



***LEON COUNTY***

**DESIGN/BUILD  
REQUEST FOR QUALIFICATIONS (RFQ)**

**For**

**Lafayette Street Sidewalk and Roadway Improvements  
Project, Leon County**

**Financial Projects Number(s): 430154-1-58-01**

**Federal Aid Project Number(s): 4046-052-C**

**RFQ Number: BC-11-15-12-02**

**I. INTRODUCTION**

Through the issuance of this Request for Qualifications (RFQ), Leon County seeks expanded letters of interest (ELOI) from Design/Build Firms (Firms) to provide services relating to the design and construction of sidewalk and associated turn lane addition, drainage, and landscaping along C.R. 2196 (Lafayette Street) from Seminole Drive to Winchester Lane in Leon County, Florida.

This effort will include design services as well as the construction of the Lafayette Street project.

In general, these Design/Build services will be conducted in accordance with the applicable State of Florida Department of Transportation (FDOT) standards and guidelines. A Draft Request for Proposals (Draft RFP) is provided for potentially interested Firms to gain an understanding of the Lafayette Street project, and of the solicitation process (Attachment #2).

This RFQ for the Lafayette Street Project is the first step of a four-step solicitation process, which is summarized as follows:

**Solicitation Process for the Lafayette Street Project**

**A. RFQ Process (Current Step)**

Step 1 – Short-listing (Note: This is a precursor to the RFP process)

- a) Leon County issues a RFQ for the Lafayette Street project, seeking expanded letters of interest (ELOI) from Firms. A Draft RFP accompanies the RFQ. Such ELOIs are sought to determine which Firms meet the Minimum Qualification Requirements, set for the in the RFQ, and a Firm’s interest in responding to the RFP and Bid Price Proposal.
- b) The Leon County Administrator appoints an Evaluation Committee.
- c) ELOIs received by the Purchasing Division by no later than the RFQ Response Deadline are forwarded to the Evaluation Committee.
- d) The Evaluation Committee reviews the ELOI’s; determines which of the Firms meet the Minimum Qualification Requirements; and develops a short-list of Firms that meet the Minimum Qualification Requirements (Short-Listed Firms).
- e) Leon County provides 72-hours notice of the intended Short-Listed Firms.

**B. RFP Process**

Step 2 – Receipt of Technical Proposals and Interviews (Note: The Evaluation Committee Does NOT rate the Technical Proposals during this stage of the process)

- a) Short-Listed Firms are provided access to the Final RFP, which includes a Design and Construction Criteria Package.
- b) Respondents’ Technical Proposals, received by the Purchasing Division by no later than the Opening Date, are forwarded to the Evaluation Committee.
- c) The Evaluation Committee holds interviews with RFP Respondents.

Step 3 – Receipt of Bid Price Proposals (Note: The Bid Price Proposal Due Date is subsequent to the Evaluation Committee interviews)

- a) Short-Listed Firms are requested to provide a written Bid Price Proposal for the Lafayette Street project, in a sealed envelope/package.
- b) Bid Price Proposals are secured by the Purchasing Division – and remain sealed until the opening as part of an Evaluation Committee meeting as part of Step 4 of the process.

**Step 4 – Evaluation, Rating, Ranking**

- a) The Evaluation Committee evaluates the Technical Proposals, and develops a Technical Score for each of the Technical Proposals.
- b) During the Evaluation Committee meeting, the Bid Price Proposals are opened (Note: Upon the Bid Price Proposals being opened and available to the Evaluation Committee, the Evaluation Committee may not adjust the Technical Scores it has awarded to the Technical Proposals).
- c) The Evaluation Committee announces the Technical Scores and develops final Adjusted Scores, which considers both the Technical Score for the Technical Proposal and the Bid Price Proposal (the total lump sum bid price) (the announcement of the Technical Scores and the development of the final Adjusted Scores shall occur during the same Evaluation Committee meeting).
- d) Using a formula that considers the Technical Score and Bid Price Proposal (the total lump sum bid price) the Evaluation Committee will develop the final Adjusted Score for each Respondent’s Proposal. A recommendation to the BCC will be developed to either award to the Respondent with the lowest Adjusted Score, or to reject all Proposals.

