

**Public Outreach and Social Media** – Well-planned and implemented community engagement and stakeholder involvement can often be the difference between a successful and efficiently delivered project, and one that gets mired in controversy. For the Old Moultrie Road widening project to be successful, it will need the support of the community. This support is garnered through transparency in the development of the plans and regularly providing updates and information for public review and input. Our in-house public involvement team has extensive experience in public engagement and consensus building. We will work closely with County staff from the beginning to develop an executable public involvement plan that includes the community and all identified stakeholders. At a minimum, public meetings will be held at the 60% design plans. Additional meetings with homeowner associations, business groups, and other stakeholder groups can be scheduled as needed. One tool which has been effective in ensuring the progression of a project is identifying stakeholders or groups who may have opposition to, or concerns with the project. In addition to direct meetings with stakeholders, we recommend an electronic communications outreach effort using social media tools, such as Facebook, Twitter, email newsletters, and a project webpage. We recommend carrying these public communication tools forward into the construction phase to keep the public informed on changing roadway conditions.

## Section 6. Quality and Schedule Control

### Quality Assurance/Quality Control

The following steps summarize our formal in-house program for complete quality management:

- **Develop Detailed Work Plan.** The work plan establishes the major tasks, identifies staff members who will complete the tasks, determines how much time the tasks will take, designates the quality control review staff, and details the schedule for accomplishment.
- **Assign QA/QC Responsibility.** We have identified **Gary Nadeau, P.E.** as our QA/QC manager. He has extensive experience with roadway projects, but will not be involved in the day-to-day development-this enables him to provide a fresh perspective and critical eye.
- **Conduct Peer Reviews.** We design peer reviews to check, review, and provide oversight of work activities. Individuals who are not directly responsible for performing the task offer an unbiased technical evaluation at every step of the project.
- **Perform Meticulous Project Documentation.** Appropriate data and work papers that detail the choices that were evaluated and the basis for recommendations will support all documents.
- **Final Project Manager Endorsement.** **George Roland, P.E.**, our project manager, will evaluate the project for clarity, accuracy, completeness, and scope compliance.

### Schedule Control

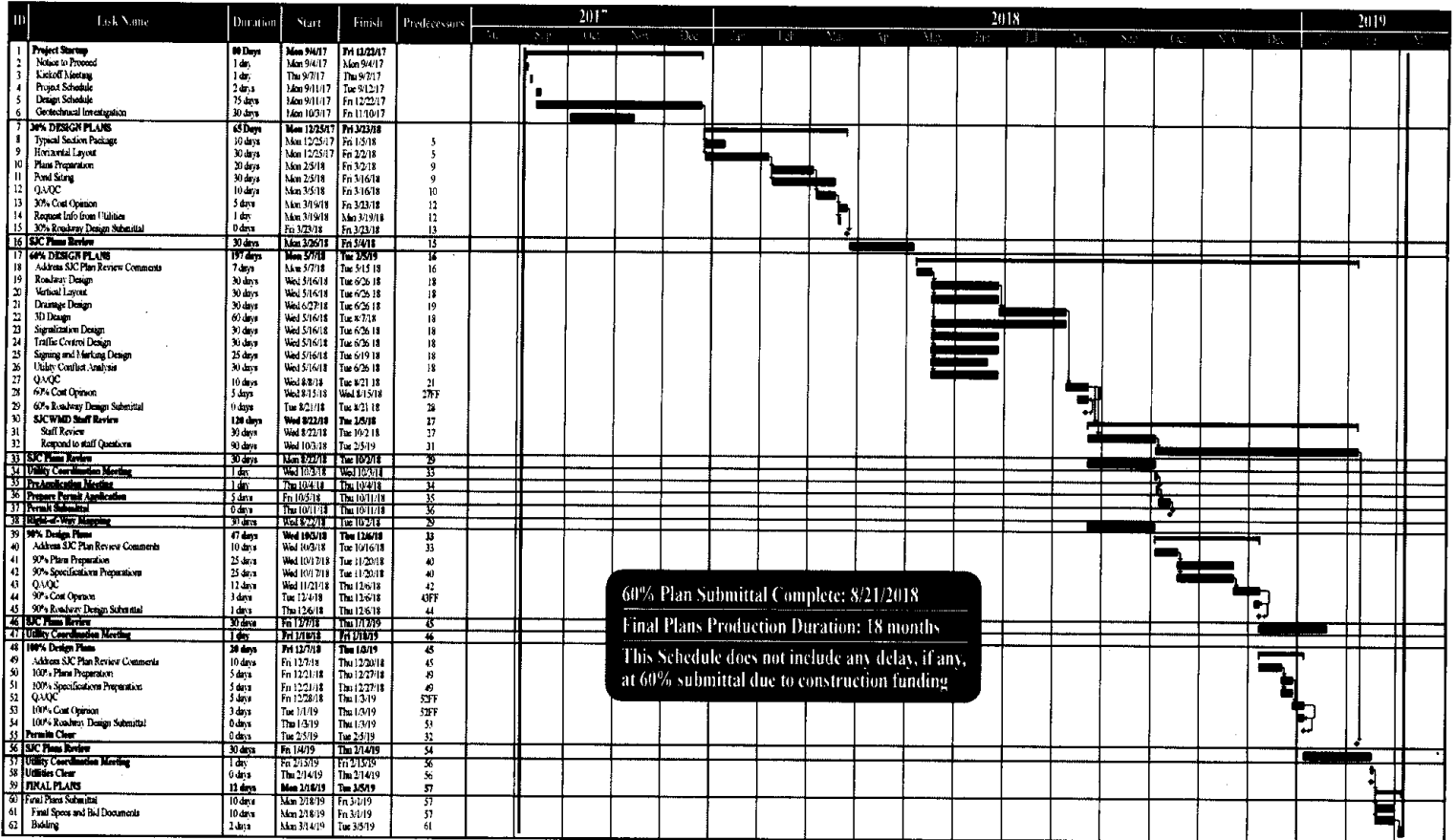
Schedules are paramount to the effort and operations of the County, and we know that active planning, regular communication, and extensive follow-through are expected on every job. As your prime consultant, Kimley-Horn will be the driving force behind schedule compliance. We will also monitor our subconsultants to make certain that this goal is being maintained, and more importantly, that the County does not have to be burdened with keeping the project on schedule.

