



**REQUEST FOR PROPOSAL**

**FOR**

**CIVIL ENGINEERING SERVICES: ROADWAY DESIGN**

**Proposal Number BC-2026-021-B**

**BOARD OF COUNTY COMMISSIONERS**  
**LEON COUNTY, FLORIDA**

RELEASE DATE: June 18, 2026

## Civil Engineering Services: Roadway Design

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- A - Agreement\_Roadway Design
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## 1. Introduction

### 1.1. Summary

Leon County, Florida ("County") is issuing this Request for Proposals ("RFP") from qualified firms to provide Roadway Design Services.

It is the intent of the County to enter into Agreements with multiple firms to meet the anticipated need for services. The distribution of the work to these awarded firms shall be at the sole discretion of the Public Works Division of Engineering Services, based on what staff deems as in the best interests of the County. The Agreement period shall be for three (3) years with two (2) optional one (1) year renewal periods for a possible total of five (5) years.

All professional services to be provided under this Agreement shall be performed by Professionals licensed to practice in the State of Florida under Title XXXII F. S., and in strict compliance with the Consultant's Competitive Negotiation Act, 287.055 F. S. (CCNA). Consultants providing services under this Agreement shall at all times be knowledgeable of the limiting thresholds of the CCNA statutes and shall insure that full compliance therewith is maintained at all times.

### 1.2. Background

Services will be on as needed basis for small projects to be administered primarily by Public Works Division of Engineering Services, however, other County Divisions and Constitutional Offices may request and administer these services as well during the term of this Agreement.

### 1.3. Contact Information

**Greg Hill**

Procurement Administrator

1800-3 N. Blair Stone Road

Tallahassee, FL 32308

Email: [hillg@leoncountyfl.gov](mailto:hillg@leoncountyfl.gov)

Phone: [\(850\) 606-1600](tel:(850)606-1600)

**Department:**

Procurement

**Department Head:**

Melanie Hooley

Purchasing Director

### 1.4. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interest of the public. If any changes to the schedule of events are made, Leon County will post the changes on the Leon County procurement website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of the firm to register as a vendor in the

County's eProcurement Portal located at <https://procurement.opengov.com/portal/leoncounty> and to click the "Follow" button on your interested projects in order to receive email notifications of changes. Ultimately, it is the responsibility of the firm and other interested persons and parties to review the Purchasing Division's website to stay informed of the schedule of events, addenda to the solicitation, and public meetings. The main procurement website address is: <https://procurement.opengov.com/portal/leoncounty>.

<b>Release Project Date</b>	June 18, 2026
<b>Question/Inquiries Deadline</b>	June 23, 2026, 4:00pm
<b>Opening Date</b>	July 21, 2026, 2:00pm
<b>Anticipated Agreement Execution Date</b>	January 1, 2027

## 2. General Instructions

If the firm is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the proposal. Firms must be currently licensed and registered in the State of Florida as required under Florida law at the time of submittal. Further, if the applicant is a Joint-Venture or a corporation, the Firm must be currently registered with the Florida Department of State, Division of Corporations if a domestic corporation or have the authority to transact business in Florida if a foreign corporation at the time of submittal.

### 2.1. Special Accommodations

Any person requiring a special accommodation at a Pre-Proposal Conference or public opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

### 2.2. Prohibited Communications

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for qualification or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

### 2.3. Submittals

Proposals shall be submitted (see "Required Submittals" section) electronically via this solicitation in OpenGov.

## **2.4. Preparation of Proposal**

Any material submitted to the County that Respondent contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Respondent is required to also provide an unredacted copy of the redacted information as part of the Proposal. If a third party submits a request to the County for records designated as Trade Secret Materials by a Respondent, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Respondent. By submitting a Proposal, Respondent agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

## **2.5. Registration**

Firms who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the Leon County OpenGov procurement portal in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective firms. Also, firms should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective firm through the Leon County OpenGov procurement portal (<https://procurement.opengov.com/portal/leoncounty>) may cause your submittal to be rejected as non-responsive. To Register, complete the online vendor registration process, find the opportunity of interest, and click "Follow" or "Draft Response".