**II. SCOPE OF SERVICES**

Leon County intends to secure the services of a Design/Build Firm to provide any and all required and authorized services for the conduct of the Design/Build project as indicated in the Final RFP.

**Note: Construction Engineering Inspection (CEI) is not part of this procurement.**

**III. FDOT MINIMUM QUALIFICATION REQUIREMENTS**

Firms shall meet the State of Florida’s definition of a “design-build firm”, as that term is defined in Florida Statutes (2011) Section 287.055(2)(h); and (2) shall be pre-qualified with FDOT under Administrative Rule 14-75 and 14-22 in all of the following Groups and Classes of Work (**collectively, the requirement for Firms to meet the definition of a design-build firm and for Firms to be pre-qualified with FDOT under Administrative Rule 14-75 and 14-22 in all of the following Groups and Class of Work are hereinafter referred to as the “FDOT Minimum Qualification Requirements”**):

**The primary design consultant must be pre-qualified in the following Group:**

**MAJOR WORK:**

- 3.2 Major Highway Design

**The primary design consultant OR design subconsultants must be prequalified in ALL the following Groups:**

**MINOR GROUPS:**

- 7.1 Signing, Pavement Markings and Channelization  
6.1 Traffic Engineering Studies

- 7.1 Signing, Pavement Marking, and Channelization
- 8.1 Control Surveying
- 8.2 Design, Right of Way, and Construction Surveying
- 8.4 Right of Way Mapping
- 9.1 Soil Exploration
- 9.2 Geotechnical Classification Lab Testing
- 9.4.1 Standard Foundation Studies
- 9.5 Geotechnical Specialty Lab Testing
- 11 Engineering Contract Administration and Management
- 15 Landscape Architect

**The Prime Contractor and/or Sub-Contractors must be pre-qualified in the following Classes of Work:**

- Drainage
- Flexible Pavement
- Grading
- Grassing, Seeding, and Sodding
- Hot Plant Mixed Bituminous Courses
- Landscaping
- Pavement Marking
- Portland Cement Concrete Roadway Paving

**The Florida Statutes (2011) Section 287.055(2)(h) defines a “design-build firm” as follows:**

“A “design-build firm” means a partnership, corporation, or other legal entity that:

1. Is certified under s. 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
2. Is certified under s. 471.023 to practice or to offer to practice engineering; certified under s. 481.219 to practice or to offer to practice architecture; or certified under s. 481.319 to practice or to offer to practice landscape architecture.”

Firms must meet all FDOT Minimum Qualification Requirements by no later than the date and time identified as the RFQ Response Deadline, which is provided in the RFQ Schedule of Events (Table 1).

Information concerning pre-qualification with FDOT may be obtained from the FDOT’s Contractual Services Office in Tallahassee at (850) 414-4477.

Prequalification of sub-consultants or sub-contractors in any work group is not acceptable except as noted above, as part of the FDOT Minimum Qualification Requirements.

Any special qualification by FDOT for this project alone is not acceptable.

**IV. RFQ SCHEDULE OF EVENTS**

Below in Table 1 is the current schedule of the events that will take place as part of this RFQ (**RFQ Schedule of Events**). Leon County reserves the right to make changes or alterations to the schedule as the Leon County determines is in the best interests of the public. If any changes to the RFQ Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as

**RFQ Title: Request for Qualifications for Lafayette Street Sidewalk and Roadway Improvements**

**Proposal Number: BC-11-15-12-02**

**RFQ Response Deadline: October 11, 2012 at 1:00 p.m. Eastern Time**

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an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the RFQ Schedule of Events, addenda issued, and public meetings scheduled.** The website addresses follow:

**Addenda:**

<http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing/Addenda>

**Public Meetings:**

<http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing/PublicMeetingNotices>

The Draft RFP identifies additional scheduled events, which are subject to change without an addendum to this RFQ, and which will be confirmed when the Final RFP is released.