We will prepare a project schedule and monitor it against actual project milestone completion dates. Our project manager, **George Roland, P.E.**, will prepare a project schedule at the onset of a project and will update the schedule as necessary to reflect the actual status of the project. We will submit updated schedules monthly, along with our invoices as deemed necessary by the County. Kimley-Horn is confident in its ability to monitor the project schedule to meet St. Johns County's expectations for the Old Moultrie Road project.

To confirm that the schedule is being upheld to the County's specifications, George will provide proactive monitoring and control of the project schedule. This direction will be driven by providing both timely coordination of personnel and skill set applications, as well as continuous observation of and communication with all team members, weeks in advance of a delivery milestone. During weekly communications with St. Johns County staff, we will identify approaching tasks and designate team members to work on those specific tasks. Through frequent monitoring and communication, we will be able to adjust staffing levels as needed throughout the life of the project to keep the various tasks and stages of the project on schedule.

Kimley-Horn's Proposed Design Schedule for this project can be found on the following page.

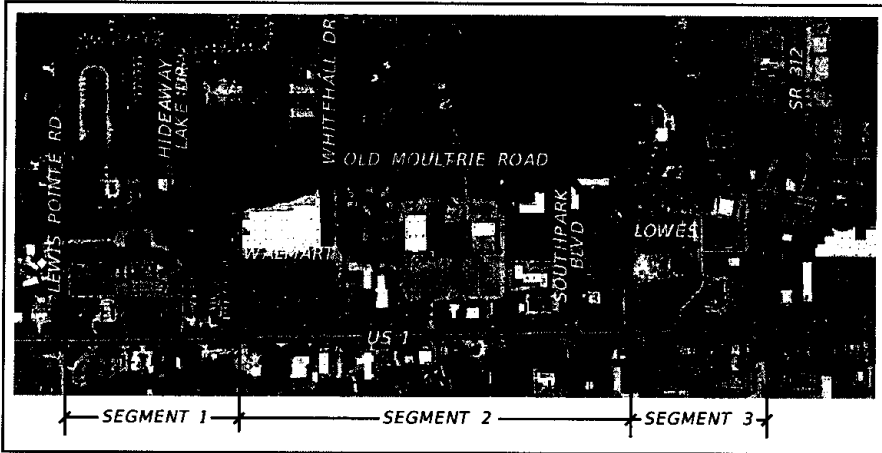
Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services RFQ #17-57



60% Plan Submittal Complete; 8/21/2018  
 Final Plans Production Duration: 18 months  
 This Schedule does not include any delay, if any,  
 at 60% submittal due to construction funding

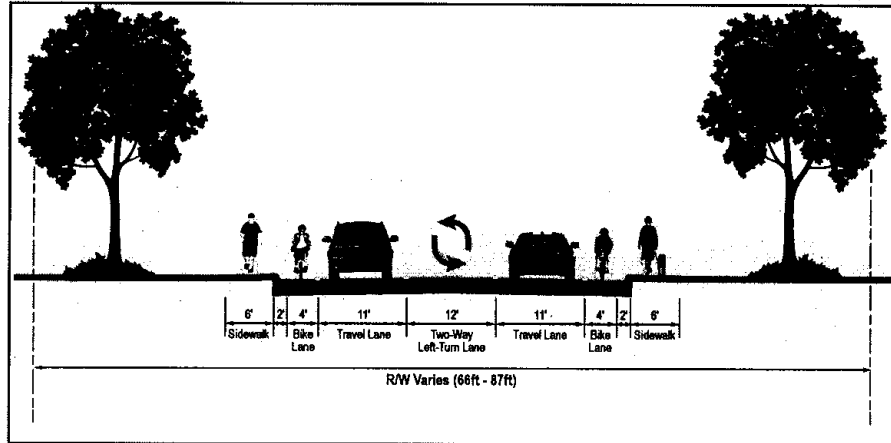
Task ■ St. Johns County Review ■ Milestone ◆ Project Summary —

## Section 7. Additional Information

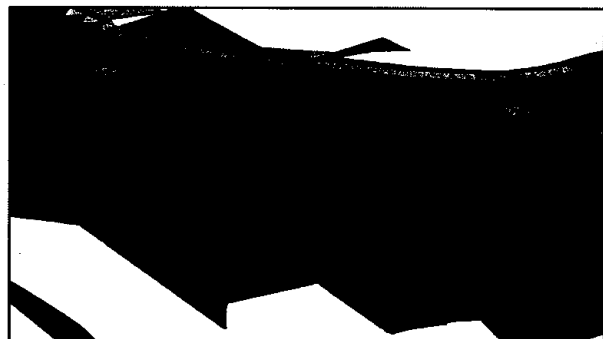
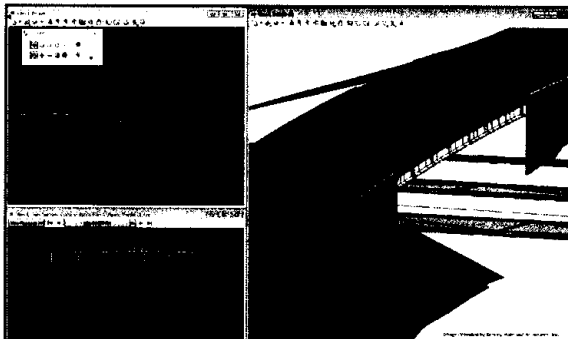


*Segment  
Location Map*

*Proposed  
Typical Section*



**Use of 3D Design** – Kimley-Horn will prepare the plans for this project utilizing 3D design and the latest modelling software. By using 3D design, we will provide a very accurate cost estimate, as well as depict right-of-way needs and the precise location of existing utilities. With this technology, modifications are quick and easy to perform in investigating alternative designs. 3D design allows for the determination of conflicts during the design phase rather than during construction. The graphic below shows the interaction between plan view, cross sections, and the completed model.



**Interactive Tools for Public Involvement** – To further immerse the community into our 3D environments, we have enhanced our capabilities by hosting our 3D models on the internet where the community can view our models on their smart phones or tablets. By selecting the three icons at the lower right of the initial model visualization, the model will georeference, display visual vantage points, and expand to a full 3D view. As the smart device is moved around in space, the geospatial technology within the smart device will display areas of the model as if you were looking at it in real life. The user will be able to see different vantage points of the 3D model and truly experience full immersion in the environment. By identifying and selecting the visual viewpoints by selecting the “eyes” along the corridor, the user can easily move from place to place to experience the entire corridor. We believe this 3D immersion has, and will continue to revolutionize the industry, specifically as it relates to community engagement.

