



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division
1800-3 Blair Stone Road
(corner of Miccosukee and Blair Stone Roads)
Tallahassee, Florida 32308
(850) 606-1600

Commissioners

BILL PROCTOR

District 1

JANE G. SAULS

District 2

JOHN DAILEY

District 3

BRYAN DESLOGE

District 4

KRISTIN DOZIER

District 5

MARY ANN LINDLEY

At-Large

NICK MADDOX

At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

December 10, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements

Bid No: BC-11-15-12-02

Opening Date: December 10, 2012 at 1:00 PM

ADDENDUM #11

Dear Vendor:

This letter serves as Addendum #11 for the above referenced project and provides clarification and time schedules for the Price Proposal portion of the bid. There are no requirements for, or any changes on the bidder portion or submission of the proposal.

1. In the RFP, the evaluation table for technical proposals notes there are 10 points maximum allowable for that portion of the bid and this is correct. However, on the next page under the description of the Quality Management Plan, it states that only 5 points are allowable. This addendum clarifies that both places should list 10 points.
2. The original RFP released states that the price proposal will not be opened until after the finalization of the Technical Proposal Scores. Therefore, the opening shall be completed following the finalization and announcement of the technical scores when the committee meets at 1:30 PM on the day of, and immediately following the scheduled time of the opening.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Don Tobin, CPPB

Purchasing and Contracting Administrator

DT



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Commissioners

December 5, 2012

BILL PROCTOR
District 1

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02

JANE G. SAULS
District 2

Opening Date for Price Proposal: Monday, December 10, 2012 at 1:00 p.m. Eastern Time

JOHN DAILEY
District 3

ADDENDUM #10

Dear Vendor:

BRYAN DESLOGE
District 4

This letter serves as Addendum #10 for the above referenced project.

KRISTIN DOZIER
District 5

1. The first page of the Bid Blank Form, Design/Build Price Proposal form has been attached to this addendum to reflect the new Commission chairman and the appropriate numbering of addenda.

MARY ANN LINDLEY
At-Large

2. The DRAFT Agreement for Lafayette Street Sidewalk and Roadway Improvements Design Build Services is hereby amended to revise Section 17., paragraph C, as follows:

NICK MADDOX
At-Large

- C. Warranty: Where any work on the Project is performed by the Contractor's own forces or by subcontractors under contract with the Contractor, the Contractor shall warrant that all materials and equipment included in such work will be new except where indicated otherwise in construction documents, and that such work on the Project will be of good quality, free from improper workmanship and defective materials and in full conformance with the drawings and specifications. With respect to the same work on the Project, the Contractor further agrees to correct all work found by the County to be defective in material and/or workmanship or not in conformance with the drawings and specifications for a period of ~~ten (10)~~ two (2) years from the date of completion of the Project or for such longer periods of time as may be set forth with respect to specific warranties contained in the trade sections of the specifications. The Contractor shall collect and deliver to the County any specific written warranties given by others as required by this Agreement. Also, the Contractor shall conduct, jointly with the County, a warranty inspection within thirty (30) days after final completion. For Landscaping, maintenance and establishment of plant materials shall begin immediately after each plant is planted and continue for 24 months after substantial completion inspection and until project acceptance for maintenance by the County and City Representatives at the end of a 730 day Maintenance and Establishment period.

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,


Shelly W. Kelley, PMP
Leon County Purchasing Director

REVISED BID BLANK FORM, DESIGN/BUILD PRICE PROPOSAL

Project: Lafayette Street Sidewalk and Roadway Improvements
RFP Number: BC-11-15-12-02

This Bid Blank form is to be completed and included as part of your Price Proposal submitted in response to the Request for Proposals (RFP) for the subject project. The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the interest of Leon County.

Shelly W. Kelley, Purchasing Director
Nicholas Maddox, Chairman
Leon County Board of County Commissioners

Instructions to Respondents: Complete the following; any changes made must be initialed by the Respondent:

This Price Proposal is submitted by the below named Firm (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 #10 dated _____ Initials _____
Addendum #11 dated _____ Initials _____
Addendum #12 dated _____ Initials _____



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District 5

NICK MADDOX

At-Large

AKIN AKINYEMI

At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

November 14, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date for RFP: Friday, November 16, 2012 at 9:00 a.m. Eastern Time

ADDENDUM #9

Dear Vendor:

This letter serves as Addendum #9 for the above referenced project.

The date of the Evaluation Committee Meeting/Training has been moved to Monday, November 19, 2012 at 11:00 a.m. The public meeting notice for this schedule change may be viewed at www.leoncountyfl.gov/purchasing/publicmeetingnotice. The opening date for this RFP has **NOT** been changed as is still Friday, November 16, 2012 at 9:00 a.m. A Revised Schedule of Events is attached to this addendum.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,


Shelly W. Kelley, PMP
Leon County Purchasing Director

| REVISED Table 1 - Schedule of Events | |
|---|--|
| Date and Time (all eastern time) | Event |
| October 16, 2012 | Release of the RFP to Short-Listed Firms |
| Not later than: October 23, 2012 at 5:00 p.m. | DEADLINE FOR PRE-PROPOSAL MEETING QUESTIONS: Date and time by which Pre-Proposal Meeting Questions must be received |
| October 30, 2012 at 10:00 a.m. | MANDATORY PRE-PROPOSAL MEETING: Date and time a mandatory pre-proposal meeting will be held at Leon County Purchasing's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. All impacted Utility Agency/Owners are to be invited to the mandatory Pre-proposal meeting. |
| Not later than: November 5, 2012 at 5:00 p.m. | QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the RFP must be received by Leon County |
| Not later than: November 16, 2012 at 9:00 a.m. | OPENING DATE: Date and time by which Technical Proposals must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308 |
| Date and time: November 19, 2012 at 11:00 a.m. | EVALUATION COMMITTEE MEETING: <ul style="list-style-type: none"> • Date and time the Evaluation Committee will meet to receive the Technical Proposals and organize its work. • 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. |
| Tentative Date and time: November 29, 2012. **Specific times for interviews will be finalized after the submission of the technical proposals. | INTERVIEWS – EVALUATION COMMITTEE MEETING: <ul style="list-style-type: none"> • Date and time period during which interviews will be held between Respondents and the Evaluation Committee at the Leon County Purchasing Division's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. • This will be a closed evaluation meeting; the public is not invited to attend interviews during which a vendor makes oral presentations or answers questions about a sealed proposal. |
| Not later than: December 10, 2012 at 1:00 p.m. | PRICE PROPOSAL DUE DATE: Date and time by which Price Proposals must be received by the Leon County Purchasing Division, 1800-3 North Blair Stone Road, Tallahassee, FL 32308. The Price Proposals will remain sealed, until publicly opened after the Technical Proposals have been evaluated and scored by the Evaluation Committee. |
| Date and time: December 10, 2012 at 1:30 p.m. | EVALUATION COMMITTEE MEETING TO SCORE AND RANK PROPOSALS: <ul style="list-style-type: none"> • Date and time the Evaluation Committee will meet to: (1) develop the Technical Scores of the Technical Proposals; (2) publicly announce the Technical Scores, and open and announce the Price Proposals (this shall occur during the same Evaluation Committee meeting); and (3) develop the final Adjusted Scores of the Proposals. • 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. |



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District 5

NICK MADDOX
At-Large

AKIN AKINYEMI
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

November 9, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date for RFP: Friday, November 16, 2012 at 9:00 a.m. Eastern Time

ADDENDUM #8

Dear Vendor:

This letter serves as Addendum #8 for the above referenced project.

1. The opening date for this RFP has been moved to Friday, November 16, 2012 at 9:00 a.m. A Revised Schedule of Events is attached to this addendum.
2. The Design-Build Criteria Package for Water and Wastewater Adjustments and Relocations is hereby amended as instructed below.
 - a. DELETE the text in Section 3.0 SCOPE OF WORK in its entirety and SUBSTITUTE the following text:

Design and construct the water and wastewater adjustment/relocation work items indicated in Table 1.0 below. The City and Leon County will enter into a JPA to accomplish the water and wastewater adjustment/relocation work items integrally with the roadway and drainage work specified elsewhere in this RFP.

TABLE 1.0 Description of JPA Work

| Item | Work Item Description |
|------------|---|
| Water | Replace existing 6-inch Cast Iron (universal pipe) with 8-inch Ductile Iron Water Pipe. See Exhibits "A and B" for limits of construction. Includes excavation, pavement restoration, imported select backfill, compaction, dewatering, trench safety shoring, supporting other utilities, fittings, isolation valves, replace and reconnect all existing water services of all sizes, relocate and reconnect existing fire hydrants as needed, relocate water meter boxes and backflow preventers as needed, pressure test main, disinfect main, remove and dispose of existing cast iron water main, and provide temporary water supply to customers during main outages as needed. |
| Wastewater | Replace existing 8-inch vitrified clay pipe gravity sewer main with 8-inch PVC. See Exhibits "A and B" for limits of construction. Includes excavation, pavement restoration, imported select backfill, compaction, dewatering, trench safety shoring, supporting other utilities, fittings, clean outs with cast iron covers, new manholes, replace and reconnect all existing wastewater laterals of all sizes, air test main, and provide temporary wastewater collection to |

| Item | Work Item Description |
|-------------------|---|
| | customers during outages as needed. |
| Adjustments | Lower existing manhole rings and water valve lids in advance of pavement resurfacing. Raise existing manhole rings and water valve lids to finished grade. |
| Utility Conflicts | The Designer-Build Firm has discretion over the design profiles of its water, wastewater, and drainage systems. Hence, resolution of conflicts between utilities and roadway/drainage features is the sole responsibility of the Design-Build Firm. The resolution of water and wastewater conflicts with roadway/drainage features or with other utilities shall not be separately compensable to the Design-Build Firm and is considered incidental to the water and wastewater work in the Contract. |

- b. DELETE the Section 10.0 RECOMMENDED SCHEDULE OF VALUES in its entirety. NO new text will be added or substituted. Section 10.0 will remain blank.
3. Additional documentation in relation to the Water and Wastewater Adjustments and Relocation portion of the solicitation is provided as part of this Addendum. The files may be viewed and downloaded from www.leoncountyfl.gov/purchasing/Plans&Specs or you may email kelleys@leoncountyfl.gov to request these files.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,


 Shelly W. Kelley, PMP
 Leon County Purchasing Director

| REVISED Table 1 - Schedule of Events | |
|---|--|
| Date and Time (all eastern time) | Event |
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| October 30, 2012 at 10:00 a.m. | MANDATORY PRE-PROPOSAL MEETING: Date and time a mandatory pre-proposal meeting will be held at Leon County Purchasing's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. All impacted Utility Agency/Owners are to be invited to the mandatory Pre-proposal meeting. |
| Not later than: November 5, 2012 at 5:00 p.m. | QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the RFP must be received by Leon County |
| Not later than: November 16, 2012 at 9:00 a.m. | OPENING DATE: Date and time by which Technical Proposals must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308 |
| Date and time: November 16, 2012 at 9:30 a.m. | EVALUATION COMMITTEE MEETING: <ul style="list-style-type: none"> • Date and time the Evaluation Committee will meet to receive the Technical Proposals and organize its work. • 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. |
| Tentative Date and time: November 29, 2012. **Specific times for interviews will be finalized after the submission of the technical proposals. | INTERVIEWS – EVALUATION COMMITTEE MEETING: <ul style="list-style-type: none"> • Date and time period during which interviews will be held between Respondents and the Evaluation Committee at the Leon County Purchasing Division's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. • This will be a closed evaluation meeting; the public is not invited to attend interviews during which a vendor makes oral presentations or answers questions about a sealed proposal. |
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| Date and time: December 10, 2012 at 1:30 p.m. | EVALUATION COMMITTEE MEETING TO SCORE AND RANK PROPOSALS: <ul style="list-style-type: none"> • Date and time the Evaluation Committee will meet to: (1) develop the Technical Scores of the Technical Proposals; (2) publicly announce the Technical Scores, and open and announce the Price Proposals (this shall occur during the same Evaluation Committee meeting); and (3) develop the final Adjusted Scores of the Proposals. • 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. |



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JOHN DAILEY
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BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

NICK MADDOX
At-Large

AKIN AKINYEMI
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

November 7, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date for RFP: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #7

Dear Vendor:

This letter serves as Addendum #7 for the above referenced project.

1. A Revised Proposal Response Cover Sheet is attached to this addendum to reflect the appropriate numbering of addenda.
2. The following items are clarifications that arose from questions during the mandatory pre-bid meeting held on Tuesday, October 30, 2012.
 - a. Design Guidelines 2 and 3 on Page 27 of the Design/Build Request for Proposal (RFP) for Lafayette Street Sidewalk and Roadway Improvements Project specify a westbound left turn lane and a westbound right turn lane to be added to the proposed locations as shown on the Conceptual Plans. A turning movement study and traffic analysis must be conducted by the Design-Build Firm to verify the turn lane storage length during the design phase.
 - b. The existing water main between STA 440+30 and STA 447+55 must be removed or abandoned in place with flowable fill if there is no conflict with storm sewer system or other utilities.
 - c. The Maintenance of Traffic, Erosion Control, and Mobilization associated with Water and Wastewater Relocation work must be separated and listed as individual line items in the Schedule of Values for Water and Wastewater Work. The Schedule of Values will be submitted after the bid award.
 - d. The requirement to include the Proposed Vertical Profile as an item of the Preliminary Roadway plans in the Technical Proposal is removed from the RFP.
 - e. The requirement to include Survey Controls and Bench Marks on the Preliminary Road plans in the Technical Proposal is eliminated from the RFP.
 - f. A traffic analysis is not required as a part of the technical proposal submittal.
 - g. The Project Concept Plan in an AutoCad format is provided as a part of this Addendum. The AutoCad files will be emailed to the short-listed vendors. Other interested parties may email kelleys@leoncountyfl.gov to request these files.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,


Shelly W. Kelley, PMP
Leon County Purchasing Director

REVISED PROPOSAL RESPONSE COVER SHEET

Project: Lafayette Street Sidewalk and Roadway Improvements
RFP Number: BC-09-06-12-51

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

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

Shelly W. Kelley, Purchasing Director

Akin Akenyemi, Chairman
Leon County Board of County Commissioners

This bid response 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 #7 dated _____ Initials _____

Addendum #8 dated _____ Initials _____

Addendum #9 dated _____ Initials _____



LEON COUNTY

DESIGN/BUILD REQUEST FOR PROPOSALS (RFP)

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

RFP Number: BC-11-15-12-02

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RFP Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements

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

Opening Date: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

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ATTACHMENTS

- Typical Section and Conceptual Plan (Conceptual Plan)
- Leon County Supplemental Specifications to FDOT Standard Specifications for Bridge and Roadway Construction (2010 Edition)
- Archaeological Site Vicinity Map
- Local Agency/Federal-Aid Contract Requirements
- DRAFT Agreement for Lafayette Street Sidewalk and Roadway Improvements Design Build Services
- Design Criteria Package for Construction of Water and Wastewater Utility Work on Lafayette Street

Forms to Return with the Response:

- Proposal Response Cover Sheet
- Public Entity Crimes Statement
- Certification Regarding Debarment, Suspension and Other Responsibility Matters
- Equal Opportunity/Affirmative Action Statement
- Insurance Certification Form
- Affidavit Certification Immigration Laws
- Non-Collusion Affidavit
- Drug-Free Workplace Form

Form to Return with the Price Proposal:

- Bid Blank Form

Form to be Completed by the Successful Respondent/Contractor:

- Preliminary Schedule of Values (this will be completed as an Excel spreadsheet, utilizing an Excel file provided by Leon County)

The attachments listed in the table of contents are by this reference hereby incorporated into and made a part of this RFP as though fully set forth herein.