## **2.6. Registered Planholders List**

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <https://procurement.opengov.com/portal/leoncounty> by simply clicking the Followers tab for each respective solicitation. A listing of the registered vendors with their contact information is designed to assist vendors in preparation of their responses.

## **2.7. Errors and Omissions**

The County and its representatives shall not be responsible for any errors or omission in the solicitation. Due care and diligence has been exercised in the preparation of this solicitation, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful firm.

## **2.8. Acceptance of County Terms**

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

### **3. Solicitation Instructions**

#### **3.1. Submitting Questions**

Questions shall be submitted directly through the "Question & Answer" Tab of this solicitation. **PLEASE DO NOT Email inquiries.**

Each respondent shall examine the solicitation documents carefully, including the forms and agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error discovered in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be posted to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of respondent. Each respondent shall be deemed to have waived all questions, comments, and recommendations that are not submitted to the County in compliance with this section.

#### **3.2. Addenda To Solicitation**

Addenda to this solicitation will be posted to the solicitation. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered vendors (those vendors who have been registered as receiving a proposal package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

#### **3.3. Proposal Deadline**

Proposals shall be electronically submitted (uploaded) to the solicitation no later than the Opening Date (Tuesday, July 21, 2026 at 2:00 pm), as identified in the Schedule of Events (Timeline), to be considered.

#### **3.4. Receipt and Opening of Proposals**

Proposals will be opened publicly at the time and place stated in the Timeline. When the specified time has arrived no proposals received thereafter will be considered. At the time fixed for the opening of proposals, the tabulation sheet will be made public and will be posted to this solicitation.

If the County rejects all proposals submitted in response to this RFP and the County concurrently provides notice of its intent to reissue the RFP, the rejected proposals remain exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the County provides notice of an intended decision concerning the reissued competitive solicitation or until the County withdraws the reissued competitive solicitation. A proposal is not exempt for longer than 12 months after the initial County notice rejecting all proposals.

### **3.5. Timely Delivery**

It is the respondent's responsibility to assure that the proposal is uploaded and submitted at the proper time and location. Electronic submissions will not be allowed through the County's e-Procurement portal once the deadline has passed.

### **3.6. Preparation Costs**

The County is not liable for any costs incurred by respondents prior to the issuance of an executed Agreement.

### **3.7. Preparation and Changes**

Electronic proposal submissions may be edited electronically by the respondent prior to the opening date and time. No changes or corrections will be allowed after proposals are opened.

### **3.8. Preparation of Proposal**

Any material submitted to the County that Respondent contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Respondent is required to also provide an unredacted copy of the redacted information as part of the Proposal. If a third party submits a request to the County for records designated as Trade Secret Materials by a Respondent, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Respondent. By submitting a Proposal, Respondent agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

### **3.9. Reservation of Rights**

The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of Agreement.

### **3.10. Award of RFP and Protest**

Award shall be made to the responsive, responsible vendor(s) whose proposal(s) is (are) determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No.



96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Any award recommendation may be protested on the grounds of irregularities in the specifications, procedure, or the evaluation of the proposal. Such notice of an intent to protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 5 business days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of an intent to protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

## **4. Scope of Services**

### **4.1. Roadway Design**

Work in this category shall consist of engineering services related to major roadway design (enhanced local, collector or arterial roads), modification, maintenance or other aspects of roadway design in accordance with FDOT and County standards. Services may include, but are not limited to, typical amenities to roadway design, such as road widening, realignment, sidewalks, bike lanes, pavement design, shielding devices when warranted, roadside drainage and treatment, etc. Services may also include expert witness services or services in support of right of way acquisition, etc.