<b>RFQ Schedule of Events – Table 1</b>	
<b>Activity/Event</b>	<b>DEADLINE - DATE/TIME (all eastern time)</b>
Release of Request for Qualifications (RFQ)	September 10, 2012
Pre-Submittal Conference/Meeting	None Scheduled for this RFQ
<b>Deadline for Questions/Inquiries</b>	Not Later Than: September 25, 2012 at 5:00 p.m.
<b>RFQ RESPONSE DEADLINE:</b> Date and time by which Expanded Letters of Interest (ELOI) in response to this RFQ must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308 (Purchasing Division)	Not Later Than: October 11, 2012 at 1:00 p.m.
<b>EVALUATION COMMITTEE TO SCORE ELOIs AND IDENTIFY SHORT-LISTED FIRMS:</b> Meeting will be held at the Leon County Purchasing Division’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308). This will be a public meeting that the public is invited to attend.	Date and Time: October 11, 2012 at 1:30 p.m.

**V. PROHIBITED COMMUNICATIONS**

Any form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person’s representative seeking an award from such competitive solicitation; and
2. Any Leon County Commissioner or Leon County Commissioner’s staff, or any Leon 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, or any actual or potential subcontractor or consultant of the person.

**The prohibited communication shall be in effect as of the RFQ Response Deadline, as identified in the RFQ Schedule of Events (Table 1).**

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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, or any written correspondence with any employee, Leon County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Leon County Board of County Commissioners, or a Leon 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 penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

**VI. Requests for Clarifications or Interpretations**

Any questions concerning this RFQ process, required submittals, evaluation criteria, schedule of events, and process by which Firms will be selected as a Short-Listed Firm and therefor invited to participate in subsequent phases of this solicitation process should be directed via e-mail to Shelly Kelley (at [kelleys@leoncountyfl.gov](mailto:kelleys@leoncountyfl.gov)) AND Don Tobin (at [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov)). **Firms are requested to send such requests to both representatives of the Purchasing Division.**

Each Firm shall examine the RFQ documents carefully; and, **no later than the Deadline for Questions/Inquiries, as identified in the RFQ Schedule of Events (Table 1)**, he or she shall make a written request to Leon County for interpretations or corrections of any ambiguity, inconsistency or error which he or she may discover. Such request shall be directed via e-mail to Shelly Kelley (at [kelleys@leoncountyfl.gov](mailto:kelleys@leoncountyfl.gov)) AND Don Tobin (at [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov)). **Firms are requested to send such requests to both representatives.**

All interpretations or corrections will be issued as addenda to this RFQ. Leon County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the Firm as a result of any discussions with any Leon County employee prior to the opening of the Bid Price Proposals.

Only those communications which are in writing from the Leon County may be considered as a duly authorized expression on the behalf of the Board.

**VII. Addenda:**

If any addenda are issued after this RFQ is released, Leon County will post the addenda on the Leon County website at:

<http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing/Addenda>

**It is the responsibility of the Firms, prior to submission of their ELOI, to check the above website to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.**

VIII. **Expanded Letters of Interest (ELOI)**

A. **Limitations on Participation:**

- Only one (1) ELOI per legal entity is acceptable.
- The lead contractor and lead design professional on a design-build team are restricted from submitting on multiple proposals for a given project. Therefore, it is each Respondent's responsibility to assure that the lead contractor and lead design professional identified in the Respondent's Proposal are not included as part of another Respondent's team for the Lafayette Street project.