I. INTRODUCTION.

A. General Description of Work:

This design-build project is for the design and construction of sidewalk and associated turn lane addition, drainage, landscaping, and water and wastewater utility work along C.R. 2196 (Lafayette Street) from Seminole Drive to Winchester Lane in Leon County, Florida.

THIS EFFORT INCLUDES DESIGN SERVICES AS WELL AS THE CONSTRUCTION OF THE LAFAYETTE STREET PROJECT.

Each Respondent is to develop a design approach with a corresponding schedule to complete the full scope of work contained in this RFP.

B. Maximum Allowable Contract Time: The Maximum Allowable Contract Time is 400 calendar days.

C. Design/Build Firm's Responsibility:

The Design/Build Firm shall be responsible for survey, geotechnical investigation, design, acquisition of all permits not acquired by the Leon County, any required modification of permits acquired by the Leon County, maintenance of traffic, demolition, and construction on or before the date indicated in their proposal. The Design/Build Firm will coordinate all utility relocations.

The Design and Construction Criteria (Section VI) sets forth requirements regarding survey, design, construction, and maintenance of traffic during construction, requirements relative to project management, scheduling, and coordination with other agencies and entities such as state and local government, utilities and environmental permitting agencies, and the public. A separate Design Criteria Package for Construction of Water and Wastewater Utility Work on Lafayette Street is attached to this RFP and shall be used to develop the water and wastewater infrastructure relocation or installation for this project.

The Design/Build Firm shall demonstrate good project management practices while working on this project. These include communication with Leon County and others as necessary, management of time and resources, and documentation.

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.

D. Leon County's Responsibility:

Leon County will provide contract administration, management services, construction engineering inspection services and quality acceptance reviews of all work associated with the development and preparation of the contract plans and construction of the improvements. Leon County will provide job specific information and/or functions as outlined in this document.

E. Definitions and Acronyms:

1. AASHTO means American Association of State Highway and Transportation Officials
2. Adjusted Score shall mean the final evaluation score. The Adjusted Score considers the Technical Proposal score and the Price Proposal. The Adjusted Score is calculated utilizing a formula identified in this RFP. The Adjusted Score is used to determine final rankings among Proposals.
3. BCC means Leon County Board of County Commissioners
4. Price Proposal Due Date means the **date and time deadline by which Price Proposals** are due in the Leon County Purchasing Division in order to be considered timely submitted and responsive (note: a separate date and time is identified as the deadline for receipt of the Technical Proposals). The Price Proposal Due Date is identified in the Schedule of Events.
5. CEI means Construction Engineering and Inspection
6. CPM means Critical Path Method and milestones
7. DBE means FDOT's Disadvantaged Business Enterprise Program
8. Design/Build Firm, or Contractor, means the successful Respondent that enters into a contract with Leon County, as a result of this RFP process, to perform the work contemplated by this RFP
9. DMEO means District Environmental Management Office
10. EOR means Design/Build Firm's Engineer of Record
11. FDEP means Florida Department of Environmental Protection
12. FDOT means State of Florida Department of Transportation
13. FWC means Florida Fish and Wildlife Conservation Commission
14. FWHA means Federal Highway Administration
15. Holidays means days fixed by Leon County on which ordinary business is suspended in commemoration of some event or in honor of some person
16. IA means Independent Assurance
17. Leon County means Leon County, Florida, a charter county and political subdivision of the State of Florida.
18. MUTCD means Manual on Uniform Traffic Control Devices
19. Notice to Proceed means written notification from Leon County to the Contractor stating the date the Contractor can begin work subject to the terms and conditions of the contract entered into between the Contractor and Leon County
20. NPDES means National Pollutant Discharge Elimination System
21. Opening Date means the **date and time deadline by which Technical Proposals** are due in the Leon County Purchasing Division in order to be considered timely submitted and responsive (note: a separate date and time is identified as the deadline for receipt of the Price Proposals). The Opening Date is identified in the Schedule of Events.

RFP Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements

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

Opening Date: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

22. Registered Planholder means the person or party who obtained documents related to this RFP from DemandStar; the Leon County Purchasing Division; or, if the person or party obtained documents related to this RFP from another source, the person or party officially registered with the Leon County Purchasing Division in order to be placed on the Registered Planholders list for this solicitation.
23. PPM means Plans Preparation Manual
24. PCT mean the Proposed Contract Time
25. Purchasing Division means Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308
26. Proposal(s) means response(s) received from Respondent(s) to provide the goods and services sought by this RFP; the Technical Proposal and the Price Proposal are considered to be components of a Respondent's Proposal.
27. QA means Quality Assurance
28. QC means Quality Control
29. QMP means Quality Management Plan
30. RFQ means the Request for Qualifications issued by Leon County for the Lafayette Street Sidewalk and Roadway Improvements
31. Respondent means the person or party who responds to this RFP.
32. RFP means this Request for Proposals issued by Leon County for Lafayette Street Sidewalk and Roadway Improvements Proposal Number BC-09-06-12-51, including any and all addenda to this RFP issued by Leon County
33. RFQ Response Deadline means the date and time deadline by which Statements of Qualifications, in response to the RFQ for the Lafayette Street Sidewalk and Roadway Improvements Project, are due in the Leon County Purchasing Division in order to be considered timely submitted and responsive. The RFQ Response Deadline is identified in the Request for Qualifications Schedule of Events.
34. Schedule of Events means the schedule of events identified in Section II, Table 1
35. Short-Listed Firms means those Firms, which submitted an Expanded Letter of Interest (ELOI) as part of the RFQ process for the Lafayette Street Project, which the Evaluation Committee determined to have met the Minimum Qualification Requirements. Short-Listed Firms will be invited to submit a Technical Proposal and a Price Proposal in response to this RFP.
36. SHPO means State Historic Preservation Officer
37. SWPPP means Stormwater Pollution Prevention Plans
38. TCP means Traffic Control Plans
39. Technical Score shall mean the evaluation score developed by the Evaluation Committee for a Respondent's Technical Proposal
40. USDOT means United States Department of Transportation
41. Work Days or Working Days means Leon County's work days, which excludes Holidays, weekends, and other days that Leon County is not open for ordinary business.

II. SCHEDULE OF EVENTS

Below in Table 1 is the current schedule of the events that will take place as part of this RFP (**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 Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as 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 Schedule of Events.** 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>

| Table 1 - Schedule of Events | |
|---|--|
| Date and Time (all eastern time) | Event |
| October 16, 2012 | Release of the RFP to Short-Listed Firms |
| Not later than: October 23, 2012 at 5:00 p.m. | DEADLINE FOR PRE-PROPOSAL MEETING QUESTIONS: Date and time by which Pre-Proposal Meeting Questions must be received |
| October 30, 2012 at 10:00 a.m. | MANDATORY PRE-PROPOSAL MEETING: Date and time a mandatory pre-proposal meeting will be held at Leon County Purchasing’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. All impacted Utility Agency/Owners are to be invited to the mandatory Pre-proposal meeting. |
| Not later than: November 5, 2012 at 5:00 p.m. | QUESTIONS/INQUIRIES DEADLINE: Date and time by which questions and inquiries regarding the RFP must be received by Leon County |
| Not later than: November 15, 2012 at 1:00 p.m. | OPENING DATE: Date and time by which Technical Proposals must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308 |
| Date and time: November 15, 2012 at 1:30 p.m. | EVALUATION COMMITTEE MEETING: <ul style="list-style-type: none"> • Date and time the Evaluation Committee will meet to receive the Technical Proposals and organize its work. • 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. |
| Tentative Date and time: November 29, 2012. **Specific times for interviews will be finalized after the submission of the technical proposals. | INTERVIEWS – EVALUATION COMMITTEE MEETING: <ul style="list-style-type: none"> • Date and time period during which interviews will be held between Respondents and the Evaluation Committee at the Leon County Purchasing Division’s offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. • This will be a closed evaluation meeting; the public is not invited to attend interviews during which a vendor makes oral presentations or answers questions about a sealed proposal. |

| Table 1 - Schedule of Events | |
|--|--|
| Date and Time (all eastern time) | Event |
| Not later than: December 10, 2012 at 1:00 p.m. | PRICE PROPOSAL DUE DATE: Date and time by which Price Proposals must be received by the Leon County Purchasing Division, 1800-3 North Blair Stone Road, Tallahassee, FL 32308. The Price Proposals will remain sealed, until publicly opened after the Technical Proposals have been evaluated and scored by the Evaluation Committee. |
| Date and time: December 10, 2012 at 1:30 p.m. | EVALUATION COMMITTEE MEETING TO SCORE AND RANK PROPOSALS: <ul style="list-style-type: none"> • Date and time the Evaluation Committee will meet to: (1) develop the Technical Scores of the Technical Proposals; (2) publicly announce the Technical Scores, and open and announce the Price Proposals (this shall occur during the same Evaluation Committee meeting); and (3) develop the final Adjusted Scores of the Proposals. • 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. |

III. SOLICITATION PROCESS SUMMARY AND THRESHOLD REQUIREMENTS.

A. Process Summary:

The solicitation process for this project is a four-step process, which is summarized as follows:

Step 1 – Short-listing (Note: This step 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 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.

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 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 Price Proposals (Note: The Price Proposal Due Date is subsequent to the Evaluation Committee interviews)

- a) Short-Listed Firms are requested to provide a written Price Proposal for the Lafayette Street project, in a sealed envelope/package.
- b) 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 Price Proposals are opened (Note: Upon the 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 Price Proposal (the total lump sum 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 Price Proposal (the total lump sum 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.

B. Qualifications:

1. Respondents are required to be:
 - i. Pre-qualified by FDOT in all work types required for the project. The technical qualification requirements of Florida Administrative Code (F.A.C.) Chapter 14-75 and all qualification requirements of F.A.C. Chapter 14-22, based on the applicable category of the project, must be satisfied; and
 - ii. Identified as a Short-Listed Firm by the Evaluation Committee as part of the RFQ process for this project.
2. Only those Respondents identified as a Short-Listed Firm as part of Step 1, and requested by Leon County to provide a written Technical Proposal and written Price Proposal, are eligible to respond to this RFP and proceed to Step 2 or to Step 3 – and to have their Proposal evaluated as part of Step 4. Proposals received from other Respondents shall be deemed non-responsive and shall not be considered.

C. Joint Venture Firm:

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

D. Price Proposal Guarantee:

Price Proposals 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 Price Proposals. 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.

E. Pre-Proposal Meeting:

Attendance at the pre-proposal meeting is MANDATORY and any Respondent who fails to attend will be deemed non-responsive and automatically disqualified from further consideration.

All questions of Respondents to be discussed at the pre-proposal meeting must be submitted in writing by the deadline stated in the Schedule of Events. Such questions shall be e-mailed to: Shelly Kelley at kelleys@leoncountyfl.gov AND Don Tobin at tobind@leoncountyfl.gov.

The purpose of this meeting is to provide a forum for all concerned parties to discuss the proposed project, answer questions on the design and construction criteria, CPM schedule, and method of compensation, instructions for submitting proposals, and other relevant issues. In the event that any discussions or questions at the pre-proposal meeting require, in the Leon County's opinion, official additions, deletions, or clarifications of the RFP, the Design and Construction Criteria, or any other document, Leon County will issue a written summary of questions and answers or an addendum to this RFP as the Leon County determines is appropriate. No oral representations or discussions, which take place at the pre-proposal meeting, will be binding on the Leon County. The Respondents will be instructed to direct all questions after the meeting to Leon County Purchasing Division.

During and after the pre-proposal meeting, it is the responsibility of the Purchasing Division to ensure that Registered Planholders develop their Technical Proposal 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.

F. Non-Responsive Proposals:

Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A Proposal may be found to be non-responsive by reasons, including, but not limited to:

- Failure to utilize or complete prescribed forms,

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

Other conditions which may cause rejection of Proposals include:

- Evidence of collusion among Respondents,
- **Inclusion of the same lead contractor and/or lead design professional on more than one Respondent's team, leading to the rejection of all such Technical Proposals.** The lead contractor and lead design professional on a Respondent's team are restricted from being included on more than one Respondent's Proposal in response to this RFP for the Lafayette Street project,
- Failure to perform or meet financial obligations on previous contracts,
- Employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or
- In the event an individual, firm, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design/Build Firms for Federally Financed or Assisted Projects.

Technical Proposals received from Respondents who were not identified as a Short-Listed Firm as part of the RFQ process shall be rejected as non-responsive.

Technical Proposals received from Respondents that did not attend the mandatory pre-proposal meeting shall be rejected as non-responsive.

Technical Proposals received by the Purchasing Division after the Opening Date, as identified in the Schedule of Events, shall be rejected as non-responsive.

Price Proposals received by the Purchasing Division after the Price Proposal Due Date, as identified in the Schedule of Events, shall be rejected as non-responsive.

Price Proposals that are not accompanied by the required Bid Guarantee shall be rejected as non-responsive.

Technical Proposals or Price Proposals with a Proposed Contract Time (PCT) greater than the Maximum Allowable Contract Time will be considered non-responsive.

Leon County reserves the right to consider any Proposal as non-responsive if any part of the Technical Proposal does not meet established codes and criteria.

Respondents whose Technical Proposal is rejected as non-responsive are not invited to submit a Price Proposal and, if they do submit a Price Proposal, the Price Proposal shall also be rejected as non-responsive.

G. Waiver of Irregularities:

Leon County may waive minor informalities or irregularities in Proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Respondents. 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 Respondent an advantage or benefit not enjoyed by other Respondents.

1. Any design submittals that are part of a Proposal shall be deemed preliminary only.
2. Preliminary design submittals may vary from the requirements of the **Design and Construction Criteria**. Leon County, at its discretion, may elect to consider those variations in awarding points to the Proposal rather than rejecting the entire Proposal.
3. In no event will any such elections by Leon County be deemed to be a waiving of the **Design and Construction Criteria**.
4. The Respondent who is selected for the project will be required to fully comply with the Design and Construction Criteria for the price bid, regardless that the Proposal may have been based on a variation from the **Design and Construction Criteria**.
5. Respondents shall identify separately all innovative aspects as such in the Technical Proposal. An innovative aspect does not include revisions to specifications or established Leon County policies. Innovation should be limited to Respondent's means and methods, roadway alignments, approach to project, use of new products, new uses for established products, etc.
6. The Respondent shall obtain any necessary permits or permit modifications not already provided.
7. Those changes from the conceptual plans may be considered together with innovative construction techniques, as well as other areas, as the basis for grading the Technical Proposals in the area of innovative measures.

H. Modification or Withdrawal of Proposal:

1. Respondents may modify or withdraw previously submitted Technical Proposals at any time prior to the Opening Date, in accordance with the Schedule of Events.
2. Respondents may modify or withdraw previously submitted Price Proposals at any time prior to the Price Proposal Due Date, in accordance with the Schedule of Events.
 - i. Requests for modification or withdrawal of a submitted Technical Proposal or Price Proposal shall be in writing and shall be signed in the same manner as the original submittal.
 - ii. Upon receipt and acceptance of such a request, the Respondent's entire Proposal will be returned to the Respondent and not considered unless the Technical Proposal and/or the Price Proposal, as applicable, are received by the Purchasing Division prior to the Opening Date and/or Price Proposal Due Date, as applicable, in accordance with the Schedule of Events.
3. Respondents may also send a change in a sealed envelope/package to be opened at the

same time as the Technical Proposal and/or the Price Proposal, as applicable, if such change is received by the Purchasing Division at any time prior to the Opening Date and/or the Price Proposal Due Date, as applicable, in accordance with the Schedule of Events.