We invite you to immerse yourself into one of our recently completed streetscape projects in Naples, Florida – Central Avenue from 8th Street to Riverside Circle. You can experience a 3D model and our ability to engage the community by visiting the following web address on your mobile device to explore the Central Avenue project:  
<http://view.mylumion.com/?p=vjdwjq3ldegy37pm>

**SIB Loan Funding** – The State Infrastructure Bank (SIB) loan program is a funding resource administered by FDOT that many local government entities across the state are leveraging to assist in delivering needed transportation infrastructure to their community. The program’s terms and arrangements are flexible and would be proposed by the County. Kimley-Horn has extensive experience with the staff that administers the program (Jennifer Weeks), and with the application process. We could provide support to St. John’s County as you explore funding opportunities, including the SIB loan program, and other state grant programs, such as the County Incentive Grant Program (CIGP) and Transportation Regional Incentive Program (TRIP).

**Initial Design and Permitting Phase** – Kimley-Horn will prepare the plans for this project using 3D design and the latest modelling software. Our plan for the 60% plans is to perform the necessary design to permit the project, identify utility conflicts, and secure right-of-way. Once we have submitted the 60% plans, we will obtain the construction permit SJRWMD, finalize utility conflicts and relocation, and halt design efforts until adequate funding is secure for construction. This is the best use of design funding to make certain we do not need to redesign based on changing conditions or standards.

**Final Detailed Design, Bid Documents, and Construction Phase Support** – Once the local and regulatory design requirements have been incorporated into the 60% design, we will add all necessary details for construction including specific construction details, pertinent regulatory details, signalization, erosion control, maintenance of traffic, mitigation and signing and marking plans. Detailed bid documents and design specification are prepared for bidding. We will remain available and place priority to providing plans clarification for the contractor during the construction phase.

## **Section 8. Administrative Information**

- Proof of Liability Insurance and its limits
- Drug Free Work Place Form
- RFQ Affidavit
- RFQ Affidavit of Solvency
- Acknowledged Addenda

Client#: 25320 KIMLHORN

**ACORD™ CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
3/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022	<b>CONTACT</b> NAME: Jerry Noyola PHONE (A/C, No, Ext): 770-552-4225      FAX (A/C, No): 866-550-4082 E-MAIL ADDRESS: jerry.noyola@greyling.com														
<b>INSURED</b> Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Union Fire Ins. Co.</td> <td>19445</td> </tr> <tr> <td>INSURER B : Aspen American Insurance Compan</td> <td>43460</td> </tr> <tr> <td>INSURER C : New Hampshire Ins. Co.</td> <td>23841</td> </tr> <tr> <td>INSURER D : Lloyds of London</td> <td>085202</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Union Fire Ins. Co.	19445	INSURER B : Aspen American Insurance Compan	43460	INSURER C : New Hampshire Ins. Co.	23841	INSURER D : Lloyds of London	085202	INSURER E :		INSURER F :	
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INSURER E :															
INSURER F :															

**COVERAGES**      **CERTIFICATE NUMBER: 17-18**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			5268169	04/01/2017	04/01/2018	EACH OCCURRENCE    \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence)    \$500,000 MED EXP (Any one person)    \$1,000,000 PERSONAL & ADV INJURY    \$1,000,000 GENERAL AGGREGATE    \$2,000,000 PRODUCTS - COMP/OP AGG    \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			4489663	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (EA accident)    \$1,000,000 BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			CX005FT17	04/01/2017	04/01/2018	EACH OCCURRENCE    \$5,000,000 AGGREGATE    \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?    Y/N N/A			015893685 (AOS)	04/01/2017	04/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT    \$1,000,000 E.L. DISEASE - EA EMPLOYEE    \$1,000,000 E.L. DISEASE - POLICY LIMIT    \$1,000,000
A	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			015893686 (CA)	04/01/2017	04/01/2018	
D	Professional Liab			P070831700	04/01/2017	04/01/2018	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Sample Certificate	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2014/01)    1 of 1    The ACORD name and logo are registered marks of ACORD    #S694530/M685436    JNOY1

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312**  
**Professional Engineering Services**

**Company Name:** Kimley-Horn and Associates, Inc.

**St. Johns County Board of County Commissioners**  
**Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Kimley-Horn and Associates, Inc. does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Signature

June 21, 2017  
Date



**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57  
Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312  
Professional Engineering Services**

**AFFIDAVIT**

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF Florida COUNTY OF Orange. Before me, the undersigned authority, personally appeared George Roland, P.E. who, being duly sworn, deposes and says he is Associate (Title) of Kimley-Horn and Associates, Inc. (Firm) the respondent submitting the attached proposal for the services covered by the RFQ documents for RFQ No: 17-57 Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 – Professional Engineering Services.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Kimley-Horn and Associates, Inc.  
(Proposer)

By *George Roland*

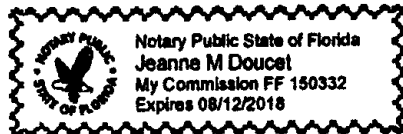
Associate  
(Title)

STATE OF Florida )

COUNTY OF Orange )

Subscribed and sworn to before me this 21st day of June, 2017, by George Roland, P.E. who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

*Jeanne M. Doucet*  
Notary Public



My commission expires:  
08/12/2018

**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**

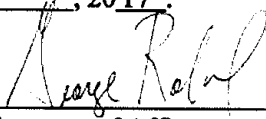
**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312**  
**Professional Engineering Services**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF Kimley-Horn and Associates, Inc., being of lawful age and being duly sworn I, George Roland, P.E., as Associate (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand that failure to make truthful and complete disclosure of any fact or item of information contained herein may result in disqualification or termination for cause by the County of any contract for the services provided pursuant to above referenced RFQ and/or other action(s) authorized by law.


The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 21st day of June, 2017.