B. **Submission of Unsolicited Documents**

- ATTACHING COMPANY BROCHURES, OR OTHER DOCUMENTS NOT SPECIFICALLY REQUESTED IN THIS RFQ MAY BE CONSTRUED AS NON-RESPONSIVE TO THE RFQ AND MAY DISQUALIFY THE FIRM FOR EVALUATION AND PARTICIPATION.
- **DO NOT** INCLUDE PRICING INFORMATION FOR THIS PROJECT. INCLUDING PRICING INFORMATION IN THE ELOI MAY BE CONSTRUED AS NON-RESPONSIVE TO THE RFQ AND MAY DISQUALIFY THE FIRM FOR EVALUATION AND PARTICIPATION.

C. **Required ELOI Information and Limitations**

1. **Limitations on Size/Presentation:**

- a. The ELOI shall be limited to ten (10) pages with a minimum font size of ten (11).
- b. The ELOI shall be submitted on 8½" x 11" paper. Documents on 11"x17" paper may be included but shall count as two pages in the page count.
- c. The ELOI is to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings or staples are acceptable. As part of Leon County's sustainability program, Leon County is trying to reduce the excess packaging, binders, and waste associated with submittals.
- d. The ELOI should be presented, separated by labeled tabs, as described below.

2. **ELOI Content** –

- a. Tab 1 - Completed Cover Sheet Form (Attachment #1)
- b. Tab 2 – Vendor Information
  - i. Provide the name, address, phone number, and e-mail address for the Firm's contact person.
  - ii. Provide the FDOT qualification status of the contractor and design consultant as part of the Firm.
  - iii. Clearly convey that the Firm currently meets all of the FDOT Minimum Qualification Requirements identified for this Lafayette Street Project (refer to Section III), including conveyance that the Firm currently meets the State of Florida's definition of a design-build firm, as defined in the Florida Statutes (2011) Section 287.055(2)(h). A copy of the FDOT certificate or letter for the required Work Groups and Work Classes must be presented as part of the ELOI submission as proof.
  - iv. Identify the key companies and key personnel proposed as participating in the Lafayette Street project.

- c. Tab 3 – Provide one-page resumes for each of the following ten staff positions, as applicable. Additional resumes may be separately submitted, but are also limited to one page each. Resumes are not counted toward the 10-page limitation.
  - i. Construction Project Manager
  - ii. Construction Superintendent
  - iii. Design/Build Coordinator
  - iv. Design Project Manager
  - v. Design Roadway Engineer of Record
  - vi. Design Traffic Engineer
  - vii. Design Geotechnical Engineer of Record
  - viii. Design Surveyor and Mapper
  - ix. Design Drainage Engineer
  - x. Design Landscape Architect
- d. Tab 4 – A one page organization chart, which is also excluded from the page count.
- e. Tab 5 – Submit evidence of the Firm’s past performance, including evaluations and letters of reference, or recommendations (provide contact information for verification purposes). The past performance information is limited to three (3) pages total, and will not count toward the 10 page limitation of the ELOI.
- f. Tab 6 – Declarations
  - i. Declaration of the Firm’s intent to continue to Steps 2, 3 and 4 of this solicitation process, if deemed qualified and invited by Leon County to proceed.
  - ii. Declaration of the Firm’s acknowledgement that the RFP process includes a Bid Guarantee, as described in this RFQ, and that the Firm has the ability and intent to provide such Bid Guarantee as part of its subsequent response to the RFP.
  - iii. Declaration that the Firm’s acknowledgement that it has reviewed the Draft RFP, and that the Firm has the ability and intent to secure such insurance if it is awarded the contract.

**IX. ELOI Submittals**

- A. Copies and Format: One (1) original, so identified, five (5) hard copies, and 1 electronic copy (on a CD) of the ELOI must be received in a separate sealed package(s) at the following location at any time prior to RFQ Response Deadline, in accordance with the RFQ Schedule of Events (Table 1). The electronic copy shall be submitted on a CD, in .PDF format, with a minimum font size of ten (10) point.
- B. Receipt Deadline: ELOI’s not received at the following location by the RFQ Response Deadline, as shown in the RFQ Schedule of Events (Table 1), will result in the determination that the ELOI is non-responsive, and ELOIs found to be non-responsive shall not be considered further as part of this solicitation.