I. Leon County's Responsibilities:

This RFP does not commit Leon County to make studies or designs for the preparation of any Proposal, nor to procure or contract for any articles or services. Respondents shall examine the RFP and the site of the proposed work carefully before submitting a Proposal for the work contemplated and shall investigate the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished and as to the requirements of all of the RFP. Written notification of differing site conditions discovered during the design or construction phase of the project will be given to Leon County's Project Manager.

Leon County does not guarantee the details pertaining to borings, as shown on any documents supplied by Leon County, to be more than a general indication of the materials likely to be found adjacent to holes bored at the site of the work, approximately at the locations indicated. Respondents shall examine boring data, where available, and make their own interpretation of the subsoil investigations and other preliminary data, and shall base his bid on his own opinion of the conditions likely to be encountered. The submission of a Proposal is prima facie evidence that the Respondent has made an examination as described in this provision.

J. Design/Build Contract and Method of Compensation:

1. Fixed Price and Fixed Time Contract. Leon County is not obligated to award a contract for this project or as a result of this solicitation process.

If, however, Leon County does award a contract as a result of this solicitation, Leon County will enter into a Lump Sum contract with the successful Respondent. The terms and conditions of this contract are fixed price and fixed time. The Respondent's submitted Price Proposal (time and cost) is to be a lump sum bid for completing the scope of work detailed in the RFP.

2. Schedule of Values. Respondents should not include a schedule of values with their Price Proposal documents. In accordance with Section V., Project Requirements and Provisions for Work, N. Schedule of Values and Invoicing, the Design-Build Firm will submit a Schedule of Values to Leon County for approval subsequent to contract award. No invoices shall be submitted prior to Leon County's approval of the schedule of values.

IV. FLORIDA DEPARTMENT OF TRANSPORTATION'S DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

Respondents shall comply with pages 4-7 of the attached Local Agency/Federal-Aid Contract Requirements.

V. PROJECT REQUIREMENTS AND PROVISIONS FOR WORK.

A. Governing Regulations:

The services performed by the Design/Build Firm shall be in compliance with all applicable Manuals

and Guidelines including the FDOT, FHWA, AASHTO, Leon County, and additional requirements specified in this document. Except to the extent inconsistent with the specific provisions in this document, the current edition, including updates, of the following Manuals and Guidelines shall be used in the performance of this work. Current edition is defined as the edition in place and adopted by FDOT at the date of advertisement of this contract with the exception of the Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications, Manual on Uniform Traffic Control Devices (MUTCD), FDOT's Design Standards and Design Standards Modifications. The Design/Build Firm shall use the edition of the Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications, Department's Design Standards and Design Standard Modifications that is in effect at the time the Price proposals are due in Leon County Office. The Design/Build Firm shall use the 2009 edition of the MUTCD, including supplements. It shall be the Design/Build Firm's responsibility to acquire and utilize the necessary manuals and guidelines that apply to the work required to complete this project. The services will include preparation of all documents necessary to complete the project as described in Section I of this document.

1. Florida Department of Transportation Roadway Plans Preparation Manuals
<http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm>
2. Florida Department of Transportation Design Standards
<http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm>
3. Florida Department of Transportation Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications
<http://www.dot.state.fl.us/specificationsoffice/Default.shtm>
4. Florida Department of Transportation Surveying Procedure
<http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/550030101.pdf>
5. Florida Department of Transportation EFB User Guide (Electronic Field Book)
<http://www.dot.state.fl.us/surveyingandmapping/downloads.shtm>
6. Florida Department of Transportation Drainage Manual
<http://www.dot.state.fl.us/rddesign/dr/Manualsandhandbooks.shtm>
7. Florida Department of Transportation Soils and Foundations Handbook
<http://www.dot.state.fl.us/structures/Manuals/SFH.pdf>
8. Florida Department of Transportation Structures Manual
<http://www.dot.state.fl.us/structures/manlib.shtm>
9. Florida Department of Transportation Structures Manual including Temporary Design Bulletins
<http://www.dot.state.fl.us/structures/StructuresManual/CurrentRelease/StructuresManual.shtm>
10. Florida Department of Transportation Computer Aided Design and Drafting (CADD) Production Criteria Handbook Roadway Standards
<http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook/>
11. Florida Department of Transportation Production Criteria Handbook CADD Structures Standards
<http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook/>
12. Florida Department of Transportation Structures Manual including Temporary Structures Design Bulletins
<http://www.dot.state.fl.us/structures/Memos/currentbulletins.shtm>

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13. Instructions for Structures Related Design Standards
<http://www.dot.state.fl.us/structures/IDS/IDSportal.pdf>
14. AASHTO – A Policy on Geometric Design of Highways and Streets
https://bookstore.transportation.org/item_details.aspx?ID=110
15. Manual on Uniform Traffic Control Devices – 2009 edition
<http://mutcd.fhwa.dot.gov/>
16. Safe Mobility For Life Program Policy Statement
<http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/000750001.pdf>
17. Traffic Engineering and Operations Safe Mobility for Life Program
<http://www.dot.state.fl.us/trafficoperations/Operations/SafetyisGolden.shtm>
18. American with Disabilities Act
<http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/625020015.pdf>
19. Florida Department of Transportation Florida Sampling and Testing Methods
<http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/fstm/disclaimer.shtm>
20. Florida Department of Transportation Pavement Coring and Evaluation Procedure
<http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/materialsmanual/documents/v1-section32-clean.pdf>
21. Recommended Guide for Utility Placement - Tallahassee Area Utility Coordination Committee (TAUCC)
22. Florida Department of Transportation Construction Project Administration Manual
<http://www.dot.state.fl.us/construction/Manuals/cpam/CPAMManual.shtm>
23. Florida Department of Transportation Flexible Pavement Design Manual
<http://www.dot.state.fl.us/pavementmanagement/PUBLICATIONS.shtm>
24. Florida Department of Transportation Rigid Pavement Design Manual
<http://www.dot.state.fl.us/pavementmanagement/PUBLICATIONS.shtm>
25. Florida Department of Transportation Pavement Type Section Manual
<http://www.dot.state.fl.us/pavementmanagement/PUBLICATIONS.shtm>
26. Florida Department of Transportation Right of Way Manual
<http://www.dot.state.fl.us/rightofway/Documents.shtm>
27. Federal Highway Administration Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Plans and Specifications
<http://www.fhwa.dot.gov/engineering/geotech/pubs/reviewguide/checklist.cfm>
28. Florida Department of Transportation Bicycle and Pedestrian Policies and Standards
http://www.dot.state.fl.us/safety/ped_bike/ped_bike_standards.shtm
29. Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways
<http://www.dot.state.fl.us/rddesign/FloridaGreenbook/FGB.shtm>
30. Florida Statutes
<http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes&CFID=14677574&CFTOKEN=80981948>

31. Leon County Supplemental Specifications to the FDOT Standard Specifications for Road and Bridge Construction -2010 edition.
32. Title 23 Code of Federal Regulations 635.410 - Buy America requirements
33. Leon County Public Notification of Road Closing Policy 98-22

B. Innovative Aspects:

All innovative aspects shall be identified separately as such in the Technical Proposal.

An innovative aspect does not include revisions to specifications, standards or established FDOT and Leon County policies. Innovation should be limited to Respondent's means and methods, roadway alignments, approach to project, etc.

C. Geotechnical Services:

The Design/Build Firm will be responsible for identifying and performing any geotechnical investigation, analysis, and design dictated by the project needs. All geotechnical work necessary shall be performed in accordance with the governing regulations.

The Design/Build Firm shall provide Leon County signed and sealed design and construction reports. The reports shall be a record set of all geotechnical information, including relevant support data.

D. Environmental Permits:

1. Storm Water and Surface Water:

The design and plans shall be developed to meet the Northwest Florida Water Management District Environmental Resource Permitting, City of Tallahassee Environmental Management Ordinance, and all relevant regulatory requirements.

2. Permits:

All applicable data shall be prepared in accordance with Chapter 373 and 403, Florida Statutes, Chapters 40 and 62, Florida Administrative Code; Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act, and parts 114 and 115, Title 33, Code of Federal Regulations. In addition to these Federal and State permitting requirements, any dredge and fill permitting required by local agencies shall be prepared in accordance with their specific regulations. Acquisition of all applicable permits will be the responsibility of the Design/Build Firm. Preparation of complete permit packages will be the responsibility of the Design/Build Firm. The Design/Build Firm will obtain permits while acting as an authorized representative for "Leon County" for permitting purposes only. If any agency rejects or denies the permit application, it is the Design/Build Firm's responsibility to make whatever changes necessary to ensure the permit is approved.

The Design/Build Firm will be required to pay all permit fees. Any fines levied by permitting agencies shall be the responsibility of the Design/Build Firm.

The Design/Build Firm shall be responsible for an assessment of all potential gopher tortoise habitats that could be impacted by the project. The habitat will be systematically surveyed according to the current guidelines published by the Florida Fish and Wildlife Conservation Commission (FWC). If gopher tortoise burrows are found, all practicable measures will be employed to avoid impacts. The Design/Build Firm shall be responsible for obtaining an FWC permit for the relocation of gopher tortoises and commensals from burrows which cannot be avoided, and relocation shall be performed at a time as close as practicable to the start of construction activities at the site of the burrows. If new burrows are found after relocation, their occupants will also be relocated. A copy of the permit and any subsequent reports to FWC must be provided to Leon County's Project Manager.

The Design/Build Firm will be required to pay all permit fees including any and all fees associated with the relocation of gopher tortoises. Any fines levied by permitting agencies shall be the responsibility of the Design/Build Firm.

However, notwithstanding anything above to the contrary, upon the Design/Build Firm's preliminary request for extension of Contract Time, Leon County reserves the authority to make a determination to grant a non-compensable time extension for any impacts beyond the reasonable control of the Design/Build Firm in securing permits. Furthermore, as to any such impact, no modification provision will be considered by Leon County unless the Design/Build Firm clearly establishes that it has continuously from the beginning of the project aggressively, efficiently and effectively pursued the securing of the permits including the utilization of any and all reasonably available means and methods to overcome all impacts. There shall be no right of any kind on behalf of the Design/Build Firm to challenge or otherwise seek review or appeal in any form of any determination made by Leon County.

E. Survey:

The Design/Build firm shall assure all surveying and mapping products and services comply with pertinent Florida Statutes and the Florida Administrative Code together with pertinent federal regulations and statutes.

All field survey data will be furnished to the County Surveyor in a County approved digital format, readily available for input and use in CADD Design files. This work must comply with the Minimum Technical Standards for Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code (F.A.C.), pursuant to Section 472.027, Florida Statutes (F.S.) and any special instructions from the County. This survey also must comply with the Department of Environmental Protection Rule, Chapter 18-5, F.A.C. pursuant to Chapter 177, F.S., and the Department of Environmental Protection.

F. Verification of Existing Conditions:

The Design/Build Firm shall be responsible for verification of existing conditions, including research of all existing Leon County records and other information. The control survey sheets for the project are required as a part of the Construction Plan set and shall depict existing right-of-way and sufficient ties to establish the right-of-way boundary (minimum of all control points and changes in direction). Reference points to be established for all survey control points.

Archaeological sites 8LE853A, 8LE853B, 8LE1576, and 8LE1625, and one historic district (8LE4181) are present within the vicinity of this project. Please see attached map for locations. These areas should be avoided during the design and construction of this project. These areas also cannot be used for the storage and staging of construction material and/or equipment. This project will require consultation with the Federal Highway Administration (FHWA) and the State Historic Preservation Officer (SHPO) in regards to cultural resource issues. This consultation will occur once the design has reached the point where an adequate footprint of the project has been determined so that we can inform the FHWA and SHPO of exactly what this project entails. This consultation will be the responsibility of the District Environmental Management Office (DEMO). The contact person for DEMO is Amanda Marshall. She can be reached at (850) 415-9508 or Amanda.Marshall@DOT.MyFlorida.com.

By execution of the contract, the Design/Build Firm specifically acknowledges and agrees that the Design/Build Firm is contracting and being compensated for performing adequate investigations of existing site conditions sufficient to support the design developed by the Design/Build Firm and that any information is being provided merely to assist the Design/Build Firm in completing adequate site investigations. Notwithstanding any other provision in the RFP to the contrary, no additional compensation will be paid in the event of any inaccuracies in the preliminary information.

G. Submittals:

1. Plans:

Plans must meet the minimum contents of a particular phase submittal prior to submission for review. The particular phase of each submittal shall be clearly indicated on the cover sheet. Component submittals must be accompanied by sufficient information for adjoining components or areas of work to allow for proper evaluation of the component under review.

The Design/Build Firm shall provide copies of required review documents as listed below.

60% Component Plans:

- 5 sets of 11" X 17" roadway plans including control survey
- 5 sets of 11" X 17" structure plans
- 5 sets of 11" X 17" landscaping plans
- 5 sets of 11" X 17" utility relocation plans
- 5 sets of documentation – roadway/drainage
- 5 set of documentation - structures

90% Component Plans:

- 5 sets of 11" X 17" roadway plans including control survey
- 5 sets of 11" X 17" structure plans
- 5 sets of 11" X 17" landscaping plans
- 5 sets of 11" X 17" utility relocation plans
- 5 copies of Final Geotechnical Report
- 5 sets of documentation – roadway/drainage
- 5 set of documentation - structures
- 5 copy of Technical Special Provisions
- Independent Peer reviewer's comments and comment responses

Final Component Plans:

- 5 sets of 11" X 17" roadway plans including control survey
- 5 sets of 11" X 17" structure plans
- 5 sets of 11" X 17" landscaping plans
- 5 sets of 11" X 17" utility relocation plans
- 5 sets of final documentation
- 1 signed and sealed copy of Specifications Package
- 2 sets of electronic copies of Technical Special Provisions on CD

Construction Set:

2 sets of 11"X 17" and 2 sets of 24"X36" copies of the signed and sealed plans for Leon County to stamp "Released for construction".

Final signed and sealed plans will be delivered to Leon County's Project Manager a minimum of 5 working days prior to construction of that component. Leon County's Project Manager will send a copy of a final signed and sealed plans to the appropriate office for review and stamping "Released for Construction". Only stamped signed and sealed plans are valid and all work that the Design/Build Firm performs in advance of Leon County's release of Plans will be at the Design/Build Firm's risk.

Record Set:

The Design/Build Firm shall furnish to Leon County, upon project completion, the following:

- 1 set of 24" X 36" signed and sealed plans
- 2 sets of 11" X 17" signed and sealed plans
- 4 sets of 11 "X 17" copies of the signed and sealed plans
- 3 sets of final documentation (if different from final component submittal)
- 2 (two) Final Project CD's

The Design/Build Firm's Professional Engineer in responsible charge of the project's design shall professionally endorse (signed and sealed and certified) the record prints, the special provisions and all reference and support documents.

The Design Build Firm shall complete the record set as the project is being constructed. The record set becomes the as-builts at the end of the job and signed/sealed changes are by the EOR. The record set shall reflect all changes initiated by the Design/Build Firm or FDOT or Leon County in the form of revisions. The record set shall be submitted on a Final Project CD upon project completion. The CEI shall do a review of the record set prior to final acceptance in order to complete the record set.

2. Milestones:

Component submittals, in addition to the plan submittals listed in the previous section will be required. In addition to various submittals mentioned throughout this document the following milestone submittals will be required.