  
\_\_\_\_\_  
Signature of Affiant

STATE OF Florida )

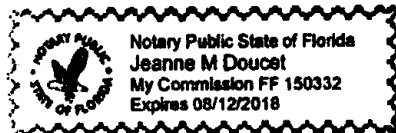
COUNTY OF Orange )

Subscribed and sworn to before me this 21st day of June, 2017, by George Roland, P.E. who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

  
\_\_\_\_\_  
Notary Public

My commission expires:

08/12/2018





## St. Johns County Board of County Commissioners

Purchasing Division

June 9, 2017

### ADDENDUM #1

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** RFQ No: 17-57; Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312 Professional Engineering Services

This Addendum #1 is issued to further respondents' information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Division, Attn: David Klages; 500 San Sebastian View, St. Augustine, FL 32084.**

#### Question:

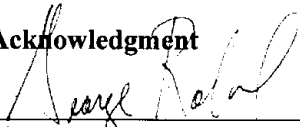
1. Are we permitted to use a smaller/different font for figure captions?  
**Answer: Yes.**
2. Is it permitted for the document header and footer (containing the page number, document/section name, and consultant's logo) to fall within the 1" margin space on the page?  
**Answer: Yes.**
3. Does any text within the headers and footers have to obey the Times New Roman, 12 point font rule?  
**Answer: Yes.**
4. Are the one-page résumés restricted to the same margins, font style and font size as the core response?  
**Answer: Yes.**
5. Can you confirm that the one-page Proposed Design Schedule can be on 11" x 17" paper?  
**Answer: Yes, that would be fine.**
6. Should the Proposed Design Schedule adhere to the one inch margins and 12 point Times New Roman font requirement?  
**Answer: Yes, please adhere to this requirement.**
7. Under *Section 3: Company and Staff Qualifications* of the front end documents, is the list of sub-consultants with credentials and related experience limited to one page per sub-consultant or one page for all sub-consultants combined?  
**Answer: One page per sub-consultant so multiple pages are permissible if there are multiple sub-consultants.**

**Clarification:**

1. The County has revised the Affidavit of Solvency to replace number 4 with the following: "I fully understand that failure to make truthful and complete disclosure of any fact or item of information contained herein may result in disqualification or termination for cause by the County of any contract for the services provided pursuant to above referenced RFQ and/or other action(s) authorized by law." Please use the revised Affidavit of Solvency form included in this addendum.
2. Under *Section 3: Company and Staff Qualifications* of the front end documents, there shall be a **three (3)** page limit when providing evidence that the firm has qualified and experienced staff to perform the scope of services required for this project. The three-page limit does **not** include the following:
  - Résumés of key personnel and sub-consultants
  - Project Organization Chart
  - List of sub-consultants
  - Copies of applicable licenses/certifications

**THE PROPOSAL DUE DATE REMAINS JUNE 22, 2017 AT 4:00 P.M.**

**Acknowledgment**

  
Signature and Date

6/21/2017

George Roland, P.E., Associate

Printed Name/Title

Kimley-Horn and Associates, Inc.

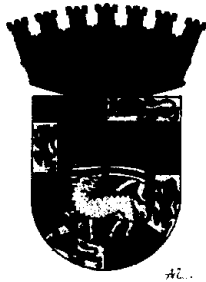
Company Name (Print)

Sincerely,

David Klages  
Contract Coordinator

**END OF ADDENDUM NO. 1**

One page to follow.



**ST. JOHNS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**RFQ NO: 17-57  
REQUEST FOR QUALIFICATIONS**

**Old Moultrie Road (County Road 5A)  
From Lewis Point Road to State Road 312  
Professional Engineering Services**

**St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A)**  
**From Lewis Point Road to State Road 312 Professional Engineering Services**

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**ST. JOHNS COUNTY FL – RFQ No. 17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services**

**PART I: ADVERTISEMENT**

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFQ No. 17-57; Old Moultrie Road (County Road 5A) from Lewis Point Road to State Road 312 Professional Engineering Services**. Interested and qualified respondents may submit RFQ Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. All RFQ Packages are due by or before **4:00P.M. (EDST) on Thursday, June 22, 2017**. Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

In accordance with Florida Statutes, Section 287.055 Consultant's Competitive Negotiation Act (CCNA), St. Johns County Board of Commissioners solicits responses from qualified and experienced firms to provide Professional Engineering Services for the reconstruction of Old Moultrie Road (CR 5A) from two lanes to three lanes from Lewis Point Road to State Road 312, approximately 1.0 mile.

RFQ Packages are available for downloading from Onvia DemandStar, Inc. at their website [www.demandstar.com](http://www.demandstar.com), or by calling 800-711-1712 and requesting Document **#17-57**. Vendors registered with DemandStar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request please provide the full company name, full company address, company phone number, primary contact and email address.

Any and all questions or requests for information relating to this Request for Qualification shall be submitted **in writing** by or before close of business (5:00P.M.) on **Thursday, June 8, 2017**.

**Contact Information:** David Klages, Contract Coordinator  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
Email: [dklages@sjcfl.us](mailto:dklages@sjcfl.us)  
Phone: (904) 209-0166  
Fax: (904) 209-0167

**Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFQ as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.**

A **Mandatory Pre-Qualification Meeting** shall be held in the Aviles Conference Room in the **St. Johns County Administration Building**, 500 San Sebastian View, St. Augustine FL 32084 on **Thursday, May 25, 2017 at 2:00P.M.** All firms interested in submitting a Qualification package are invited to attend this meeting.

**Anyone arriving after the scheduled time will not be allowed admittance. Any firm not in attendance and signed in at this meeting will not be permitted to submit a response.**

RFQ Packages **MUST** be submitted in a **SEALED** envelope/container. Each package submitted must have the respondent's name and mailing address marked plainly on the exterior of the envelope/container along with the RFQ name and number. Each package shall consist of one (1) original paper submittal and one (1) electronic disc **OR** one (1) USB flash drive containing one (1) PDF of the original documents of the RFQ Package which shall include all required documents and any supplemental information. **Please submit the PDF as one (1) complete file and not a series of files.**

**Deliver or Ship RFQ Packages to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine FL 32084

*Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFQ until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for*

*quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.*

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 request for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (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 St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA  
HUNTER S. CONRAD, CLERK

BY: \_\_\_\_\_  
Deputy Clerk

## **PART II: INTRODUCTION**

### **A. Purpose:**

In accordance with Florida Statutes, Section 287.055 Consultant's Competitive Negotiation Act (CCNA), St. Johns County Board of Commissioners solicits responses from qualified and experienced firms to provide Professional Engineering Services for the reconstruction of Old Moultrie Road (CR 5A) from two lanes to three lanes from Lewis Point Road to State Road 312, approximately 1.0 mile.