### **4.2. Administrative Process to Issue Work Assignments**

The administrative process, when work assignments are issued, will be as follows:

- Step 1 - County staff will contact the Consultant for a meeting to review the assignment and will describe in general the scope of services required.
- Step 2 - Consultant will prepare a detailed scope of services, including a time frame for completion of various phases and/or milestones. Consultant will prepare a computation of fees to be charged for the services based on the approved hourly rates and fee schedule. These documents will be submitted to County staff for review and approval.
- Step 3 - If acceptable to County staff making the assignment, County staff will issue a letter of authorization to proceed (Notice to Proceed). There will be a purchase order issued for each work assignment for monitoring and tracking of the budget and project funds. The fee computation will be considered to be a limiting amount, not to be exceeded without subsequent approval by County staff.

The County may, at its option, initiate an evaluation process to record the performance of services under this contract. Evaluation processes will be administered by the Public Works Department regardless of the departments or other governments for whom services are being provided. Consultants shall participate cooperatively in all evaluation processes.

Consultants are advised that at this time, there are not enough assignments in all work categories to guarantee that a work assignment will be issued. It is anticipated that over the life of this agreement sufficient assignments will be developed, but it is not guaranteed. Further, staff will attempt to distribute assignments evenly among consultants in each category but cannot guarantee that sufficient assignments will develop to guarantee that action.

Applicants should be aware that projects to be developed under this Agreement shall have a construction value not to exceed the amount established by Section 287.055(g)1, Florida Statutes (currently \$7,725,000). Studies under the Agreement shall not exceed \$500,000. For the applicant's general reference, past experience has been that a majority of projects to be designed have been in the construction cost range of \$250,000 to \$1,500,000.

## **5. Required Certifications**

### **5.1. Licenses and Certifications**

The firm shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State may submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

### **5.2. Public Entity Crimes Statement**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

### **5.3. Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

### **5.4. Unauthorized Alien(s)**

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

### **5.5. Employment Eligibility Verification**

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not

limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

## **5.6. Equal Opportunity**

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

## **5.7. Scrutinized Company Certification**

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.4725, Florida Statutes, or with companies engaged in business operations in Cuba or Syria.

## **6. Selection Process**

### **6.1. Evaluation Committee**

The County Administrator, or his/her designee, shall appoint a three-member or five-member evaluation committee that will best serve the needs of the County.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as a part of the competitive solicitation, or at which a vendor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty> and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

### **6.2. Evaluation of Proposals**

Evaluators will independently score each responsive proposal based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria contained herein.

The initial ranking of proposals is determined by the average rank based upon the points given by each evaluator in the Weighted Scoring Sheet utilizing the Evaluation Criteria Matrix. The scores will be provided by the Purchasing Division for Certified Minority Business and Local preference. Pursuant to section 287.055, Florida Statutes, the County endeavors to meet the Minority Business Enterprise ("MBE") procurement goals established by state law. Accordingly, the County encourages all qualified firms, including firms certified by the State of Florida Office of Supplier Diversity, to submit statements of qualifications and participate in this solicitation.

### **6.3. Final Ranking**

The CCNA Evaluation Committee shall utilize the Ordinal Process Rating System to rank the firms. The respondents shall be listed in order of preference starting at the top of the list. The list of best-qualified firms shall be forwarded to the Purchasing Director, County Administrator, or Board, as appropriate, for approval prior to beginning fee/wage rate negotiations. Negotiation sequence shall be based on the order of preference.

### **6.4. Negotiation**

The Negotiator(s) shall negotiate fees/wage rates with the top three rated firms, if there are at least three responsive respondents, considered to be the most qualified to provide the services at compensation which the Negotiator(s) determines to be fair, competitive, and reasonable to the County. In making this decision, the Negotiator(s) shall take into account the estimated value, the scope, the complexity, and the professional nature of the services to be rendered.