- 60% Plans Completion
- 90% Plans Completion
- 100% Plans Completion

H. Contract Duration:

The Design/Build Firm shall establish the contract duration for the subject project. In no event shall the contract duration exceed the Maximum Allowable Contract Time identified in this RFP for this project. The schedule supporting the proposed contract duration will be submitted with the Technical Proposal and should identify if the work activity durations are based on calendar days or working days.

The PCT reflected in the schedule may be amended in the Bid Proposal Proposal. The official PCT will be the one submitted with the Price Proposal.

I. Project Schedule:

The Respondent shall submit a project schedule, to support the Proposed Contract Time submitted as part of the Technical Proposal and Price Proposal. **The proposed schedule should allow 15 Working Days for Leon County, FDOT, and/or FHWA if applicable (concurrent) review of design submittals.** The minimum number of activities shall be those listed in the payout schedule and those listed below:

- Anticipated Award Date
- Design Submittals
- Design Survey
- Design Reviews by Leon County, FDOT, and FHWA
- Design Review / Acceptance Milestones
- Materials Quality Tracking
- Geotechnical Investigation
- Start of Construction
- Clearing and Grubbing
- Construction Mobilization
- Embankment/Excavation
- Environmental Permit Acquisition
- Foundation Design (if applicable)
- Foundation Construction (if applicable)
- Walls Design (if applicable)
- Walls Construction (if applicable)
- Roadway Design (including sidewalk, drainage systems, and turn lanes)
- Roadway Construction (including sidewalk, drainage systems, and turn lanes)
- Signing and Pavement Marking Design
- Signing and Pavement Marking Construction
- Landscape Design
- Landscape Construction
- Maintenance of Traffic Design
- Maintenance of Traffic Set-Up (per duration)
- Erosion Control
- Utility Relocations
- Additional Construction Milestones as determined by the Design/Build Firm
- Final Completion Date for All Work

The review period commences upon Leon County's receipt of the valid submittal or re-submittal and terminates upon the transmittal of the submittal back to the Design/Build Firm. Leon County's review is not meant to be a complete and detailed review.

J. Key Personnel/Staffing:

The Design/Build Firm's work shall be performed and directed by key personnel the Design/Build Firm had identified in its Technical Proposal. Any changes in the indicated personnel shall be subject to review and approval by Leon County's Project Manager. The Design/Build Firm shall have available a professional staff that meets the minimum training and experience set forth in Florida Statute Chapter 455.

K. Meetings and Progress Reporting:

The Design/Build Firm shall anticipate periodic meetings with Leon County personnel and other agencies as required for resolution of design and/or construction issues. These meetings may include:

- Leon County technical issue resolution
- Permit agency coordination
- Local government agency coordination
- Utility Coordination Meetings
- Scoping Meetings
- Public Meeting
- Construction Progress Meetings

During design, the Design/Build Firm shall meet with Leon County's Project Manager on a monthly basis and provide a month look ahead of the activities to be completed during the upcoming month.

During construction, the Design/Build Firm shall meet with Leon County's Project Manager and Leon County's Construction Management Representative on a weekly basis and provide a one-week look ahead for activities to be performed during the coming week.

The Design/Build Firm shall, on a monthly basis, provide written progress reports that describe the items of concern and the work performed on each task.

L. Public Involvement:

*One Open House Meeting will be held at the 60% Design Completion stage. The Open House Meeting should last one and a half hours in the evening. A 15-minute presentation to share the project scope and proposed improvements is anticipated during the meeting. **The Design/Build Firm will assist Leon County staff in development of the display boards, presentation materials, web page posting materials, and public notices.***

M. Quality Management Plan (QMP):

1. Design:

The Design/Build Firm shall be responsible for the professional quality, technical

accuracy and coordination of all surveys, designs, drawings, specifications, geotechnical and other services furnished by the Design/Build Firm under this contract.

The Design/Build Firm shall provide a QMP, which describes the Quality Control (QC) procedures to be utilized to verify, independently check, and review all design drawings, specifications, and other documentation prepared as a part of the contract. In addition, the QMP shall establish a Quality Assurance (QA) program to confirm that the QC procedures are followed. The Design/Build Firm shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The QMP may be one utilized by the Design/Build Firm, as part of their normal operation or it may be one specifically designed for this project. The Design/Build Firm shall submit a QMP within 15 working days of the written Notice to Proceed. A marked up set of prints from the QC review will be sent in with each review submittal. The responsible Professional Engineers or Professional Surveyor that performed the QC review, as well as the QA manager will sign a statement certifying that the review was conducted.

The Design/Build Firm shall, without additional compensation, correct all errors or deficiencies in the surveys, designs, drawings, specifications and/or other services.

No fabrication, casting, or construction will occur until all related design review and shop drawing review comments are resolved.

2. Construction:

The Design/Build Firm shall be responsible for developing and maintaining a Construction Quality Control Plan in accordance with Section 105 of Standard Specifications which describes their Quality Control procedures to verify, check, and maintain control of key construction processes and materials.

Leon County shall maintain its rights to inspect construction activities and request any documentation from the Design/Build Firm to ensure quality products and services are being provided in accordance with the FDOT's Materials Acceptance Program.

N. Schedule of Values and Invoicing:

1. Schedule of Values:

The schedule of values approved by Leon County in writing (Approved Schedule of Values) will be the basis for determining the percentage of completion for major, well-defined design and construction activities. No invoices shall be submitted prior to Leon County's Approved Schedule of Values, and no progress payment will be issued without an Approved Schedule of Values. The total of the Approved Schedule of Values shall be equal to the Lump Sum Price the Design/Build Firm had submitted as part of its Price Proposal on the Bid Blank Form.

The successful Design/Build Firm shall prepare its Preliminary Schedule of Values, utilizing an Excel spreadsheet that the program manager will provide. The Preliminary Schedule of Values spreadsheet will be similar to the one attached to this RFP. The Preliminary Schedule of Values provided in this RFP serves merely as guidance and shall not be construed as the Schedule of Values pre-determined by the County for this

project. The items in the Preliminary Schedule of Values may be modified by the Design-Build firm prior to submittal for the County's approval.

By no later than 10 (ten) calendar days after the effective date of the Notice to Proceed, the successful Design/Build Firm shall e-mail its Preliminary Schedule of Values to the following Leon County employees at the following e-mail addresses, as an Excel file and as a .PDF file:

Chris Muehlemann at MuehlemannC@leoncountyfl.gov
Charles Wu at WuC@leoncountyfl.gov
Don Tobin at TOBIND@leoncountyfl.gov

The total of the Preliminary Schedule of Values shall be equal to the Lump Sum Price the Design/Build Firm had submitted as part of its Price Proposal on the Bid Blank Form.

Upon receipt, the project manager will review the Contractor's Preliminary Schedule of Values and notify the Contractor that the Preliminary Schedule of Values has been approved, or notify the Contractor that a corrected Proposed Schedule of Values must be submitted.

2. Invoicing:

The Design/Build Firm will be responsible for invoicing Leon County based on Leon County's current invoicing policy and procedures, and contract terms and conditions. Invoicing will be based on the completion or percentage of completion of major, well-defined tasks as defined in the Schedule of Values (as approved by Leon County). Final payment will be made upon final acceptance by Leon County of the Design/Build project. Tracking DBE participation will be required under normal procedures. No invoices shall be submitted prior to Leon County's written approval of the schedule of values.

Upon receipt of the invoice, Leon County's Project Manager, under the advisement of the CEI, will make judgment on whether or not work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

O. Computer Automation:

The project shall be developed utilizing computer automation systems in order to facilitate the development of the contract plans. Leon County currently is using the AutoCAD Civil 3D 2012 version as the main CADD software.

The Design/Build Firm will be required to submit final documents and files which shall include complete CADD design and coordinate geometry files in AutoCAD format.

P. Construction Engineering and Inspection:

Leon County is responsible for providing Construction Engineering and Inspection (CEI) and Quality Assurance (QA) Engineering.

The Design/Build Firm is subject to Leon County's Independent Assurance (IA) Procedures.

Q. Testing:

Leon County or its representative will perform verification and resolution testing services in accordance with the latest Specifications. On all Federal Aid Projects, Leon County or its representative shall perform verification sampling and testing on site as well as offsite locations such as pre-stress plants, batch plants, structural steel and weld, fabrication plants, etc.

R. Adjoining Construction Projects:

The Design/Build Firm shall be responsible for coordinating construction activities with other construction projects that are impacted by or impact this project. This includes projects under the jurisdiction of City of Tallahassee, Leon County, or other regional and state agencies.

S. Design Issue Escalation:

All issues are to be directed to Leon County Project Manager. If the issue cannot be resolved at this level, Leon County Project Manager shall forward the issue to the next level in the process. The escalation process begins with the Chief of Engineering Design, followed by the Director of Engineering Services, and finally to the Director of Public Works and Community Development. Each level shall have a maximum of three working days to answer, resolve or address the issue. This three-day window is a response time and does not infer resolution. Questions may be expressed verbally and followed up in writing. Leon County Project Manager will respond in a timely manner but not to exceed three working days. The Design/Build Firm shall provide any available supporting documentation.

The Design/Build Firm shall provide a similar issue escalation process for his/her organization with personnel of similar levels of responsibility.

The Leon County Director of Public Works and Community Development will have the final authority on design decisions.

T. Construction Clarification, Conflict Resolution, and Issue Escalation:

In the event that construction problems occur, the resolution of those problems will be processed in one of the following two ways unless revised by a Partnering agreement:

- If the resolution does not change the original intent of the Technical Proposal/RFP, then the Design/Build Firm Engineer of Record (EOR) will be responsible for developing the design solution to the construction problem and the Leon County Chief of Construction Management will be responsible for review and response within ten (10) working days. The Leon County Chief of Construction Management will either concur with the proposed solution or, if the Leon County Chief of Construction Management has concerns, the issue will be escalated as described in the process below.
- If the resolution does alter the original intent of the Technical Proposal/RFP then the EOR will develop the proposed solution, copy in the Leon County Chief of Construction Management, and send it to the Leon County Project Manager. The Leon County Project Manager will respond to the proposed solution within ten working days. The Leon

County Project Manager will either concur with the proposed solution or, if the Leon County Chief of Construction Management has concerns, the issue will be escalated as described in the process below. Changes to the original intent of the Technical Proposal/RFP will require a contract change order and FHWA approval.

- Leon County has established the issue escalation process for construction questions and conflict resolution that the Design/Build Firm shall follow unless revised by the Partnering agreement. All issues are to be directed to the Leon County Project Manager. If the issue cannot be resolved at this level the Leon County Project Manager shall forward the issue to the next level in the process. The escalation process begins with the Chief of Engineering Design, followed by the Director of Engineering Services, and finally to the Director of Public Works and Community Development. Each level shall have a maximum of three working days to answer, resolve or address the issue. This three day window is a response time and does not infer resolution. Questions may be expressed verbally and followed up in writing. The Leon County Project Manager will respond in a timely manner but not to exceed three working days. The Design/Build Firm shall provide any available supporting documentation.

The Design/Build Firm shall provide a similar chain of command for his/her organization with personnel of similar levels of responsibility.

VI. DESIGN AND CONSTRUCTION CRITERIA PACKAGE.

A. Overview:

This Design and Construction Criteria Package ("Package") has been produced for the purpose of establishing the Design Criteria that will apply to and govern the planning, design, and construction of the Lafayette Street Sidewalk and Roadway Improvements Project. The criteria encompassed in this Package are intended to guide the Design/Build Firm in the development of progressively more-detailed and comprehensive site design concepts for the development of the Lafayette Street Sidewalk and Roadway Improvements that will ultimately lead to the preparation of detailed design and construction documents (plans and specifications) and the complete construction of the Project.

This Package has been developed in accordance with Florida Statute 287.005 to communicate aesthetic and functional requirements that form the basis for a Respondent's Proposal requested by Leon County.

In general, discussion and exploration of the various aspects of the work within the Package, and the creative and timely prosecution of the work are intended, not as a prescribed solution, but rather as a guide in establishing a standard of quality.

If during the term of the contract any modifications or changes proposed by the Design/Build Firm are considered in any way to alter the design intent or ultimate expectations for the completed Project, such modifications or changes must be approved in advance in writing by Leon County's Project Manager in conjunction with Leon County's Design Criteria Professional. It shall further be the sole responsibility of the Design/Build Firm to note any such modifications or changes, and to convey such information to the Project Manager in writing in a timely and expeditious manner.

Any specific written directions received by the Design/Build Firm, during the term of the contract from Leon County's Project Manager or Leon County's Design Criteria Professional, shall be included without exception in its documents and submissions. In all other respects, this Package is promulgated solely as a guide in addressing planning, design, process, reviews, approvals, and permitting considerations and procedures, and defining standards of quality. It is not provided nor is it represented by Leon County to reflect, identify, or suggest the required levels of research or due diligence investigation, assessment, or analysis necessary to be accomplished by the Design/Build Firm in the prosecution of the work for the Lafayette Street Sidewalk and Roadway Improvements Project.

A separate Design Criteria Package for construction of water and wastewater utility work on Lafayette Street is attached to this RFP, which shall be used for water and wastewater infrastructure relocation or installation on Lafayette Street.

B. General:

The Design/Build Firm shall be responsible for detailed plan checking as outlined in the FDOT's PPM Volume 2 Section 2.3.2, as described in the RFP, and the Design and Construction Criteria Package. This includes a checklist of the items listed in the PPM for each completed phase submittal. Roadway submittals may be broken down into grading, drainage, walls, signing & pavement marking, signalization, landscaping and final geometry components. The component design must be in conformity with the Design and Construction Criteria Package requirements, approved preliminary layout and concept as provided in the Technical Proposal.

Before construction activities can begin for a specific component, signed and sealed design plans and calculations supporting the design for that component must be reviewed by Leon County. Component submittals shall be complete submittals along with all the supporting information necessary for review. The work must represent logical work activities and must show impacts on subsequent work on this project. Any modification to the component construction due to subsequent design changes as the result of design development is solely the Design/Build Firm's risk. Upon review by Leon County, the plans will be stamped "Released for Construction" and initialed and dated by Leon County's Project Manager or Leon County's Design Criteria Professional. Prior to Leon County stamping plans as "Released for Construction", Leon County's Design Criteria Professional will review the Design/Build Firm's detailed working drawings and evaluate the compliance of such drawings with the Design and Construction Criteria Package. **Any construction initiated by the Design/Build Firm prior to receiving signed and sealed plans stamped "Released for Construction" shall be at the sole risk of the Design/Build Firm.**

All design and construction documents shall be prepared using the English system.

C. Project Design Guidelines Summary:

The Lafayette Street Sidewalk and Roadway Improvements Project boundary is from STA 440+26 (as shown in the attached Conceptual Plans) toward east to Winchester Lane excluding the intersection at Lafayette Street and Magnolia Drive. The drainage system including all storm sewer pipes and drainage structures between STA 440+26 and STA 447+49 shall be built according to the attached Conceptual Plans.

The design guidelines for this project are summarized as follows.