### **B. RFQ Contact Information for Questions:**

Any and all questions or requests for information relating to this Request for Qualification shall be submitted **in writing** by or before close of business (5:00PM) on **Thursday, June 8, 2017**.

**Contact Information:** David Klages, Contract Coordinator  
SJC Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084  
Email: [dklages@sjcfl.us](mailto:dklages@sjcfl.us)  
Phone: (904) 209-0166  
Fax: (904) 209-0167

**Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFQ as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.**

### **C. Addenda:**

Any and all clarifications, answers to questions, or changes to this RFQ shall be provided through a County issued Addendum, posted on [www.demandstar.com](http://www.demandstar.com). Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered "unofficial" and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the



due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Qualification.

**D. Mandatory Pre-Proposal Meeting:** A **Mandatory Pre-Qualification Meeting** shall be held in the Aviles Conference Room in the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine FL 32084 on **Thursday, May 25, 2017 at 2:00P.M.** All firms interested in submitting a Qualification package are invited to attend this meeting.

**E. Due Date & Location:**

Packages submitted in response to this Request for Qualification must be delivered to, and received by the SJC Purchasing Department by or before **four o'clock (4:00 P.M.) on Thursday, June, 22, 2017.** Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

**RFQ Packages shall be delivered to:** St. Johns County Purchasing Department  
500 San Sebastian View  
St. Augustine, FL 32084

**F. RFQ Response Packaging Instructions:**

RFQ Packages **MUST** be submitted in a **SEALED** envelope/container. Each package submitted must have the respondent's name and mailing address marked plainly on the exterior of the envelope/container along with the RFQ name and number. Each package shall consist of one (1) original paper submittal and one (1) electronic disc OR one (1) USB flash drive containing one (1) PDF of the original documents of the RFQ Package which shall include all required documents and any supplemental information. **Please submit the PDF as one (1) complete file and not a series of files.**

**G. Evaluation of Responses:**

All properly submitted RFQ Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a copy of all of the RFQ Packages submitted, a copy of the RFQ Document with all issued Addenda, and an Evaluator's Score Sheet. The Team shall then evaluate each RFQ Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFQ Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual. Scores for each Respondent shall be recorded on the Evaluator's Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the firms' scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to/negotiate with the firm whose proposal best serves the interest of the County.

**H. Evaluation Criteria:**

It is the intention of St. Johns County to evaluate, and rank the respondents that submit RFQ Packages from highest to lowest utilizing the evaluation criteria listed below.

Evaluation of the responses to this RFQ will comply with the specific criteria as follows:

<b><u>Evaluation Criteria:</u></b>	<b><u>Maximum Possible Points per Evaluator:</u></b>
<b>A. Company and Staff Qualifications.....</b>	<b>10</b>
<b>B. Related Experience.....</b>	<b>25</b>
<b>C. Project Approach &amp; Innovation.....</b>	<b>55</b>
<b>D. Quality &amp; Schedule Control.....</b>	<b>5</b>
<b>E. Quality of Submittal.....</b>	<b>5</b>
	<b>Total Points Possible: 100</b>

**I. Contract Award:**

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

**J. Contract Performance:**

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Consultant is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Consultant no longer possesses the financial support, equipment and organization which would have been necessary during the RFQ evaluation period in order to comply with this demonstration of competency section.

**PART III: GENERAL REQUIREMENTS**

**A. Project Description:**

This project will consist of engineering design, survey, permitting for widening from two lanes to three lanes of Old Moultrie Road (CR 5A) from Lewis Point Road to SR 312, approximately 1.0 mile.

**B. Scope of Work:**

The scope of work for this project shall include providing complete engineering design, permitting, right-of-way acquisition, utility coordination services, and construction bid documents for the 3-laning of Old Moultrie Road (CR 5A) from Lewis Point Road to SR 312, including intersection improvements at Walmart/Whitehall Drive, Southpark Blvd., and other intersections within the limits as necessary.

Engineering services to be provided under this Request for Qualifications (RFQ) shall include, but may not be limited to, the following:

- **Engineering Design** – Includes the design and permitting of all plans and specifications necessary for all required divisions of work including, but not limited to: survey, geotechnical, sidewalks, structural for culverts, pavement design, maintenance of traffic, traffic signals including mast arms, engineering estimates of probable costs, bid documents and plan production.
  - **Plan Design** – Design may include plan submittals at 30%, 60%, and 100% phases with reviews at each stage. **Plans shall be designed and permitted to 60% phase at a minimum, dependent upon Construction funding.** The roadway shall be designed and constructed as a 3-lane section, paved shoulders, sidewalks and an enclosed stormwater drainage system with retention pond. The Consultant shall use the appropriate County Typical section. The roadway shall have paved shoulders (bike lanes) and sidewalks on both sides as allowed by right-of-way. The Consultant shall use the Old Moultrie Road Study (2013) for background reference for design elements. The study is located on St. Johns County Engineering Website at <http://www.sjcfl.us/Engineering/Moultrie.aspx> for download at no cost.
  - **Survey and Right-of-Way Acquisition:** The Consultant shall be responsible for all survey requirements including, but not limited to: design topography, right-of-way mapping, and legal descriptions for temporary construction easements, permanent easements, right-of-way parcel acquisitions, and stormwater pond parcels. County LIDAR is available for preliminary use only, NAVD 88 Datum or newer shall be used. Coordination with the St. Johns County Real Estate Division will be required during the parcel, easement and temporary construction easement acquisition phases.
  - **Geotechnical:** The Consultant shall use a Florida Registered Geotechnical Engineering firm for soil borings necessary for design and permitting including roadway, pond sites and signal foundations, if required.
  - **Environmental:** The Consultant shall avoid and minimize wetland impacts. The Consultant shall coordinate with the St. Johns County Environmental Department on mitigation. A Phase 1 Environmental Site Assessment

(ESA) shall be required for any acquired right-of-way including pond sites. The ESA shall be performed by a Florida Registered Environmental Engineering firm.