## **6.5. Truth in Negotiation**

For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017, Florida Statutes for CATEGORY FOUR (\$195,000), the County shall require the Consultant/firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

## 7. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>Firm's Professional Personnel</b> Proposals will be evaluated and scored on the basis of the following considerations:</p> <p>1 - Project team personnel do not have appropriate level of qualifications. Organization of project team is inappropriate.</p> <p>2 - Most project team personnel have the proper level of qualifications. Organization of project team is insufficient.</p> <p>3 - All project team personnel have the proper level of qualifications. Organization of project team is sufficient to the project.</p> <p>4 - All project team personnel have the proper level of qualifications and at least one member has extensive qualifications. Organization of project team is more than sufficient to the project.</p> <p>5 - All project team personnel have the proper level of qualifications and several have extensive qualifications. Organization of project team is exceptional for the project.</p>	0-5 Points	20 (20% of Total)
2.	<p><b>Firm's Relevant Experience</b> Proposals will be evaluated and scored on the basis of the following considerations:</p> <p>1 - No successful experience with similar type projects.</p> <p>2 - Successful experience with 1 - 2 similar type projects.</p> <p>3 - Successful experience with 3 - 6 similar type projects, at least one of which had been in the past 2-years.</p> <p>4 - Successful experience with more than 5 similar type projects, 1 - 2 of which are the same type projects.</p> <p>5 - Successful experience with more than 5 similar type projects, 3 or more of which are the same type projects.</p>	0-5 Points	25 (25% of Total)

<p>3.</p>	<p><b>Willingness to Meet Schedule and Budget Requirements</b>  Proposals will be evaluated and scored on the basis of the following considerations:</p> <p>1 - Approach in the submittal does not address either the schedule or budget.</p> <p>2 - Approach in the submittal indicates that the consultant will likely not meet the project schedule.</p> <p>3 - Approach in the submittal indicates that the consultant will meet the project schedule.</p> <p>4 - Approach in the submittal indicates that the consultant will meet the same or better project schedule.</p> <p>5 - Approach in the submittal indicates that the consultant will provide an improved project schedule.</p>	<p>0-5 Points</p>	<p>5 <i>(5% of Total)</i></p>
<p>4.</p>	<p><b>Effect of Firms Recent, Current, and Projected Workload</b>  Proposals will be evaluated and scored on the basis of the following considerations:</p> <p>1 - Submittal shows that consultant does not have sufficient available personnel to provide services on relatively short notice for the small to medium size projects that are contemplated in the resultant contract on schedule.</p> <p>2 - Submittal shows that consultant will have to work overtime to provide services on relatively short notice for the small to medium size projects that are contemplated in the resultant contract on schedule.</p> <p>3 - Submittal shows that consultant has adequate time and available personnel to provide services on relatively short notice for the small to medium size projects that are contemplated in the resultant contract on schedule.</p> <p>4 - Submittal shows that consultant's project team has adequate time and available personnel to complete project on or ahead of schedule.</p> <p>5 - Submittal shows that consultant's project team has no or very light current of projected workload.</p>	<p>0-5 Points</p>	<p>5 <i>(5% of Total)</i></p>