1. A pedestrian walk path as continuation of the 8-foot concrete sidewalk at STA 440+25.81 will be designed and built toward east to Winchester lane excluding the intersection between STA 451+74 and STA 457+58. This proposed sidewalk will be 8 feet wide and on the south side. A minimum 4-foot buffer between the curb and the sidewalk will be maintained. The approximate sidewalk location is shown on the attached Conceptual Plans.
2. A westbound left turn lane will be added to the proposed location as shown on the attached Conceptual Plans. A turning movement study and traffic analysis must be conducted by the Design-Build Firm to verify the turn lane storage length.
3. A westbound right turn lane will be added to the proposed location as shown on the attached Conceptual Plans. A turning movement study and traffic analysis must be conducted by the Design/Build Firm to verify the turn lane storage length. In addition, a restricted exit for right turns only for the driveway on the north side and at STA 466+40 shall be considered.
4. The Design/Build Firm may use the attached Conceptual Plans as reference to develop a new Landscape Plan. The final Landscape Plans shall be reviewed and approved by Leon County and City of Tallahassee prior to construction.
5. All survey work including the utility locates shall be the responsibility of the Design/Build Firm.
6. The Design/Build Firm shall collect geotechnical data for any work associated with design and construction of this project.
7. It is the responsibility of the Design/Build Firm to coordinate with all Utility Service Providers to resolve any conflict issues. Leon County will assist and facilitate Utility Coordination when requested.
8. Reviewing permitting requirements with all regulatory agencies prior to the bid submittal is required. A summary of the permitting requirements based on the conceptual design shall be included in the Technical Proposal.
9. The Design/Build Firm is responsible to secure all environmental permits or exemptions before construction commencement. A pre-application meeting before 60% design completion is required with all permitting agencies respectively to verify the permitting requirements.
10. A drainage system to capture and convey runoffs from the new sidewalks and turn lanes shall be designed and built by the Design/Build Firm. In addition, the interception and conveyance of runoffs from the existing roadway segments must be incorporated by the Design/Build Firm into design of this project.
11. An asphalt pavement design shall be developed by the Design/Build Firm based on the existing conditions (asphalt, base, subbase, and subgrade) and projected traffic volume.

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12. As shown in the Typical Sections, a 4-foot green space between back of the curb and the proposed 8-foot sidewalk will be maintained from STA 440+26 to STA 447+55. The Design/Build Firm will propose types of the vegetation to be planted in this 4-foot green strip for Leon County's approval as a part of the landscaping design. The space between the back of the sidewalk and the right of way line will be used for tree planting. The Design/Build Firm's proposed tree location, size, spacing, and species will be subject to Leon County's approval.
13. Using curb and gutter, curb island, and striping between STA 450+00 and STA 453+52 to improve the traffic control for safety enhancement is required. A continuous 8-foot concrete sidewalk is required within this segment. The Design/Build Firm's sidewalk design shall meet all regulatory requirements and engineering standards including but not limited to FDOT standards and Americans with Disabilities Act.
14. The FHWA's Buy America policies require a domestic manufacturing process for all steel or iron products that are permanently incorporated in a Federal-aid highway construction project. The Design/Build Firm must review and comply with Title 23 Section 313 and FHWA's regulations in 23 CFR 635.410.
15. An irrigation system needs to be designed and built by the Design/Build Firm for new trees and shrubs.
16. An asphalt pavement design will be developed by the Design/Build Firm based on the traffic count, 20-year traffic projection, and existing base, subbase, and subgrade conditions. There is concrete slab (rigid pavement) under the existing asphalt surface within the project area. The Design/Build Firm's pavement design will be developed with removal of the concrete slab between STA 440+41 and STA 451+70. The minimum turn lane width is 10 feet while the shoulder widths, median widths, cross slopes, and front slopes will have to meet the FDOT's requirements based on the existing posted speed limit and functional classification of the road.
17. The Design/Build Firm's landscaping design shall be subject to review and approval by Leon County with input from City of Tallahassee prior to the Design/Build Firm's implementation. Any changes to the landscaping design as a result of the review comments must be carried out by the Design/Build Firm without additional compensation beyond the original contract price.
18. The Design/Build Firm's proposed sidewalk from Indian Head Drive toward Winchester Lane will be eight feet wide where it is feasible. The design of the sidewalk between Indian Head Drive and Winchester Lane shall maximize the pedestrian safety and minimize business impacts by evaluating alternate routes, analyzing the frontage road intersection, parking, and traffic movements. Adding refuge islands, extending the existing curbed median, or providing an alternative route within the existing Right of Way may be considered for pedestrian safety enhancement.
19. All design and construction work for water and wastewater relocation or installation shall comply with the attached Design Criteria Package for Construction of Water and Wastewater Utility Work on Lafayette Street.

D. Geotechnical Services:

The Design/Build Firm shall perform a subsurface investigation, analysis and design for all aspects of the project in accordance with FDOT standards, policies and procedures. Existing subsurface information may be used. Supplemental subsurface investigation and testing will be required to ensure all aspects of the project are covered.

E. Utility Coordination:

The Design/Build Firm shall utilize a single dedicated person responsible for managing all utility coordination. This person shall be contractually referred to as the Utility Coordination Manager and shall be identified in the Design/Build Firm's Proposal. The Design/Build Firm shall notify Leon County in writing of any change in the identity of the Utility Coordination Manager. The Utility Coordination Manager shall have the following knowledge, skills, and abilities:

1. A minimum of four (4) years of experience performing utility coordination in accordance with FDOT standards, policies, and procedures.
2. Knowledge of the Leon County and FDOT plans production process and utility coordination practices.
3. Knowledge of Leon County and FDOT agreements, standards, policies, and procedures.

The Design/Build Firm's Utility Coordination Manager shall be responsible for managing all utility coordination, including, but not limited to, the following:

1. Ensuring that all utility coordination and activities are conducted in accordance with the requirements of the RFP.
2. Identifying all existing utilities and coordinating any new installations. Reviewing proposed utility relocation schedule(s) and recommending to Leon County approval/disapproval of each utility relocation/installation based compatibility of Leon County's utility placement guide as related to the Design/Build firm's plans. Leon County shall have final approval/disapproval authority with respect to proposed utility relocations/installations.
3. Scheduling utility meetings, keeping and distribution of minutes of all utility meetings, and ensuring expedient follow-up on all unresolved issues.
4. Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated.
5. Identifying and coordinating the execution and performance under any agreement that is required for any utility work needed in the Design/Build project.
6. Coordinating the implementation of all Utility Work Schedules.
7. Resolving utility conflicts.
8. Obtaining and maintaining Sunshine State One Call Design to Dig Tickets.

9. Performing Constructability Reviews of plans prior to construction activities with regard to the installation, removal, temporary removal, de-energizing, deactivation, relocation, or adjustment of utilities.
10. Providing periodic project updates to the Leon County Project Manager as requested.
11. Coordination with Leon County on any issues that arise concerning reimbursement of utility work costs.

F. Roadway Plans:

1. **General:**

The Design/Build Firm shall prepare the Roadway Plans Package. This work effort includes the roadway design and drainage analysis needed to prepare a complete set of Roadway Plans, Traffic Control Plans, Environmental Permits and other necessary documents.

2. **Design Analysis:**

The Design/Build Firm shall develop and submit a signed and sealed Typical Section Package, Pavement Design Package and Drainage Analysis Report for review and concurrence by Leon County and FHWA on Federal Aid Oversight Projects. These packages shall include the following:

a. **Typical Section Package:**

- Transmittal letter
- Location Map
- Roadway Typical Section(s)
 1. Minimum milling depth
 2. Identify if ARMI layer is required
 3. Minimum lane, shoulder, median widths
 4. Slopes requirements
- Data Sheet
- Design Speed

b. **Pavement Design Package:**

- Pavement Design
 1. Minimum design period
 2. Minimum ESAL's
 3. Minimum design reliability factors
 4. Roadbed resilient modulus
 5. Minimum structural asphalt thickness
 6. Base thickness and type
 7. Subbase thickness and type
 8. Cross slope
 9. Identify the need for modified binder
 10. Pavement coring and evaluation

c. **Drainage Analysis:**

The Design/Build Firm shall be responsible for designing the drainage and stormwater management systems. All design work shall be in compliance with the FDOT's Drainage Manual; Florida Administrative Code, Chapter 14-86; Federal Aid Policy Guide 23 CFR 650A; and the requirements of the regulatory agencies including but not limited to City of Tallahassee Growth Management, Northwest Florida Water Management District, and Florida Department of Environmental Protection. This work will include the engineering analysis necessary to design any or all of the following: cross drains, French drains, roadway ditches, outfall ditches, storm sewers, retention/detention facilities, interchange drainage and water management, other drainage systems and elements of systems as required for a complete analysis. Full coordination with all permitting agencies will be required from the outset. Full documentation of all meetings and decisions are to be submitted to the Leon County Project Manager. These activities and submittals should be coordinated through the Leon County's Project Manager.

The exact number of drainage basins, outfalls and water management facilities (retention/detention areas, weirs, etc.) will be the Design/Build Firm's responsibility.

The objective is to obtain approved stormwater treatment/attenuation design or exemption when required by the permitting agencies.

The Design/Build Firm shall perform design and generate construction plans documenting the permitted systems function as to the applicable criteria.

The Design/Build Firm shall verify that all existing cross drains and storm sewers that are to remain have adequate hydraulic capacity and design life. Flood flow requirements will be determined in accordance with the City of Tallahassee and Leon County Codes. If any of these existing cross drains or storm sewers are found to be hydraulically inadequate or found to have insufficient design life, they must be replaced or supplemented in accordance with the drainage requirements of this RFP. If any existing cross drains or storm sewers require repairs but otherwise would have sufficient remaining design life, repairs shall be made in accordance with the requirements of this RFP. A drainage system to sufficiently capture and convey runoffs from the new sidewalks, new turn lanes, and existing roadway shall be identified and incorporated into design of this project.

The Design/Build Firm will consider optional culvert materials in accordance with the FDOT's Drainage Manual Criteria.

Prior to proceeding with the Drainage Design, the Design/Build Firm shall meet with the Leon County Project Manager. The purpose of this meeting is to provide information to the Design/Build Firm that will better coordinate the Preliminary and Final Drainage Design efforts. This meeting is Mandatory and is to occur 15 working days prior to any submittals containing drainage components.

The Design/Build Firm shall provide the Leon County Project Manager a signed and sealed Drainage Design Report. It shall be a record set of all drainage computations, both hydrologic and hydraulic. The engineer shall include all necessary support data.

G. Geometric:

The Design/Build Firm shall design the geometric for the project using the design standards that are most appropriate with proper consideration given to the design traffic volumes, adjacent land use, design consistency, aesthetics, ADA requirements, and this document.

The design elements shall include, but not be limited to, the horizontal and vertical alignments, lane widths, shoulder widths, median widths, cross slopes, borders, sight distance, side slopes, front slopes, curbs and gutters, and ditches. The geometric design developed by the Design/Build Firm shall be an engineering solution that is not merely an adherence to the minimum Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways standards.

H. Design Documentation, Computations and Quantities:

The Design/Build Firm shall submit to Leon County design notes and computations to document the design conclusions reached during the development of the construction plans.

The design notes and computation sheets shall be fully titled, numbered, dated, indexed, and signed by the designer and the checker. Computer output forms and other oversized sheets shall be folded to a standard size 8½" x 11". The data shall be in a hard-back folder for submittal to Leon County. At the project completion, a final set of design notes and computations, signed by the Design/Build Firm, shall be submitted with the record set of plans and tracings.

The design notes and calculations shall include, but not be limited to the following data:

1. Design standards used for the project
2. Geometric design calculations for horizontal alignments
3. Vertical geometry calculations
4. Documentation of decisions reached resulting from meetings, telephone conversations or site visits
5. Final quantities list

I. Specifications:

The Design/Build Firm shall comply with the Leon County Supplemental Specifications to the 2010 FDOT Standard Specifications for Roadway and Bridge Construction, as may have been amended. The Design/Build Firm shall also include all Technical Special Provisions, which will apply to the work in the Proposal.

Technical Special Provisions shall be written only for items not addressed by Leon County and FDOT's Specifications, and shall not be used as a means of changing Leon County and FDOT's Specifications.

Before construction activities can begin, the Design/Build Firm shall prepare and submit a signed and sealed Construction Specifications Package for the project, containing all applicable Division II and III Special Provisions and Supplement Specifications from the Specifications Workbook in

effect at the time the Price Proposals were due in the Leon County Purchasing Office. The Specifications Package shall be prepared by the individual(s) identified in the Technical Proposal as having successfully completed the mandatory Specifications Preparations Training.

The signed and sealed Specifications Package shall also include individually signed and sealed Technical Special Provisions for any and all work not addressed by FDOT and Leon County Specifications. Any Technical Special Provisions included in the signed and sealed Construction Specifications Package which had not been included in the proposal phase, may require a contract cost modification as a condition of approval.

The Design/Build Firm must account for a 15 Working Day, excluding Holidays and weekends, review time in its schedule. Upon review by Leon County, the Construction Specifications Package will be stamped "Released for Construction" and initialed and dated by the reviewer.

Any subsequent modifications to the Construction Specifications Package shall be prepared, signed and sealed as a Supplemental Specifications Package, subject to the same process for submittal, review, and, release for construction, as described above, for the original Construction Specifications Package. Construction work affected by Supplemental Specifications Packages shall not begin until stamped "Released for Construction" Supplemental Specification Package is obtained.

J. Shop Drawings:

The Design/Build Firm shall be responsible for the preparation and approval of all Shop Drawings. Shop Drawings shall be submitted to Leon County and shall bear the stamp and signature of the Design/Build Firm's Contractor Engineer of Record (EOR), and Specialty Engineer and signed and sealed by the Contractor's EOR or the Specialty Engineer as appropriate. Leon County shall review the Shop Drawing(s) to evaluate compliance with project requirements and provide any findings to the Design/Build Firm. Leon County's procedural review of shop drawings is to assure that the Design/Build Firm and the EOR have both accepted and signed the drawing, the drawing has been independently reviewed and is in general conformance with the plans. Leon County's review is not meant to be a complete and detailed review. Upon review of the shop drawing, Leon County will stamp "Released for Construction" or "Released for Construction as noted" and initialed and dated by the reviewer.

Shop Drawing submittals must be accompanied by sufficient information for adjoining components or areas of work to allow for proper evaluation of the component submitted for review.

K. Sequence of Construction:

The Design/Build Firm shall construct the work in a logical manner and with the following objectives as guides:

1. Maintain or improve, to the maximum extent possible, the quality of existing traffic operations, both in terms of flow rate and safety, throughout the duration of the project.
2. Minimize the number of different Traffic Control Plan (TCP) phases, i.e., number of different diversions and detours for a given traffic movement.
3. Take advantage of newly constructed portions of the permanent facility as soon as possible when it is in the best interest of traffic operations and construction activity.
4. Maintain reasonable direct access to adjacent properties at all times, with the exception in areas of limited access right-of-way where direct access is not permitted.
5. Proper coordination with adjacent construction projects and maintaining agencies.

L. Stormwater Pollution Prevention Plans (SWPPP):

If the total disturbed area is one acre or more, the Design/Build Firm shall prepare an erosion control plan that complies with the Storm Water Pollution Prevention Plan (SWPPP) as required by the National Pollution Discharge Elimination System (NPDES) permit. The Design/Build Firm shall refer to the FDOT's Plans Preparation Manual for information in regard to the SWPPP and Florida Department of Environmental Protection (FDEP) Rule 62-25 for requirements on the erosion control plan. Detailed limits of the erosion control items will be necessary but may be shown on the roadway plans sheets. This plan shall be submitted along with the Design/Build Firm's Certification at least 15 working days prior to beginning construction activities.

M. Temporary Traffic Control Plan:

1. Traffic Control Analysis:

The Design/Build Firm shall design a safe and effective temporary traffic control plan to move vehicular traffic during all phases of construction. The areas shall include, but are not limited to, construction phasing, sidewalks, utility relocation, drainage structures, signalization, ditches, front slopes, back slopes, drop offs within clear zone, and traffic monitoring sites. Special consideration shall be given to the drainage system when developing the construction phases. Positive drainage must be maintained at all times. The temporary traffic control plan shall address how to assist with maintenance of traffic throughout the duration of the contract.