- **Stormwater Retention Ponds:** The project may require stormwater pond(s). The Consultant shall determine the size and final location of all ponds and outfall structures. The Consultant may consider a joint use pond with an existing development through drainage easements. The Consultant shall analyze the use of an existing pond(s) for excess capacity. Modifications to existing ponds may be required including enlargement and/or changes to the outfall structure. The last option to be considered is acquiring property for a new pond. New ponds may be required to be fenced. The ponds shall be permitted through regulatory agencies. The Old Moultrie Road Study provides potential pond locations although some sites have been developed since completion of the study in 2013. This section may require a Technical Memorandum or a Pond Siting Report citing alternatives with cost estimates etc.
- **Permitting:** The Consultant shall permit the project with all applicable agencies. Permitting fees shall be determined by the regulatory agency through the Consultant. The Consultant shall request a check for the fee from the County. Permits may be required from but not limited to: St. Johns River Water Management District, and U.S. Army Corp of Engineers.
- **Roadway:** During the initial phases of design the Consultant shall examine the roadway to determine the level of reconstruction required. Some sections may require, full reconstruction with stormwater drainage. Other sections may require maintenance with milling and resurfacing. If any of the existing drainage system is kept during construction the Consultant shall determine its condition to ensure it is operational. Typical Sections shall be developed and submitted to the County for review prior to 30 percent design plans. The County desires to provide paved shoulders and sidewalks on both sides of the road while minimizing right-of-way acquisition.
- **Culverts:** Shall be designed using Florida Department of Transportation guidelines and specifications. Cross culverts should be designed and constructed to accommodate the proposed typical section.
- **Intersection Improvements and Traffic Signals:** The Consultant shall explore and recommend design improvements for the following intersections: Walmart / Whitehall Drive, Villa Club Drive/Ponce Mall, and Old Moultrie/Southpark Blvd. The intersections should be examined using the Old Moultrie Road study as a baseline. The Consultant shall also examine the Old Moultrie/Southpark Blvd. intersection and perform a traffic signal warrant study. If warranted and approved by the County, a traffic signal shall be designed. Traffic Signals must be designed to current county standards including galvanized mast arms and internally lighted street signs. The Consultant will coordinate with County Traffic Operations during design and review of plans. Traffic Controller assemblies shall be designed using equipment approved by Traffic Operations and be compatible with the existing county network. Traffic signal timing shall be coordinated via wireless technology. Signals shall have detection cameras for presence and a camera for intersection observation purposes only. Signals shall also have intersection lighting provided on the mast arms to assist with vehicle presence detection. Signals shall be designed to connect to the existing county network at the Public Works Facility.
- **Utility Coordination:** The Consultant or their sub-consultant shall provide utility coordination. This shall entail coordination of relocation with all utilities affected by the project. The Consultant shall ensure the utilities have been designed and relocated prior to construction. The County shall not pay for redesign or relocation; however, the Consultant can pursue a separate contract with the utility for design services. The Consultant shall make sure utilities are relocated in a timely fashion. This may require the Consultant to set up coordination meetings periodically with affected utilities. This phase of work may coincide with design and continue after design is complete. Alternatively, if the design is placed on hold at 60 percent plans, while awaiting construction funding, the Consultant shall continue to work with all utility companies on relocations.
- **Public Outreach and Social Media:** The Consultant shall develop a public outreach plan to include public meetings during the design process. This will require the Consultant to prepare public meeting displays, notification and assist the County with hosting the meetings. At a minimum, public meetings will be held at the 60 percent design plans. Homeowners Associations or other groups may request a separate meeting and the

Consultant should be prepared to interact with these groups. The Consultant may be required to establish, maintain, and operate social media for the project. Social Media sites include but not limited to: Facebook, Twitter, or other sites as approved by the County. Social Media will be used throughout design, utility coordination, and construction phases.

- **Plan Reviews** – The Consultant shall provide the County with plans for review at the 30 percent, 60 percent and 100 percent plan stages. The County will route the plans for review and provide the Consultant with comments. The Consultant shall allow sufficient time for the County to review the plans.
- **Engineers Estimates of Construction** – The Consultant shall provide a construction cost estimate at the 30 percent, 60 percent and 100 percent design.
- **Bid Documents** – Includes development and production of 100 percent bid documents to include all plans and specifications necessary to compile a complete package for the purpose of bidding the construction of this project. Production of 100% bid documents shall include all plans and specifications applicable to those divisions of work. The final document package shall include providing an updated detailed Engineer's estimate of probable cost and obtaining permits as required. The Consultant shall use the County's boilerplate bid document and coordinate with the Purchasing Department on its development by providing draft versions for review and approval.
- **Bidding Phase** – Includes assisting County staff with preparation of a complete package for the purpose of bidding this project as well as support services throughout the bid process. Support services shall include attendance at the Pre-Bid Meeting, responding to Requests for Information (RFI), and preparation of bid addendums throughout the bid process, distribution of bid packages to potential bidders, maintenance of a bidder/plan holder list, evaluation of bid proposals and preparation of a bid award recommendation.
- **Post Design Services (Optional)** – The next two bullet points sections may be negotiated as a separate contract with the Consultant, dependent upon Construction funding availability at the County's option.
- **Construction Phase Services** – Includes assisting County staff throughout the construction of the project. Services shall include but may not be limited to attending at the pre-construction meeting, submittal/shop drawing review, responding to Requests for Information (RFI) throughout the construction period, periodic site visits to verify compliance with design documents and, attendance at project progress meetings.
- **Project Close-Out** – Includes assisting County staff with all project close-out efforts including but not limited to project inspection(s) to certify Substantial Completion, generation and/or monitoring of punch list items to ensure Final Completion/Acceptance within the project schedule, verification and approval of as-built drawings, completion and submission of all permits, and/or certifications required by the project.

#### C. Sub-Consultants:

If the Consultant elects to sub-contract with any firm, for any portion of the work, the Consultant shall be responsible for all work performed by any sub-consultant and the Consultant shall not be relieved of any obligations under this Contract.

Each Respondent shall submit a list of proposed sub-consultants and their primary areas of work to be used if awarded the contract. Each Respondent must provide a list of sub-consultants, under Section 1: Company and Staff Qualifications, and attach a copy of any and all licenses and certificates for each sub-consultant listed. If no sub-consultants are proposed, so state there on.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-consultants to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-consultant. The Respondent then may, at his option, withdraw his RFQ Package, or submit an acceptable substitute at no increase in price. If the Respondent fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the

Respondent, at no cost to the County.