The responsibility for receipt of the ELOI by the Purchasing Division on or before the date and time identified in the RFQ Schedule of Events (Table 1) as the RFQ Response Deadline is solely that of the Firm. Leon County will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

- C. Address: The ELOIs shall indicate clearly that it is the Expanded Letter of Interest and shall identify clearly the Firm’s name, RFQ title, and Proposal Number.

**ADDRESS: Board of County Commissioners  
Leon County Purchasing Division  
1800-3 North Blair Stone Road  
Tallahassee, FL 32308**

- D. Labeling: The front of each envelope/container shall contain the following information for proper identification:
- The name and address of the Firm.
  - The letters "RFQ" and the RFQ number.
  - The time/date specified for receipt of RFQ Response.
  - The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3").

**X. Modification or Withdrawal of ELOI**

- A. Firms may modify or withdraw previously submitted ELOI at any time prior to the RFQ Response Deadline, identified in the RFQ Schedule of Events (Table 1).
- B. Requests for modification or withdrawal of a submitted ELOI shall be in writing and shall be signed in the same manner as the original submittal.
- C. Upon receipt and acceptance of such a request, the Firm's entire ELOI will be returned to the Firm and not considered unless the ELOI is resubmitted and received by the Purchasing Division prior to the RFQ Response Deadline, identified in the RFQ Schedule of Events (Table 1).
- D. Firms may also send a change in sealed envelope to be opened at the same time as the ELOI, if such change is received by the Purchasing Division at any time prior to the RFQ Response Deadline, identified in the RFQ Schedule of Events (Table 1).

**XI. Joint Venture Firm**

If the Firm is a joint venture, the individual empowered by a properly executed Declaration of Joint Venture and Power of Attorney Form shall sign the ELOI. The ELOI shall clearly identify who will be responsible for the engineering, quality control, and geotechnical and construction portions of the work.

**XII. Non-Responsive ELOIs**

ELOIs may be rejected if found to be in nonconformance with the requirements and instructions herein contained.

ELOIs not received by the Purchasing Division by the RFQ Response Deadline, as identified in the RFQ Schedule of Events (Table 1), will not be accepted.

ELOIs found to be non-responsive shall not be considered, and may not participate in the RFP process for the Lafayette Street Project.

Additionally, an ELOI may be found to be non-responsive by reasons, including, but not limited to:

- Failure to utilize or complete prescribed forms,
- Conditional ELOIs,

- Incomplete ELOIs,
- Indefinite or ambiguous ELOIs,
- Failure to meet deadlines, and
- Improper and/or undated signatures.

Other conditions which may cause rejection of ELOIs include:

- Evidence of collusion among Firms,
- Submission of more than one ELOI from an individual, firm, joint venture, or corporation under the same or a different name, and
- **Inclusion of the same lead contractor and/or lead design professional on more than one Firm's team, leading to the rejection of all such ELOIs. The lead contractor and lead design professional on a Firm's team are restricted from being included on more than one Firm's ELOI in response to this RFQ for the Lafayette Street project,**

**XIII. Waiver of Irregularities**

Leon County may waive minor informalities or irregularities in ELOIs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Firms. Minor irregularities are defined as those that will not have an adverse effect on Leon County's interest and will not affect the price of the Proposals by giving a Firm an advantage or benefit not enjoyed by other Firms.

**XIV. Evaluation Committee**

**A. Evaluation Committee:**

**1. Appointment, Serves RFQ and RFP Process, and Composition:**

The County Administrator shall appoint an Evaluation Committee for this solicitation. Leon County anticipates utilizing the same Evaluation Committee for both the RFQ and the RFP processes for this Lafayette Street project.

The Evaluation Committee will be composed of three to five members who will review and evaluate the ELOIs received in a timely manner, and not otherwise found to be non-responsive as of the time such ELOIs are provided to the Evaluation Committee by the Purchasing Division.