The Design/Build Firm shall utilize Index Series 600 of the FDOT's Design Standards where applicable. Should these standards be inadequate, a detailed temporary traffic control plan shall be developed. The Design/Build Firm shall prepare plan sheets, notes, and details to include the following: typical section sheet(s), general notes and construction sequence sheet(s), typical detail sheet(s), traffic control plan sheet(s).

The Design/Build Firm shall prepare additional plan sheets such as cross sections, profiles, drainage structures, retaining wall details, and sheet piling as necessary for proper construction and implementation of the Temporary Traffic Control Plan.

2. Temporary Traffic Control Plans:

The Design/Build Firm shall utilize Index Series 600 of the FDOT's Design Standards where applicable. Should these standards be inadequate, a detailed Temporary Traffic Control Plan shall be developed. The Design/Build Firm shall prepare plan sheets, notes, and details to include the following: typical section sheet(s), general notes and construction sequence sheet(s), typical detail sheet(s), traffic control plan sheet(s).

The Design/Build Firm shall prepare additional plan sheets such as cross sections, profiles, drainage structures, retaining wall details (if used), and sheet piling (if used) as necessary for proper construction and implementation of the Temporary Traffic Control Plan.

3. **Traffic Control Restrictions:**

A lane may only be closed during active work periods. Rolling barricades will be allowed during the approved lane closure hours. All lane closures must be reported to the local emergency agencies, the media and the Leon County Community and Media Relations Office. Also, the Design/Build Firm shall develop the project to be able to provide for all lanes of traffic to be open in the event of an emergency or if the lane closure causes a driver delay greater than 20 minutes.

N. Environmental Services/Permits/Mitigation:

The Design/Build Firm will be responsible for preparing designs and proposing construction methods that are permissible. The Design/Build Firm will be responsible for any required permit fees. All permits required for a particular construction activity will be acquired prior to commencing the particular construction activity. Delays due to incomplete permit packages, agency rejection, agency denials, agency processing time, or any permit violations, will be the responsibility of the Design/Build Firm, and will not be considered sufficient reason for time extension.

O. Signing and Pavement Marking Plans:

The Design/Build Firm shall prepare signing and pavement marking plans in accordance with Leon County and FDOT's criteria.

P. Compliance of Project Construction with the Design and Construction Criteria:

The Design/Build Firm shall assure all project construction complies with the Design and Construction Criteria Packages. Leon County's Design Criteria Professional will evaluate the Design/Build Firm's compliance of the project construction with the Design and Construction Criteria Packages.

VII. TECHNICAL PROPOSAL REQUIREMENTS.

A. General:

Each Respondent being considered for this project is required to submit a Technical Proposal. The Technical Proposal shall include sufficient information to enable Leon County to evaluate the capability of the Respondent to provide the desired services. The data shall be significant to the project and shall be innovative, when appropriate, and practical. Discussions of past performances on other projects shall be minimized except as they relate to the proposed work.

The Technical Proposal and design content shall be based on, and fully address the complete project scope.

B. Project Management and Key Personnel:

Project management and key personnel within each work area of required services shall be identified in the proposal, as described in this RFP. Changes to the project management and key personnel, which have been identified in the Technical Proposal, can only be made upon the approval of Leon County.

C. Technical Proposal Submittal Requirements:

One (1) original, so identified, five (5) hard copies, and one (1) electronic copy (on a CD) of the Technical Proposal must be received in a separate sealed package(s) at the following address location at any time prior to the Opening Date, in accordance with the Schedule of Events. Technical Proposals not received at the following location by the Opening Date, as shown in the Schedule of Events, will result in the determination that the Proposal is non-responsive, and Proposals found to be non-responsive shall not be considered.

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

The Technical Proposal package(s) shall indicate clearly that it is the Technical Proposal and shall identify clearly the Respondent's name, RFP title, and Proposal Number. **The Technical Proposals are 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.

The front of each envelope/container shall contain the following information for proper identification:

1. The name and address of the Respondent,
2. The letters "RFP" and the RFP number,
3. That this is a Technical Proposal,
4. The time/date specified for the Opening Date for Technical Proposals, and
5. The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3").

The responsibility for submitting the Technical Proposal to the Leon County Purchasing Division, and for the Leon County Purchasing Division receiving such Technical Proposal no later than the date and time identified in the Schedule of Events as the Opening Date for Technical Proposals, is solely that of the Respondent. Leon County will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

The Respondent's Price Proposal SHALL NOT be included with the Respondent's Technical Proposal submission. The Technical Proposal and the Price Proposal shall be submitted in separately sealed envelopes or packages, as described in this RFP. Further, a Respondent's pricing information shall not be included as part of the Respondent's Technical Proposal.

Hard copies of the Technical Proposal shall be bound with tabs labeled Section 1 through Section 8 with the information, paper size and page limitation requirements as listed below.

Requirements for the electronic copy of the Technical Proposal are as follows:

The Respondent shall include a CD as part of their Technical Proposal. Such CD shall include the following:

1. A copy of the "Written Technical Proposal", Section 1 through Section 7, as described below.

The format shall be in Microsoft Word and the file saved in html. No macros will be allowed. Utilize a minimum font size of ten (10). Graphics and photographs shall be held to a minimum, in the electronic version only, so that Internet loading of the Technical Proposal takes place in 15 seconds or less.

2. A copy of the Other Proposal Documents identified in Section 8 below.

The format shall be in .PDF. Minimum font size of ten (10).

TECHNICAL PROPOSAL

Respondents shall not discuss or reveal elements of the Price Proposal in the written Technical Proposals.

Proposal Response Cover Sheet

This form is to be completed and included as the cover sheet for Respondent's Technical Proposal. The completed Proposal Response Cover Sheet form will be the first page of the Respondent's Technical Proposal, followed by Section 1 through Section 8 (separated by labeled tabs) as describe below.

Section 1: Written Technical Proposal

- Paper size: 8½" x 11", additional larger charts and graphs may be provided if folded neatly to 8½" x 11"
- Maximum allowed pages: 20

The minimum information to be included:

- **Approach and Understanding of the Project:**

The Respondent shall present a comprehensive plan for completing the specified work. The plan should address all significant design and construction issues and constraints and should demonstrate efficient use of manpower, materials, equipment, construction schemes, and techniques for completing the project.

- **Staffing Plan:**

The Respondent shall submit a staffing plan, which clearly illustrates the key elements of the organizational structure, proposed to accomplish the management, technical, construction and administrative services required. Project management and key personnel within each area of required services shall be identified and past experience of each, as it relates to this project, shall be discussed. Other items to be included in the discussion of the staffing plan are:

1. Man-loading requirements (both quality and quantity) for all technical services.
2. Man-loading capabilities of all team firms.
3. Man-loading availability for the project.

- **Responsible Office:**

Respondents being considered for this project may have more than one office location. The office assigned responsibility for the work shall be identified in the Technical Proposal. If different elements of the work will be done at different locations, those locations shall be listed. **This should include the Respondent, major consultants and major sub-contractors.**

- **Other Appropriate Data:**

Other data demonstrating the ability of the Respondent to provide the desired services may be included in the Technical Proposal. A minimum of three (3) references for similar projects during the past three (3) years shall be provided.

- **Coordination:**

During the performance of the services, coordination must be maintained with Leon County and/or other agencies. A suggested method for assuring proper coordination shall be addressed in the Technical Proposal.

- **A summary of innovative aspects: Details can be explained in Section Four (4) below.**

- **A summary of Quality Management: The actual plan will be provided in Section five (5) below.**

- **A summary of the project schedule: The full schedule will be provided in Section three (3) below.**

Section 2: Resumes of Key Project Personnel

- Paper size: 8½" x 11"
- Maximum allowed pages: Each Résumé is limited to one (1) page per person.
- The minimum information to be included: experience directly relevant to this project.

Section 3: Proposed Schedule

- Paper size: 8½" x 11" or larger if folded neatly to 8½" x 11"
- Maximum allowed pages: N/A.
- The minimum information to be included in the summary CPM schedule of anticipated major milestones and their associated phasing as follows:
 1. Anticipated Award Date
 2. Design Schedule
 3. Design Reviews by Leon County
 4. Geotechnical Investigations
 5. Permitting
 6. Start of Construction
 7. Construction Milestones
 8. Construction Phasing and major MOT shifts
 9. Utility Relocations
 10. Structure Completion Date
 11. Landscaping
 12. Final Completion Date for all Work

Section 4: Innovative Aspects

- Paper size: 8½" x 11"
- Maximum allowed pages: N/A.
- Any supportive information associated with the innovative aspects being proposed.

Section 5: Quality Management Plan

- Paper size: 8½" x 11"
- Maximum allowed pages: 6.
- The minimum information to be included shall be in accordance with Section V.

Section 6: Preliminary Plans

- Paper size: 11" x 17"
- Maximum allowed pages: N/A

The minimum information to be included in the preliminary design requirements is as follows:

Roadway

- Key Sheet
- Project Limits
- Drainage Map
- Horizontal alignment
- Major topographic features
- Proposed vertical profile
- Survey controls and bench marks
- Stationing along Horizontal alignment
- Connections to existing roadway
- Utility provisions
- Maintenance of traffic provisions
- Roadway Typical Section including sidewalk
- Preliminary specifications package
- Technical Special Provisions

Utility Plans for COT Water and Wastewater Utility Work

- Refer to Attachment of the Design Criteria Package for Construction of Water and Wastewater Utility Work on Lafayette Street, for the minimum information to be included in the utility plans to be submitted as part of the technical proposal. The Design-Build Firm shall be aware that any information provided in the Attachment is preliminary and used by the Design-Build Firm at its own risk.

Structures

- General Notes
- Plan and elevation
- Proposed Foundation Types and Location (if used)
- Proposed Foundation Testing requirements (if used)
- Basic material properties (concrete strengths, classifications)

- Proposed means and methods of construction
- Proposed method of removal of the existing structure
- Technical special provisions
- Variations and documentation

Section 7: Specifications

- Paper size: 8½" x 11"
- The minimum information to be included shall be in accordance with Section VI, Design and Construction Criteria.
- Provide a list of individual members of the Design/Build Firm who have successfully completed the Specifications Package Preparation Training and will be responsible for preparing the Specifications Package for the project. The website for completing the training is:
<http://www2.dot.state.fl.us/SpecificationsEstimates/PackagePreparation/TrainingConsultants.aspx>

Section 8: Other Proposal Documents

As part of the Technical Proposal, each Respondent being considered for this project is required to submit the following Other Proposal Documents. Failure to provide the following required documents as part of the Technical Proposal may result in the Proposal being determined as non-responsive.

- **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 document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

- **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.

- **Licenses and Registrations**

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

If the contractor 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 bid. 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 **shall 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.

- **Equal Opportunity/Affirmative Action Statement**
- **Insurance Certification Form**
- **Affidavit Certification Immigration Laws**
- **Non-Collusion Affidavit**
- **Drug-Free Workplace Form**

D. 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 Technical Proposals received in a timely manner, and not otherwise found to be non-responsive as of the time such Technical Proposals are provided to the Evaluation Committee by the Purchasing Division.

Leon County's 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 Technical Proposals.

Additionally, the Price Proposals will be publicly opened during an Evaluation Committee meeting, during which time the Evaluation Committee will calculate the final Adjusted Score and rank the Proposals.

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 and in the Purchasing Division offices no less than 72 hours (excluding weekends and Holidays).

It is the responsibility of 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.

E. Interviews with the Evaluation Committee:

Subsequent to the Opening Date, and prior to the Price Proposal Due Date, the Evaluation Committee will conduct interviews with Respondents.

F. Technical Proposal Evaluation Criteria:

The Evaluation Committee shall evaluate each Respondent’s Technical Proposal. Such Evaluation Committee evaluation shall occur: (1) subsequent to the Evaluation Committee interviewing the Respondents; and (2) subsequent to the Price Proposal Due Date, yet prior to the opening of the Price Proposals.

The Evaluation Committee will develop a Technical Score for each Respondent, based on the following criteria. **(Note: The Evaluation Committee may not adjust the Technical Scores after the Evaluation Committee gains access to the opened Price Proposals.)**

The Evaluation Committee shall evaluate the Technical Proposal by each Respondent based on the complete project only. The Respondent shall not discuss or reveal elements of the Price Proposal in the Technical Proposal. A Technical Score will be based on the following criteria:

| Evaluation Criteria for Technical Proposals and Calculation of Technical Scores | |
|--|-----------------------|
| Item | Maximum Points |
| 1. Approach and Understanding of the Project | 10 |
| 2. Organization and Staffing Plan | 10 |
| 3. Environmental Protection/Commitments | 10 |
| 4. Schedule | 10 |
| 5. Coordination | 10 |
| 6. Quality Management Plan | 10 |
| 7. Maintenance of Traffic | 10 |
| 8. Design and Geotechnical Services Investigation | 10 |
| 9. Construction Methods | 10 |
| 10. Landscaping | 10 |
| TOTAL MAXIMUM POINTS (MAXIMUM TECHNICAL SCORE) | 100 |

The following is a description of each of the above referenced items:

1. **Approach and Understanding of the Project (maximum 10 points)**
 Credit will be given for thorough understanding of the project and the Respondent’s approach to the work.
2. **Organization and Staffing Plan (maximum 10 points)**
 Credit will be given for organization of the Respondent’s team, including subcontractors and sub-consultants, for the staffing of the project, including the key staff’s experience and skills relevant to the proposed assignments.

3. **Environmental Protection/Commitments (maximum 10 points)**
Credit will be given for minimizing impacts to the environment during all phases of design/construction and insure that all environmental commitments are honored.
4. **Schedule (maximum 10 points)**
Credit will be given for a comprehensive and logical schedule that minimizes contract duration. Proper attention should be provided to the project's critical path elements.
5. **Coordination (maximum 10 points)**
Credit will be given for a coordination plan/effort that includes, as a minimum, coordination with Leon County, permitting and environmental agencies, utility service providers, and other local governments.
6. **Quality Management Plan (maximum 5 points)**
Credit will be given for a timely, complete and comprehensive Quality Management Plan, which incorporates effective peer reviews and includes all phases of the project.
7. **Maintenance of Traffic (maximum 10 points)**
Credit will be given for a MOT scheme that minimizes disruption of roadway traffic. This shall include, but not be limited to, minimization of lane closures, lane widths, visual obstructions, and drastic reductions in speed limits.
8. **Design and Geotechnical Services Investigation (maximum 10 points)**
Credit will be given for the quality of the following elements:
 - Quality and quantity of design resources
 - Design coordination and plans preparation schedule
 - Construction coordination plan minimizing design changes
 - Geotechnical investigation plan
 - Test load program
 - Structure design
9. **Construction Methods (maximum 10 points)**
Credit will be given for construction methods that minimize impacts to the traveling public and the environment, reduces costs, improves worker safety, and minimizes contract duration. Credit will be given for exceeding minimum material requirements to enhance durability of structural components.
10. **Landscaping (maximum 10 points)**
Credit will be given for the thorough understanding of the intent for landscaping. **An irrigation system will be included for this project.**

VIII. PRICE PROPOSAL REQUIREMENTS.

- A. **Lump Sum Price:** Price Proposals shall be submitted on the Bid Blank form attached hereto and shall include one lump sum price for the Project and the number of calendar days within which the Respondent will complete the project.