The County reserves the right to disqualify any Consultant, Contractor, Sub-Consultant/Contractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-Consultants and other persons and organizations proposed by the Respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

#### **PART IV: CONTRACT REQUIREMENTS**

##### **A. 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. A copy of the endorsement must accompany the certificate.

Certificate Holder Address: St. Johns County, FL  
500 San Sebastian View  
St. Augustine FL 32084

1. **Workers' Compensation:** 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 (if three or more) per Florida Statute 440.02.
2. **Comprehensive General Liability:** The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability with minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 aggregate, to protect the CONTRACTOR from claims for bodily injury, including wrongful death, as well as from claims of property damage which may arise from any operations under this contract, whether such operations be by the CONTRACTOR or anyone directly employed by or contracting with the CONTRACTOR.
3. **Comprehensive Automobile Liability:** 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 the CONTRACTOR.

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

##### **B. Licenses, Permits & Fees:**

The Consultant shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Consultant.

##### **C. Contract Agreement & Term:**

The intent of this RFQ is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated the County will issue a professional services contract for the duration of the project.

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 Respondent. 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 Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's proposal in order to accommodate changed or evolving circumstances that the County may have encountered since the issuance of the RFQ.

**D. Governing Laws & Regulations:**

It shall be the responsibility of the Consultant to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

**E. Termination:**

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Consultant fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Consultant.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

**F. 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 Sub-Consultant, 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 Sub-Consultant, 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 Sub-Consultant under workers' compensation acts, disability benefits acts or other employee benefit acts.**

**G. Trade Secrets:**

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.

**H. Public Records:**

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 Proposals 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.

**I. Use of County Logo:**

Pursuant to, and consistent with, COUNTY Ordinance 92-2 and COUNTY Administrative Policy 101.3, the CONTRACTOR may not manufacture, use, display, or otherwise use any facsimile or reproduction of the COUNTY Seal/Logo without express written approval of the Board of COUNTY Commissioners of St. Johns County, Florida.

**PART V: REQUEST FOR QUALIFICATIONS SUBMITTAL REQUIREMENTS**

**A. Respondent Responsibilities:**

Respondents are responsible for any and all costs associated with developing and submitting an RFQ Package in response to this Request for Qualifications. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys' fees) borne by any Respondent, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys' fees) are the sole responsibility of the Respondent.

All RFQ Packages received in response to this Request for Qualifications shall 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.

By submitting an RFQ Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Qualifications, and has full knowledge of the scope, nature, and quality of work to be performed. All RFQ Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

**B. RFQ Package Submittal Format:**

All RFQ Packages must follow the same format, and shall be evaluated partially based on the Respondent's ability to follow the instructions herein. To receive points from evaluation, the RFQ Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFQ Packages.

All RFQ Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	RFQ Qualification Cover Page
2	Cover Letter
3	Company & Staff Qualifications
4	Related Experience
5	Project Approach & Innovation
6	Quality & Schedule Control
7	Additional Information
8	Administrative Information

**C. RFQ Package Components:**

All of the components outlined below must be included with each copy of the RFQ Package and submitted as follows: one (1) original on 8 1/2" x 11" pages, numbered, 1 inch margins, typewritten with Times New Roman style, 12 size font and one (1) **complete** PDF copy of the original. Additionally, all headings, sections and sub-sections shall be identified appropriately. All documentation shall be **exact order and format as shown below**. No exceptions to this format will be accepted. The goal of the required format is to simplify the proposal preparation and evaluation process, and to ensure that all proposals receive the same orderly review. **The Quality of Submittal scoring for proposals will be based on the**

**format, the organization, and the attention to detail.**

**Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package.** Should a package be submitted with the County's seal/logo included, the County reserves the right to find the submitting firm non-responsive to the requirements stated herein, which may result in the respondent being removed from consideration for award of a contract under this RFQ.

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:

### **Section 1: RFQ Qualification Cover Page (Complete and Submit)**

#### **Section 2: Cover Letter (Limit 1 page)**

Provide a cover letter. Include the original signed cover letter with the original proposal and a copy of the cover letter with the PDF copy of the proposal. The cover letter should provide the following:

- Respondent's name, contact person, business address, phone number, fax number and e-mail address
- A brief statement of the respondent's understanding of the services required.
- Profile - provide a brief company background statement to include, but not limited to, years in business, company size, corporate structure, types of services offered, and professional affiliations.

#### **Section 3: Company and Staff Qualifications**

In this section, respondent shall provide evidence that the firm has qualified and experienced staff to perform the scope of services required for this project. In addition, provide a brief summary of the firm's overall capabilities relative to the Engineering Services as outlined in the scope and work relative to this project.

- Provide key personnel assigned to the project, including the project manager, QA/QC personnel and the Design team.
- Provide a Project Organization Chart
- Include a one third (1/3) of a page resume for each key personnel of the project team.
- Identify the primary contact for this project.
- Include a list of sub-consultants with credentials and related experience (limit to 1 page each)
- Proper and valid licensing to conduct business in the State of Florida
- Current applicable Department of Professional Regulation license(s)
- Current applicable certification(s)

#### **Section 4: Related Experience (Limit 1 page – all 3 projects must be included on this one page)**

In this section, respondent shall provide evidence of successful completion, as the lead firm, of three (3) projects in the past ten (10) years as described in the Project Description or equivalent. Emphasis should be on projects of comparable size and scope. Photographs can be submitted to illustrate each project but must be clearly marked with the project name and date.

#### **Section 5: Project Approach & Innovation (Limit 3 pages)**

In this section, respondent shall provide a narrative describing the proposed approach and innovative practices. Briefly describe the approach the firm intends to take to successfully complete a quality and timely project. In addition, briefly describe any innovative and cost savings achieved for design and permitting of the project. Innovation can include reduction of right-of-way acquisition costs, faster design and permitting, and bid alternates. This section will weigh heavily for scoring purposes. Respondents are encouraged to think outside of normal processes and procedures for delivering the project quicker and less expensive to the County.

#### **Section 6: Quality & Schedule Control (Limit 2 pages, one page for Quality and one page for proposed Design Schedule)**

In this section, the respondent shall provide a written narrative of the firm's project management methods to establish, monitor and track quality control methods including coordination of sub-consultants, and ability to meet schedules in a timely manner. The Consultant shall provide a proposed design schedule that includes all elements of design including permitting. Right-of-Way acquisition does not have to be in the schedule.