Leon County Design Criteria Professional and Leon County's Project Manager shall either be members of the Evaluation Committee or consult with the Evaluation Committee with respect to the evaluation of the ELOIs.

**2. Meetings:**

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

Notice of Evaluation Committee meetings shall be posted on the Purchasing Division website at: [www.leoncountyfl.gov/Purchasing/notices/index.asp](http://www.leoncountyfl.gov/Purchasing/notices/index.asp) and in the Purchasing Division offices no

less than 72 hours (excluding weekends and Holidays).

**It is the responsibility of Firms, Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of Evaluation Committee meeting times and locations.**

**B. ELOI Evaluation Criteria:**

The Evaluation Committee shall evaluate each Firm’s ELOI. Such Evaluation Committee evaluation shall occur prior to the issuance of the Final RFP.

The Evaluation Committee will develop an ELOI Score for each ELOI to determine which meet all of the Minimum Qualification Criteria. The ELOI Score shall be a “Pass” or a “Fail.”

In order to be awarded an ELOI Score of “Pass”, and therefore determined to have met the Minimum Qualification Criteria, the Evaluation Committee shall consider the criteria items identified in Table 2 below (Evaluation Criteria for the ELOI).

1. ELOIs determined to have met or exceed all of the criteria items identified as Evaluation Criteria for the ELOI (Table 2) shall be awarded an ELOI Score of Pass. Firms with an ELOI Score of Pass will be identified as a Short-Listed Firm, and therefore invited to participate in the RFP process for the Lafayette Street project through the submission of a Technical Proposal and a Bid Price Proposal in response to the Final RFP.
2. ELOIs which fail to meet any one of the criteria items identified as Evaluation Criteria for the ELOI (Table 2) shall be awarded an ELOI Score of Fail. Firms with an ELOI Score of Fail will not be identified as a Short-Listed Firms, and therefore will be precluded from participating in the RFP process for the Lafayette Street project.

<b>Evaluation Criteria for the ELOI – Table 2</b> <b>(ALL Evaluation Criteria must be met for the ELOI to be awarded an ELOI Score of Pass)</b>		
Criteria Item	Meets	Does Not Meet
1. Meets the Minimum FDOT Qualification Requirements, as identified in Section III, MINIMUM FDOT QUALIFICATION REQUIREMENTS		
2. Conforms with the requirements and instructions contained herein		
PASS/FAIL ELOI SCORE (PASS IF MEETS OR EXCEEDS ALL CRITERIA ITEMS; OR FAIL IF FAILS TO MEET ANY CRITERIA ITEM)		

**XV. Notice of Intended Short-Listed Firms Decision**

Notice of the Intended Short-Listed Firms Decision will be posted on the Leon County website at:

<http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing>

for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Firm who desires to protest the Intended Short-Listed Firms Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Short-Listed Firms Decision. Such notice of intent of protest shall be made in writing to the

Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written protest within ten (10) days after the date in which the notice of intent of protest has been submitted. Failure to file a notice of intent of protest or failure to file a formal written protest shall constitute a waiver of all rights granted under this section.

**It is the responsibility of Firms, Registered Planholders, and other interested persons and parties to review the Purchasing Division's website to stay informed of as to the posting of a Notice of Intended Short-Listed Firms Decision. Firms will not be otherwise notified that a Notice of Intended Short-Listed Decision has been posted.**

Should concerns or discrepancies arise during the solicitation process, Firms are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to opening or award whenever practically possible. Firms are not to contact departments or divisions regarding the complaint.

**XVI. Planholder Registration**

Firms who obtain solicitation documents from sources other than the Leon County Purchasing Division or DemandStar.com MUST officially register with the Leon County Purchasing Division in order to be placed on the Registered Planholders list for the solicitation. This list is used for communications from Leon County to prospective Firms/Respondents. 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 planholder through the Purchasing Division or online through DemandStar.com may cause a Firm's submittal to be rejected as non-responsive.