5.	<p><b>Effect of Project Team Location</b></p> <p>Proposals will be evaluated and scored on the basis of the following considerations:</p> <p>1 - Non-local location of most of project team including the Project Manager, may adversely affect work quality or schedule.</p> <p>2 - Non-local location of some of project team (project manager local) may adversely affect work quality or schedule.</p> <p>3 - One or two key elements of project teams are non-local and probably will not affect work quality or schedule.</p> <p>4 - Only minor elements of project team are non-local and probably will not affect work quality or schedule.</p> <p>5 - All of the project team is local. (Local is defined as being in Leon, Jefferson, Gadsden, or Wakulla Counties).</p>	0-5 Points	5 <i>(5% of Total)</i>
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6.	<p><b>Firm's Approach to a Project</b> Proposals will be evaluated and scored on the basis of the following considerations:</p> <p>1 - Submittal is lacking in a demonstration of a clear understanding of the most basic requirements of the type of work for the category.</p> <p>2 - Submittal shows some basic understanding of the type of work for the category, but provides little clarity as to consultant's understanding of the County's needs; a plan to address the scope of work; the consultant's design philosophy; or possible alternatives and/or cost saving measures.</p> <p>3 - Submittal shows understanding of the type of work for the category and may address in their approach, in whole or part one or more, but not all the following: consultant's understanding of the County's needs; a plan to address the scope of work; the consultant's design philosophy; or possible alternatives and/or cost saving measures.</p> <p>4 - Submittal shows that consultant understands the type of work to be performed in this category and addresses the following in their approach; the County's needs and has a plan to respond to the project or scope or work, firms' proposed design philosophy; possible alternatives; and/or cost savings.</p> <p>5 - Submittal clearly shows that consultant understands the type of work to be performed in this category and clearly identifies/states the following in their approach; the County's needs and has a clear and specific plan to respond to the project or scope or work, and clearly states firms' proposed design philosophy; possible alternatives; and/or cost savings.</p>	0-5 Points	30 (30% of Total)
7.	<p><b>State of Florida Certified Minority Business Enterprise</b> Five (5) points will be awarded based on the Respondent's certification by the State of Florida Department of Management Services, Office of Supplier Diversity (OSD) as a Certified Minority Business Enterprise.</p> <p>Points will be assigned as follows:</p> <ul style="list-style-type: none"> <li>• 5 – The prime consultant is currently certified by the Florida OSD.</li> </ul>	0-5 Points	5 (5% of Total)

8.	<p><b>Local Preference</b> Points for Local Preference will be awarded as follows:</p> <p>A. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five (5) points; and</p> <p>B. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of three (3) points; and</p> <p>C. All other individuals or firms shall be given zero (0) points for Local Preference.</p>	0-5 Points	5 <i>(5% of Total)</i>
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## **8. Insurance Requirements**

### **8.1. Overview**

Proposer's attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Proposers should confer with their respective insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements. If an apparent awarded proposer fails to comply strictly with the insurance requirements, that proposer will be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's proposal.

## **9. Terms and Conditions**

### **9.1. Agreement**

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the proposal specifications.

### **9.2. Travel Expenses**

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Section 112.061, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

### **9.3. Penalties**

SUBMITTALS MAY BE REJECTED AND/OR FIRMS DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to contract provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business.
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

## **10. Ethical Business Practices**

### **10.1. Gratuities**

It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

### **10.2. Kickbacks**

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

### **10.3. Board Action**

The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

### **10.4. Building Plans Exemption Policy**

Pursuant to Section 119.071, Florida Statutes, all building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from inspection or disclosure under Florida's Sunshine laws. The Architect/Engineer agrees to protect and ensure the confidentiality of such documents under its custody or control in conformance with the requirements of Section 119.071(3), Florida Statutes, and all applicable law and shall include on the cover page of all plans the following statement:

*"All drawings contained herein are confidential"*

Any knowing violation of Chapter 119, Florida Statutes, may be sufficient grounds for immediate termination of the Contract by the County.

## 11. Required Submittals

### 11.1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS\*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm

\*Response required

### 11.2. Company Information\*

Provide company name as registered with the Florida Department of State, Division of Corporations.

*NOTE: Contractor shall be registered with FL DOS, DOC **prior** to Agreement execution unless written verification of exempt status is provided.*

*Maximum response length: 100 characters*

\*Response required

### 11.3. Taxpayer ID Number\*

Provide the company's FEI/EIN Number.

*Maximum response length: 15 characters*

\*Response required

### 11.4. Drug-Free Workplace Certification\*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Florida Statute 287.087. See section titled Drug-Free Workplace Requirements for details. If firm is awarded a contract, the firm will be required to sign a compliance statement.

☐ Please confirm

\*Response required

### 11.5. Insurance Certification\*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage in place at the required levels or, if awarded, coverage will be in place at the required levels.