**Section 7: Additional Information** (Limit 2 pages)

In this section, at the respondent's discretion, include additional information to support the proposal. However, choose the additional information carefully, because this section of the proposal should not constitute the bulk of the submission. This section may include charts, graphs and photographs.

**Section 8: Administrative Information**

Please include the following:

- Proof of Liability Insurance and its limits
- Drug Free Work Place Form (complete and submit)
- RFQ Affidavit (complete and submit)
- RFQ Affidavit of Solvency (complete and submit)
- Acknowledged Addenda

PART VI: EVALUATORS'S SCORE SHEET EXAMPLE

ST. JOHNS COUNTY FLORIDA  
BOARD OF COUNTY COMMISSIONERS

DATE:  
PROJECT:

CRITERIA RANKING:

	A. Company & Staff Qualifications	B. Related Experience	C. Project Approach & Innovation	D. Quality & Schedule Control	E. Quality of Submittal	TOTAL 0-100
Respondents	0-10	0-25	0-55	0-5	0-5	

SIGNATURE OF RATER: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**PART VII: – ATTACHMENTS/FORMS**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57  
Old Moultrie Road (CR 5A) - Lewis Point Road to State Road 312  
Professional Engineering Services**

**COVER PAGE**

**SUBMIT ONE (1) ORIGINAL AND ONE (1) COMPLETE PDF COPY TO:**

**PURCHASING DEPARTMENT  
ST. JOHNS COUNTY  
500 SAN SEBASTIAN VIEW  
ST. AUGUSTINE FLORIDA 32084  
ATTN: DAVID KLAGES, CONTRACT COORDINATOR**

**COMPANY NAME: \_\_\_\_\_**

**DATE: \_\_\_\_\_**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312**  
**Professional Engineering Services**

**Company Name:** \_\_\_\_\_

**St. Johns County Board of County Commissioners**  
**Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

\_\_\_\_\_  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312**  
**Professional Engineering Services**

**AFFIDAVIT**

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS  
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_. Before me, the undersigned authority, personally appeared \_\_\_\_\_ who, being duly sworn, deposes and says he is \_\_\_\_\_ (Title) of \_\_\_\_\_ (Firm) the respondent submitting the attached proposal for the services covered by the RFQ documents for RFQ No: 16-21 Old Moultrie Rd. – Professional Engineering Services.

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

\_\_\_\_\_  
(Proposer)

By \_\_\_\_\_

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312**  
**Professional Engineering Services**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_




**PART IX: SEALED BID MAILING LABEL**

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57  
O Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312  
Professional Engineering Services**

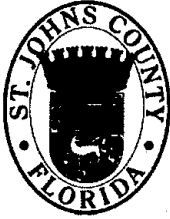
**Cut along the outer border and affix this label  
to your sealed bid envelope to identify it as a  
"Sealed RFQ"**

<b>SEALED RFQ • DO NOT OPEN</b>	
SEALED RFQ #:	<b>RFQ 17-57</b>
BID TITLE:	<b>Old Moultrie Road (CR 5A) Professional Engineering Services</b>
DUE DATE/TIME:	<b>Thursday June 22, 2017 No Later Than 4:00PM</b>
SUBMITTED BY:	_____ Company Name
	_____ Company Address
	_____ Company Address
DELIVER TO:	<b>St. Johns County Purchasing ATTN: David Klages 500 San Sebastian View St St. Augustine FL 32084</b>



**END OF DOCUMENT**





## St. Johns County Board of County Commissioners

Purchasing Division

June 9, 2017

### ADDENDUM #1

**To:** Prospective Respondents  
**From:** St. Johns County Purchasing Department  
**Subject:** RFQ No: 17-57; Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312 Professional Engineering Services

This Addendum #1 is issued to further respondents' information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda. **Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Division, Attn: David Klages; 500 San Sebastian View, St. Augustine, FL 32084.**

#### Question:

1. Are we permitted to use a smaller/different font for figure captions?  
**Answer: Yes.**
2. Is it permitted for the document header and footer (containing the page number, document/section name, and consultant's logo) to fall within the 1" margin space on the page?  
**Answer: Yes.**
3. Does any text within the headers and footers have to obey the Times New Roman, 12 point font rule?  
**Answer: Yes.**
4. Are the one-page résumés restricted to the same margins, font style and font size as the core response?  
**Answer: Yes.**
5. Can you confirm that the one-page Proposed Design Schedule can be on 11" x 17" paper?  
**Answer: Yes, that would be fine.**
6. Should the Proposed Design Schedule adhere to the one inch margins and 12 point Times New Roman font requirement?  
**Answer: Yes, please adhere to this requirement.**
7. Under *Section 3: Company and Staff Qualifications* of the front end documents, is the list of sub-consultants with credentials and related experience limited to one page per sub-consultant or one page for all sub-consultants combined?  
**Answer: One page per sub-consultant so multiple pages are permissible if there are multiple sub-consultants.**

**Clarification:**

1. The County has revised the Affidavit of Solvency to replace number 4 with the following: "I fully understand that failure to make truthful and complete disclosure of any fact or item of information contained herein may result in disqualification or termination for cause by the County of any contract for the services provided pursuant to above referenced RFQ and/or other action(s) authorized by law." Please use the revised Affidavit of Solvency form included in this addendum.
  
2. Under *Section 3: Company and Staff Qualifications* of the front end documents, there shall be a **three (3)** page limit when providing evidence that the firm has qualified and experienced staff to perform the scope of services required for this project. The three-page limit does **not** include the following:
  - Résumés of key personnel and sub-consultants
  - Project Organization Chart
  - List of sub-consultants
  - Copies of applicable licenses/certifications

**THE PROPOSAL DUE DATE REMAINS JUNE 22, 2017 AT 4:00 P.M.**

**Acknowledgment**

**Sincerely,**

\_\_\_\_\_  
Signature and Date

David Klages  
Contract Coordinator

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Company Name (Print)

**END OF ADDENDUM NO. 1**

One page to follow.

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-57**  
**Old Moultrie Road (County Road 5A) From Lewis Point Road to State Road 312**  
**Professional Engineering Services**

**AFFIDAVIT OF SOLVENCY**

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex.CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand that failure to make truthful and complete disclosure of any fact or item of information contained herein may result in disqualification or termination for cause by the County of any contract for the services provided pursuant to above referenced RFQ and/or other action(s) authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Affiant

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_