The lump sum price shall include all costs for all design, geotechnical exploration, surveys, landscaping design, engineering services, Design/Build Firms quality plan, construction of that portion of the Project, and all other work necessary to fully and timely complete that portion of the Project in accordance with the RFP, as well as all job site and home office overhead, insurance, performance bond, and profit, it being understood that payment of that amount for that portion of the Project will be full, complete, and final compensation for the work required to complete that portion of the Project.

B. Price Proposal Submission Requirements:

The Respondent is required to submit its Price Proposal, consisting of the following, in a separate sealed envelope/package:

1. Proposed Calendar Days and Lump Sum Price on the Bid Blank form, and
2. 5% Bid Guarantee.

One (1) original, so identified, five (5) hard copies, and 1 electronic copy of Price Proposals must be received in a separate sealed package(s) at the following location at any time prior to Price Proposal Due Date, in accordance with the Schedule of Events. The electronic copy shall be submitted on a CD, in .PDF format, with a minimum font size of ten (10) point.

Price Proposals not received at the following address location by the Price Proposal Due Date, as shown in the Schedule of Events, will result in the determination that the Proposal is non-responsive, and Proposals found to be non-responsive shall not be considered.

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

The front of each envelope/container shall contain the following information for proper identification:

1. The name and address of the Respondent,
2. The letters "RFP" and the RFP number,
3. That this is a Price Proposal,
4. The time/date specified for receipt of Price Proposals, and
5. The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3").

The responsibility for submitting the Price Proposal to the Leon County Purchasing Division, and for the Leon County Purchasing Division receiving such Price Proposal on or before the date and time identified as the Price Proposal Due Date is solely that of the Respondent. Leon County will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

C. The Price Proposals received by the Purchasing Division shall be secured and unopened until the date specified for opening of the Price Proposals, as part of a public meeting of the Evaluation Committee.

IX. FINAL SELECTION

A. Selection Process:

The Purchasing Division will secure the timely received Price Proposals unopened until such time that the Price Proposals will be publicly opened during an Evaluation Committee Meeting. **As previously stated, once the Evaluation Committee gains access to the opened Price Proposals, the Evaluation Committee may not adjust its Technical Scores of the Technical Proposals.**

After the sealed Price Proposals are received, the Evaluation Committee will have a public meeting for the announcement of the Technical Scores, the opening of the sealed Price Proposals, and the calculation of Adjusted Scores.

1. This Evaluation Committee Meeting shall occur after the interviews with the Respondents have been conducted by the Evaluation Committee.
2. The Evaluation Committee shall calculate an Adjusted Score for each Proposal using the following formula, where BPP = Price Proposal (Total Lump Sum Price), and TS = Technical Score:

$$\frac{BPP}{TS} = \text{Adjusted Score}$$

3. The Evaluation Committee will rank the Adjusted Scores and determine the lowest Adjusted Score. **THE LOWER THE PROPOSAL'S ADJUSTED SCORE, THE BETTER THE PROPOSAL'S RANKING.**
4. **The responsive, responsible Respondent whose Proposal was awarded the lowest Adjusted Score by the Evaluation Committee shall be considered by the Evaluation Committee to have the highest, best ranking and be the most highly qualified Respondent.**

B. Final Selection Process:

The Final Selection Process is as follows:

The responsive, responsible, highest ranked firm, on the basis of the Evaluation Committee's evaluation of the Respondents' Proposals in accordance with the selection process described above, shall be considered by the Evaluation Committee be the most highly qualified Respondent, and recommended to the BCC for award. Leon County is not, however, obligated to award the contract and the recommendation may be to reject any and all Proposals.

C. Notice of Intended Decision:

Notice of the Intended 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 Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the

posting of the Notice of Intended 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 Respondents 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 Decision. Respondents will not be otherwise notified that a Notice of Intended Decision has been posted.

Should concerns or discrepancies arise during the solicitation process, respondents 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. Respondents are not to contact departments or divisions regarding the complaint.

D. Contract Negotiation Process:

1. The Evaluation Committee will recommend to the Leon County Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.
2. Leon County will negotiate with the most qualified firm (first ranked firm – the Respondent with the lowest Adjusted Score) for the proposed services at compensation which Leon County determines is fair, competitive, and reasonable for said services.
3. Should Leon County be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. Leon County may then undertake negotiations with the second most qualified firm (second ranked firm). Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative may then undertake negotiations with the third most qualified firm.
4. Should Leon County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative may select additional firms to continue negotiations.

X. OTHER.

A. Information:

Any questions concerning this RFP process, required submittals, evaluation criteria, proposal schedule, and selection process shall be directed via e-mail to Shelly Kelley (at kelleys@leoncountyfl.gov) **AND** Don Tobin (at tobind@leoncountyfl.gov). **Firms are requested to send such requests to both representatives.**

Each Respondent shall examine the RFP documents carefully; and, no later than the date and time identified in the Schedule of Events (Table 1) as the Questions/Inquiries Deadline, 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) **AND** Don Tobin (at tobind@leoncountyfl.gov). **Firms are requested to send such requests to both representatives.**

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

Also, only communications from Respondents which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of Respondents.

B. 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 for this project.

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.

C. Special Accommodation:

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

D. Planholder Registration:

Respondents 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 Respondents. Also, Respondents 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 Respondent's submittal to be rejected as non-responsive.

As a convenience to Respondents, Leon County has made available via the internet lists of all Registered Planholders for each bid or RFP. 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.

E. Receipt and Opening of Technical Proposals and Price Proposals:

1. Technical Proposals:

Technical Proposals will be opened publically at the date, time and place stated in the Schedule of Events as the Opening Date, and a tabulation sheet of the timely received Technical Proposals shall be made public and will posted on the Purchasing Division website at: <http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing/TabulationSheets>.

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

2. Price Proposals:

A tabulation sheet shall also be prepared of the timely received Price Proposals at the date, time and place stated in this Schedule of Events as the Bid Proposal Due Date, and the tabulation sheet of the timely received Price Proposals shall be made public and will posted on the Purchasing Division website at: <http://cms.leoncountyfl.gov/Home/Departments/OfficeofFinancialStewardship/Purchasing/TabulationSheets>

The Purchasing Agent, whose duty it is to tabulate the timely received Price Proposals will decide when the time specified as the Bid Proposal Due Date has arrived and no Price

Proposals received thereafter will be considered. **Timely received Price Proposals will be secured unopened until the Price Proposals are publicly opened during a scheduled Evaluation Committee meeting, during which the Adjusted Scores will be calculated.**

3. **Premature Openings:**

Leon County will not be responsible for the premature opening of a Technical Proposal or of a Price Proposal not properly addressed and identified on the outside of the envelope(s)/package(s), including identification as to whether it is a Technical Proposal or a Price Proposal.

4. **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.

F. Timely Delivery:

It is the Respondent's responsibility to assure that their Technical Proposal is received at the proper location and by no later than the Opening Date as identified in the Schedule of Events (Table 1). It is the Respondent's responsibility to assure that their Price Proposal is received at the proper location and by no later than the Price Proposal Due Date as identified in the Schedule of Events (Table 1). Technical Proposals received by the Purchasing Division after the Opening Date and Price Proposals received by the Purchasing Division after the Bid Proposal Due Date will be marked 'TOO LATE', will not be considered in this solicitation process, and may be returned unopened to the Respondent.

G. Preparation Costs:

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

H. Interviews:

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

I. Preparation and Changes:

Technical Proposals and Price Proposals must be typed or printed in ink. All corrections made by the Respondent prior to the applicable opening date must be initialed and dated by the Respondent. No changes or corrections to Technical Proposals or Price Proposals will be allowed after the applicable opening date.

J. Reservation of Rights:

Leon 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 Leon County. Further, Leon County reserves the right to withdraw this solicitation at any time prior to the final award of contract.

K. Addenda To Specifications:

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

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

For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Leon County Purchasing Division will make a good faith effort to ensure that all Registered Planholders receive the documents.

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

L. Award of RFP and Protest:

The Proposal will be awarded as soon as possible to the responsive, responsible Respondent(s) who ranked highest in the evaluation process, on the basis of the **lowest Adjusted Score**.

Leon County reserves the right to waive any informality in proposals and to award a proposal 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 Leon County website at: <http://www.leoncountyfl.gov/Purchasing/Postings/other.asp> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid/RFP award recommendation may be protested on the grounds of irregularities in the specifications, bid/RFP procedure, or the evaluation of the bid/RFP. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

The protestor shall file a formal written bid protest within ten (10) days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

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

Leon County's Purchasing and Minority, Women and Small Business Enterprise Policy No. 96-1 identifies the protest process in greater detail. A copy of the policy may be found at the Leon County website at: <http://www.leoncountyfl.gov/bcc/policy/pdf/12-02.pdf>

M. Errors and Omissions:

Leon County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all

information contained herein is believed to be substantially correct. Information is subject to review by the successful Respondent.

XI. CONTRACT PROVISIONS.

A. Termination / Cancellation:

The County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

This Agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 215.471(5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

B. Licenses and Registrations:

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

If the Respondent 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.

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 shall 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 as part of the Respondent's proposal.

Failure to provide the above required documentation may result in the Proposal being determined as non-responsive.

C. Audits, Records, And Records Retention

The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by Leon County under this contract.

2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of Leon County, the Contractor will cooperate with Leon County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by Leon County.
5. Persons duly authorized by Leon County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

D. Monitoring

To permit persons duly authorized by Leon County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure Leon County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, Leon County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by Leon County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of Leon County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by Leon County; and (3) the termination of this contract for cause.

E. Unauthorized Alien(s):

The Contractor shall agree that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. Leon 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 Leon County.

As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

F. Employment Eligibility Verification:

1. The Contractor shall agree that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to Leon County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. The Contractor shall further agree that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. The Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - i. The Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - ii. The Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within **60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.**
4. The Contractor shall further agree to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to Leon County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision will be made an express condition of this contract and Leon County may treat a failure to comply as a material breach of the contract.

G. Performance Bond:

A Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the successful Contractor prior to contract execution. Also, a payment and material bond for the contract amount shall be supplied by the Contractor at the same time.

"Performance and Payment and Material Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance

at an authorized representative or institution located in Tallahassee, Florida. The performance bond must contain a clause stating the following:

In the event of non-performance on the part of the contractor this performance / payment and materials bond can be presented for honor and acceptance at (address), which is located in Tallahassee, Florida."

H. Indemnification:

The Contractor shall indemnify and hold harmless Leon County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

Leon County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of Leon County, its officials, officers and employees.

The Contractor shall be liable to Leon County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

I. Minority/Women Business Enterprise and Equal Opportunity Policies:

1. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

- i. There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation.
- ii. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:
 1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 2. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 3. Provide increased levels of information and assistance available to MBE's and WBEs.
 4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
- iii. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available.

For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE's, please contact Shanea Wilks, MWSBE Director, at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail WilksSh@leoncountyfl.gov.

J. Equal Opportunity/Affirmative Action Requirements:

The Contractor 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.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

K. Insurance:

Respondent's attention is directed to the insurance requirements below. Respondents should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

Respondent 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 Respondent, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Respondent's pricing.

1. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

- a. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury (deleting employee and contractual exclusions), and coverage for explosion, collapse, and underground (X,C,U).
- b. Automobile Liability: One Million and 00/100 (\$1,000,000.00) Dollars combined single limit per accident for bodily injury and property damage. **(Non-owned, Hired Car)**.
- c. Workers' Compensation Employers Liability: Insurance covering all employees meeting Statutory Requirements in compliance with the applicable state and federal laws and

Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. ***Waiver of Subrogation in lieu of Additional Insured is required.***

- d. Professional Liability Insurance, including errors and omissions: for all services provided under the terms of this agreement with minimum limits of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence; or claims made form with "tail coverage" extending four (4) years beyond the term of the agreement. Proof of "tail coverage" must be submitted with the invoice for final payment. In lieu of "tail coverage", Contractor may submit annually to Leon County a current Certificate of Insurance proving claims made insurance remains in force throughout the same four (4)-year period.
 - e. Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.
 - f. Installation Floater: In the amount of the estimated cost of materials necessary to complete the contract. Should include temporary location, job site, and in transit coverage.
 - g. Mobile Equipment (Contractors Equipment) coverage should be in place while job is in process. Equipment should be covered whether owned, leased, borrowed, or rented by contractor or by employees of the contractor.
2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by Leon County. At the option of Leon County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Leon County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

3. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- a. General Liability and Automobile Liability Coverages (***County is to be named as Additional Insured***).
 - i. The County, its officers, officials, employees and volunteers are to be covered as additional insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded Leon County, its officers, officials, employees or volunteers.
 - ii. The Contractor's insurance coverage shall be primary insurance as respects Leon County, it officers, officials, employees and volunteers. Any insurance of self-insurance maintained by Leon County, its officers, officials, employees or volunteers

shall be excess of the Contractor's insurance and shall not contribute with it. Contractor hereby waives subrogation rights for loss or damage against Leon County.

- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Leon County, its officers, officials, employees or volunteers.
- iv. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.
- v. Companies issuing the insurance policy, or policies, shall have no recourse against Leon County for payment of premiums or assessments for any deductibles with are all at the sole responsibility and risk of Contractor.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to Leon County.

4. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage

Contractor shall furnish Leon County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by Leon County before work commences. Leon County reserves the right to require complete, certified copies of all required insurance policies at any time.

6. Subcontractors

Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

L. Ethical Business Practices:

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.

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.

3. 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.

M. Changes in Personnel:

1. Project management and key personnel within each work area of required services, as identified in contractor's Proposal which was prepared in response to the Request for Proposals for the Lafayette Street project, shall not be changed without the prior written approval of Leon County's project manager.

2. The secondary member (i.e., designer or contractor) of the Contractor's team cannot be changed after contract award without the prior written approval of Leon County's Project Manager.

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PROPOSAL RESPONSE COVER SHEET

Project: Lafayette Street Sidewalk and Roadway Improvements
RFP Number: BC-09-06-12-51

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

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

Shelly W. Kelley, Purchasing Director

Akin Akenyemi, Chairman
Leon County Board of County Commissioners

This bid response 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 _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. 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.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Indicate Best Rating:
Liability: Indicate Best Financial Classification:

Business Auto: Indicate Best Rating:
 Indicate Best Financial Classification:

Professional Liability: Indicate Best Rating:
 Indicate Best Financial Classification:

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating:
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Personally known _____

NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of _____

(Type of identification)

My commission expires: _____

Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

NON-COLLUSION AFFIDAVIT

I, _____ of the city of _____ according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____
of the firm of _____
in response to the Request for Proposals for:

Lafayette Street Sidewalk and Roadway Improvements for Leon County, and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that Leon County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this ____ day of _____ 20____.

NOTARY PUBLIC

My Commission Expires: _____

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

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 dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, 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 Chapter 893 (Florida Statutes) 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.
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, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Responder's Signature

Date

BID BLANK FORM, DESIGN/BUILD PRICE PROPOSAL

Project: Lafayette Street Sidewalk and Roadway Improvements
RFP Number: BC-09-06-12-51

This Bid Blank form is to be completed and included as part of your Price Proposal submitted in response to the Request for Proposals (RFP) for the subject project. The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the interest of Leon County.