☐ Please confirm

\*Response required

### **11.6. Equal Opportunity \***

The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

☐ Please confirm

\*Response required

### **11.7. Proposal Response Cover Sheet\***

\*Response required

### **11.8. Proposal Response - Firm's Professional Personnel - Tab 1\***

Proposer is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Provide the total number of professionals in your organization who may be assigned to this category and their availability to provide services on relatively short notice for the potential projects that are contemplated in this category.
- B. Give brief resume of key persons to be assigned to the category including but, not limited to:
  - 1. Name & title
  - 2. Job assignment for other projects
  - 3. Percentage of time to be assigned full time
  - 4. How many years with this firm
  - 5. How many years with other firms
  - 6. Experience
    - a. Types of projects
    - b. Size of projects (\$\$ value and SF or LF of project)
    - c. What was the specific project involvement
  - 7. Education
  - 8. Active registration
  - 9. Other experience and qualifications that are relevant to this category
- C. If the respondent is not a joint venture, list outside consultants anticipated to be used on this Category. When listing consultants, give the respective specialty of the firm.

\*Response required

### **11.9. Proposal Response - Relevant Experience - Tab 2\***

Proposer is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:



- A. List the projects which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.)
  - 1. Name and location of the project
  - 2. The nature of the firm's responsibility on this project
  - 3. Project Owner's representative name
  - 4. Project user agency's representative name
  - 5. Date project was completed or is anticipated to be completed
  - 6. Fee for this project
  - 7. Project manager and other key professionals involved and specify the role of each.
- B. Describe the Firm/Joint Venture's process and procedures for insuring that current design standards, codes and other regulatory direction are utilized by staff in project design for this Work Category.
- C. Names and descriptions of major projects for which the firm is presently under contract that demonstrate capabilities and qualifications for this work category.
- D. Describe basic and special resources available to the firm for the performance of the duties that may be assigned in this work category. Examples would be specialty software, equipment, computers, vehicles, etc.

\*Response required

**11.10. Proposal Response - Ability to Meet Schedules and Budget Requirements - Tab 3\***

Describe your methodology for ensuring critical and/or high priority project schedules are met and for ensuring budget requirements are not exceeded.

\*Response required

**11.11. Proposal Response - Firm's Availability and Project Team Location - Tab 4\***

Demonstrate the ability to adequately provide personnel to complete services and deliverables based on current and projected workloads.

\*Response required

**11.12. Proposal Response - Project Approach - Tab 5\***

Proposer is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Present in brief, concise terms, a summary level description of the company's approach to accepting and completing any specific projects assigned under this contract.
- B. Provide names and descriptions of projects for which the firm is presently under contract and the anticipated completion dates of those projects.
- C. Describe the firm's ability to absorb any projects resulting from this contract.
- D. Provide the location of where the project team will predominately reside to conduct the majority of work. If located out of the region, describe the plan for ensuring community involvement and on-site visits. It is imperative

to have the knowledge of local permitting process and environment to successfully complete a project. Describe how the project team can interact with County staff and be responsive to any requests.

- E. Given the fiscal constraints of local governments, and Leon County in particular, all budget requirements for projects to be assigned must be met. Describe your methodology for ensuring the schedule is met and for ensuring budget requirements are not exceeded. In addition, describe your Quality Control and Quality Assurance program under this contract.

\*Response required

### **11.13. Optional Proposal Response - Certified Minority Business Enterprise - Tab 6**

In accordance with Section 287.055(3)d, Florida Statutes, indicate whether your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act. If so, upload a copy of the certification (in this section) with your submittal.

### **11.14. Additional Forms to Fill Out and Submit\***

Upload the completed forms on the following list (preferably as one PDF file). The checklist is provided as a courtesy and may not be inclusive of all items required within this solicitation.

Please see [Attachments](#) for all the necessary forms for the bidder to complete for this solicitation.

- Affidavit Immigration Laws
- Identical Tie Bid Statement
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (Optional. Submit if Applicable)
- Employment Eligibility (E-Verify)
- Affidavit In Compliance with Section 787.06(14), F.S.
- Substitute Form W-9 (Optional. Only submit if not currently registered as a vendor with the County.)

\*Response required

### **11.15. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION**

If necessary, please upload a redacted copy of your submittal.