As a convenience to Firms/Respondents, Leon County has made available via the internet lists of all Registered Planholders for each bid, RFP, or RFQ. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the Registered Planholders with their telephone and fax numbers is designed to assist Respondents in preparation of their responses

**It is the responsibility of the Purchasing Division to ensure that Registered Planholders develop their ELOI with the same information. If a Registered Planholder receives information from Leon County relating to the project prior to the information cutoff date, Leon County will ensure that all Registered Planholders, receive the same information in a timely fashion. The project file will clearly document all communications with any Registered Planholder regarding the design and construction criteria by the Purchasing Division.**

**XVII. Receipt and Opening of ELOIs**

ELOIs will be opened publically at the date, time and place stated in the RFQ Schedule of Events (Table 1) as the RFQ Response Deadline, and a tabulation sheet of the timely received ELOIs shall be made public and will be posted on the Purchasing Division website at:

<http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing/TabulationSheets>

ELOIs received by the Purchasing Division prior to RFQ Response Deadline will be secured unopened until the RFQ Response Deadline. The Purchasing Agent, whose duty it is to open the ELOIs will decide when the time specified as the RFQ Response Deadline has arrived and no ELOIs received thereafter will be considered.

Leon County will not be responsible for the premature opening of an ELOI not properly addressed and identified on the outside of the envelope(s)/package(s).

**XVIII. Public Record**

Sealed bids, Proposals, or replies received by Leon County pursuant to a competitive solicitation are exempt from public records requirements until such time as Leon County posts notice of an intended decision or until 30 days after opening of the bids, proposals, or final replies, whichever is earlier.

**XIX. Timely Delivery**

It is the Firm's responsibility to assure that their ELOI is received at the proper location and by no later than the RFQ Response Deadline as identified in the RFQ Schedule of Events (Table 1). ELOIs received by the Purchasing Division after the RFQ Response Deadline will be marked "TOO LATE", will not be considered in this solicitation process, and may be returned unopened to the Firm.

**XX. Preparation Costs**

Leon County is not liable for any costs incurred by Firms prior to the issuance of an executed contract.

**XXI. Interviews**

Firms must be available for interviews by Leon County staff and/or the Leon County Board of County Commissioners.

**XXII. Preparation and Changes**

ELOIs must be typed or printed in ink. All corrections made by the Firm prior to the RFQ Response Deadline must be initialed and dated by the Firm. No changes or corrections to ELOIs will be allowed after the RFQ Response Deadline.

**XXIII. Reservation of Rights**

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

**XXIV. Price Proposal Guarantee**

Proposals submitted in response to the Final RFP (NOT THE ELOI) shall be accompanied by a 5% bid guarantee (Bid Guarantee) which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

Leon County reserves the right to hold the Bid Guarantee of the Respondent until after a contract has been entered into or a purchase order has been executed. The successful Respondent's bid bond will be held until execution of this contract and may be forfeited due to non-performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Respondent will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful Respondent will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the Respondent may be deemed to be in default. In such an event, the Respondent shall be liable to Leon County for the full amount of the default.

**XXV. Design/Build Contract**

Leon County is not obligated to award a contract for the Lafayette Street project or as a result of this solicitation process.

**XXVI. Attachments**

Attachment #1 – RFQ Response Cover Sheet

Attachment #2 – Draft RFP

**RFQ RESPONSE COVER SHEET**

This page is to be completed and included as the cover sheet for your Expanded Letter of Interest (ELOI) prepared in response to the Request for Qualifications (RFQ).

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all ELOI submitted in response to the RFQ in the best interest of Leon County.

Shelly W. Kelley, Purchasing Director

Akin Akenyemi, Chairman  
Leon County Board of County Commissioners

This ELOI is submitted by the below named firm/individual by the undersigned authorized representative.

\_\_\_\_\_  
(Firm Name)

BY \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Printed or Typed Name)

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #3 dated \_\_\_\_\_ Initials \_\_\_\_\_