Shelly W. Kelley, Purchasing Director
Akin Akinyemi, Chairman
Leon County Board of County Commissioners

Instructions to Respondents: Complete the following; any changes made must be initialed by the Respondent:

This Price Proposal is submitted by the below named Firm (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 _____

BID BLANK FORM, DESIGN/BUILD PRICE PROPOSAL

Price Proposal Proposed Contract Time (calendar days): _____
(Enter Number of Calendar Days)

| | Item Description | Quantity | Unit | Unit Price | Subtotal |
|--------------|--|----------|------|------------|----------|
| A | All work excluding Water and Wastewater Utility Work | 1 | LS | | |
| B1 | Water Utility | 1 | LS | | |
| B2 | Wastewater Utility | 1 | LS | | |
| TOTAL | | | | | |

Total Lump Sum Price: \$ _____
(Enter the Total Lump Sum Price – extended to two decimal places)

**RESPONDENTS: ATTACH AND SUBMIT YOUR 5% BID GUARANTEE
AS PART OF YOUR PRICE PROPOSAL**

PRELIMINARY SCHEDULE OF VALUES

Project: Lafayette Street Sidewalk and Roadway Improvements
RFP Number: BC-11-15-12-02

Instructions to the Successful Design/Build Firm (Contractor):

The successful Design/Build Firm shall prepare its Preliminary Schedule of Values, utilizing an Excel spreadsheet that the program manager will provide.

By no later than 10 (ten) calendar days after the effective date of the Notice to Proceed, the successful Design/Build Firm shall e-mail its Preliminary Schedule of Values to the following Leon County employees at the following e-mail addresses, as an Excel file and as a .PDF file:

- Chris Muehlemann at MuehlemannC@leoncountyfl.gov
- Charles Wu at WuC@leoncountyfl.gov
- Don Tobin at TOBIND@leoncountyfl.gov

The total of the Preliminary Schedule of Values shall be equal to the Lump Sum Price the Design/Build Firm had submitted as part of its Price Proposal on the Bid Blank Form. If an item in the Preliminary Schedule of Values spreadsheet is applicable to the Project:

1. Enter the projected quantity in the Quantity column for the applicable *unit of measurement (as identified in the Unit column); and
2. Enter the Unit Price for that item.

*The following abbreviations have been used for units of measurement: LS = Lump Sum; CY = Cubic Yards; SY = Square Yards; TN = Ton; LF = Linear Feet; PM = Per Mile; LB = Pound; EA = Each

Formulas within the spreadsheet will calculate the remaining items. **Check to be certain the total of Sections A – L equals the total Lump Sum Price.**

Upon receipt, the project manager will review the Contractor's Preliminary Schedule of Values and notify the Contractor that the Preliminary Schedule of Values has been approved, or notify the Contractor that a corrected Proposed Schedule of Values must be submitted.

SAMPLE ONLY

Preliminary Schedule of Values

Project: Lafayette Street Sidewalk and Roadway Improvements, RFP No. BC-11-15-12-02

| | Item Description | Quantity | Unit | Unit Price | % of Total | \$ Amount |
|----------|-----------------------------------|----------|-----------|------------|------------|-----------|
| A | Engineering Service -Plans | | | | | |
| | a. Roadway | 1 | LS | \$ | | \$ |
| | b. Structure | 1 | LS | \$ | | \$ |
| | c. Drainage | 1 | LS | \$ | | \$ |
| | d. Landscaping | 1 | LS | \$ | | \$ |
| | e. Signing/Pavement Markings | 1 | LS | \$ | | \$ |
| | f. As-Builts | 1 | LS | \$ | | \$ |
| | g. Typical Section Package | 1 | LS | \$ | | \$ |
| | h. Pavement Design Package | 1 | LS | \$ | | \$ |
| | i. Utility Relocation | 1 | LS | \$ | | \$ |
| | Subtotal for Section A | | | | | \$ |
| B | Geotechnical Services | | | | | |
| | a. Field Work | 1 | LS | \$ | | \$ |
| | b. Roadway Report | 1 | LS | \$ | | \$ |
| | Subtotal for Section B | | | | | \$ |
| C | Survey Services | | | | | |
| | a. Design Field Investigation | 1 | LS | \$ | | \$ |
| | b. Design Data Submittal | 1 | LS | \$ | | \$ |
| | Subtotal for Section C | | | | | \$ |
| D | Construction Mobilization | 1 | LS | \$ | | \$ |
| E | Maintenance of Traffic | 1 | LS | \$ | | \$ |
| F | Erosion Control | 1 | LS | \$ | | \$ |
| G | Roadway | | | | | |
| | a. Commercial Material | 1 | CY | \$ | | \$ |
| | b. Milling | 1 | SY | \$ | | \$ |
| | c. Stabilization | 1 | SY | \$ | | \$ |
| | d. Optional Base | 1 | SY | \$ | | \$ |
| | e. Structural Course | 1 | TN | \$ | | \$ |
| | f. Misc. Asphalt | 1 | TN | \$ | | \$ |
| | g. Embankment | 1 | CY | \$ | | \$ |
| | h. Regular Excavation | 1 | CY | \$ | | \$ |
| | i. Grassing/Sod | 1 | SY | \$ | | \$ |
| | j. Conc. (Class I) | 1 | CY | \$ | | \$ |
| | k. Conc. (Class II) | 1 | CY | \$ | | \$ |
| | l. Conc. (Class III) | 1 | CY | \$ | | \$ |
| | m. Conc. (Class IV) | 1 | CY | \$ | | \$ |
| | n. Conc. (Class V) | 1 | CY | \$ | | \$ |
| | o. Curb & Gutter | 1 | LF | \$ | | \$ |
| | p. Sidewalk | 1 | SY | \$ | | \$ |
| | q. Guardrail | 1 | LF | \$ | | \$ |
| | r. Removal of existing Conc. | 1 | SY | \$ | | \$ |
| | s. Riprap | 1 | SY | \$ | | \$ |
| | t. Rumble Strips | 1 | PM | \$ | | \$ |

SAMPLE ONLY

Preliminary Schedule of Values

Project: Lafayette Street Sidewalk and Roadway Improvements, RFP No. BC-11-15-12-02

| | Item Description | Quantity | Unit | Unit Price | % of Total | \$ Amount |
|--|---|----------------|------|------------|------------|-----------|
| u. | Clearing & Grubbing | 1 | LS | \$ | | \$ |
| v. | Finish Soil Layer | 1 | SY | \$ | | \$ |
| w. | Reinf. Steel | 1 | LB | \$ | | \$ |
| x. | Traffic Separator | 1 | SY | \$ | | \$ |
| y. | Barrier Wall | 1 | LF | \$ | | \$ |
| z. | Ditch Pavement | 1 | SY | \$ | | \$ |
| aa. | Fencing | 1 | LF | \$ | | \$ |
| Subtotal for Section G | | | | | | \$ |
| H | Drainage | | | | | |
| a. | Pipe | 1 | LF | \$ | | \$ |
| b. | Structures | 1 | EA | \$ | | \$ |
| c. | End Treatments | 1 | EA | \$ | | \$ |
| d. | Underdrains/French | 1 | LF | \$ | | \$ |
| Subtotal for Section H | | | | | | \$ |
| I | Utilities | | | | | |
| a. | Portable Water Main and Service Lateral Adjustments and Installations | 1 | LS | \$ | | \$ |
| b. | Fire Installations | 1 | LS | \$ | | \$ |
| c. | Gravity Sewer Adjustments | 1 | LS | \$ | | \$ |
| d. | Gravity Sewer Main and Service Lateral Extensions | 1 | LS | \$ | | \$ |
| e. | Mobilization (for COT Water and Wastewater Utility Work only) | 1 | LS | \$ | | \$ |
| f. | Maintenance of Traffic (for COT Water and Wastewater Utility Work only) | 1 | LS | \$ | | \$ |
| g. | Engineering Services for Water and Wastewater Utility Work | 1 | LS | \$ | | \$ |
| Subtotal for Section I | | | | | | \$ |
| J | Signing and Pavement Markings | 1 | LS | \$ | | \$ |
| K | Landscaping | 1 | LS | \$ | | \$ |
| L | Contingency Amount | Not Applicable | | | | |
| Total Sections A - L (MUST EQUAL THE TOTAL LUMP SUM BID AMOUNT) | | | | | 100.00% | \$ |



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Purchasing Division
1800-3 Blair Stone Road
(corner of Miccosukee and
Blair Stone Roads)
Tallahassee, Florida 32308
(850) 606-1600

Commissioners

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District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

NICK MADDOX
At-Large

AKIN AKINYEMI
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

October 9, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date for RFQ: Thursday, October 11, 2012 at 1:00 p.m. Eastern Time
Opening Date for RFP: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #6

Dear Vendor:

This letter serves as Addendum #6 for the above referenced project.

The requirements for FDOT certifications of subcontractors in the areas of Landscape/landscaping, and Portland Cement Concrete Road Paving work classes have been removed.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Don Tobin, CPPB
Purchasing and Contract Administrator

DT



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At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

October 9, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date for RFQ: Thursday, October 11, 2012 at 1:00 p.m. Eastern Time
Opening Date for RFP: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #5

Dear Vendor:

This letter serves as Addendum #5 for the above referenced project.

This addendum revises the page limit requirements as stated below:

- Section VIII., C., 2., a. Tab 1 – Completed Vendor Cover Sheet Form (Attachment #1) is not included in the 10-page limitation.
- Section VIII., C., 2., b., iii. is revised to exclude the copies of the FDOT certificate or letters provided as proof of prequalification in each of the required Work Groups and Work Classes from the 10-page limitation.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Shelly Kelley, RMP
Purchasing Director

SWK



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AKIN AKINYEMI
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

October 5, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date for RFQ: Thursday, October 11, 2012 at 1:00 p.m. Eastern Time
Opening Date for RFP: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #4

Dear Vendor:

This letter serves as Addendum #4 for the above referenced project.

This addendum revises the requirement for the Major Highway Design requirement. All references to the requirement to be prequalified in group 3.2 Major Highway Design is revised to require the vendor to be prequalified in either group 3.2 Major Highway Design OR group 3.1 Minor Highway Design.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Shelly Kelley, RMP
Purchasing Director

SWK



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At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

September 25, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #3

Dear Vendor:

This letter serves as Addendum #3 for the above referenced project.

The Draft RFP Attachment, "*Design-Build Criteria Package for Water and Wastewater Adjustments and Relocations*" is hereby amended as follows:

ADD the following text to Section 3.0 **SCOPE OF WORK**:

- z) Design and construct a replacement 8-inch gravity wastewater collection system from the intersection of Seminole Drive (i.e. approximately STA 440+00) to Magnolia Drive (i.e. approximately STA 454+00) including crossings, and from approximately STA 458+00 to STA 467+00, including crossings. The new gravity main will replace the existing 8-inch diameter clay sewer that is in poor condition. ONLY the existing gravity main on the north side of Lafayette Street needs to be replaced. The existing 8-inch clay gravity main on the south side of Lafayette Street may remain in-place, unless there are conflicts with new roadway and/or drainage features, in which case, such conflicts must be resolved by the Design-Build Firm.

All wastewater work shall be done in accordance with Section 7 of the *City of Tallahassee Standard Specifications for the Design and Construction of Water and Wastewater Facilities*, June 29, 2010, edition. The work also includes PVC wastewater piping, all reconnection of wastewater laterals, new wastewater cleanouts with castings, new manholes, drop connections, pavement restoration, and all incidental appurtenances necessary for a complete and functioning system. Install new terminal manholes where there are none presently (i.e. as of the release of the RFP).

Installation of gravity mains by other than open-cut methods is permissible. The means and methods of gravity wastewater main installation are left to the Design-Build Firm.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Handwritten signature of Shelly Kelley in blue ink.

Shelly Kelley, PMP
Purchasing Director

SWK



Leon County

Board of County Commissioners

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At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

September 21, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #2

Dear Vendor:

This letter serves as Addendum #2 for the above referenced project.

This addendum removes the requirement for the Minor Group 11 - Engineering Contract Administration and Management from Section III FDOT Minimum Qualification Requirements.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Don Tobin, CPPB
Purchasing and Contracting Administrator

DT



Leon County

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At-Large

VINCENT S. LONG

County Administrator

HERBERT W.A. THIELE

County Attorney

September 17, 2012

RE: Bid Title: Request for Proposals for Lafayette Street Sidewalk and Roadway Improvements
Bid No: BC-11-15-12-02
Opening Date: Thursday, November 15, 2012 at 1:00 p.m. Eastern Time

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

The scope of this project is expanded to include the Water and Wastewater Utility Adjustments and Relocation Work. The enclosed "Design/Build Criteria Package for Lafayette Street Water and Wastewater Utility Adjustments and Relocations" is added as an attachment to the draft RFP. This attachment is a draft and may be revised prior to the issuance of the final RFP. Additionally, any revisions to the draft RFP that are necessitated by the inclusion of this attachment, will be incorporated into the Final RFP that will be released to all short-listed vendors. See the enclosed attachment to the Draft RFP document.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Shelly Kelley, PMP
Purchasing Director

SWK



DESIGN/BUILD CRITERIA PACKAGE

For

Lafayette Street Water & Wastewater Utility Adjustments and Relocations

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

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

RFP Number: BC-11-15-12-02

1.0 REFERENCES

The following references are directly associated with this design-build criteria package and as such are binding on the Design-Build Firm:

- *City of Tallahassee Standard Specifications for the Design and Construction of Water and Wastewater Facilities*, June 29, 2010, edition. All sections of this specification apply except Section 1 (General Conditions).
- *Recommended Standards for Water Works*, 2007 edition, Parts 1.0, 1.2, 1.3, 1.4, 1.5, 1.6, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, 8.11, 8.12, and 8.13.
- *Recommended Standards for Wastewater Facilities*, 2004 edition Chapters 10, 20, and 40.

2.0 ABBREVIATIONS

| | |
|---------|--|
| City | city of Tallahassee |
| CR 2196 | county road number 2196, locally known as Lafayette Street |
| FDEP | Florida Department of Environmental Protection |
| FDOT | Florida Department of Transportation |
| JPA | joint project agreement |
| OSHA | federal Occupational Safety and Health Administration |
| RFP | request for proposal |
| SUE | subsurface utility engineering |

3.0 SCOPE OF WORK

Perform the following water and wastewater adjustment/relocation utility in conjunction with the roadway and drainage work prescribed in other parts of this RFP. The City and Leon County will enter into a JPA to accomplish the water and wastewater adjustment/relocation utility work integrally with the roadway and drainage work of the contract.

- a) conduct design survey
- b) design water and wastewater adjustment and relocations
- c) prepare technical plan/profile designs
- d) prepare special project specifications
- e) secure permits from Leon County, City, and FDOT (note that FDEP water and wastewater permits are not required since the City is self-permitting)
- f) adjust water valve covers and wastewater manhole tops
- g) reconnect of water services displaced by storm drains or structures
- h) move and re-install water meter boxes and backflow preventers
- i) relocate wastewater mains to avoid conflicts with storm drains or structures
- j) reconnect wastewater laterals and cleanouts displaced by storm drains or structures
- k) by-pass pump wastewater
- l) extend fire hydrant leads
- m) relocate fire hydrants

- n) replace any existing fire hydrants that are obsolete or non-functional
- o) install new 8-inch ductile iron water main and appurtenances to replace existing 6-inch cast iron water main
- p) install temporary water lines
- q) replace existing 2-inch water mains with 6-inch ductile iron main and appurtenances
- r) pressure test and disinfect potable water mains
- s) pressure test wastewater mains
- t) trench safety per OSHA
- u) dewater trenches
- v) support nearby utility poles or pipes
- w) conduct construction survey and layout
- x) prepare asbuilt record drawings

4.0 RECORDS SEARCH

The designer shall research all pertinent City Underground Utility Department records including but not limited to, the following:

- Underground Utilities Geographic Information System (available from City Staff)
- Water Tie Sheets (available from City Staff)
- Leon County I-Maps (available on Internet)
- Underground Utility Department Utility Asbuilt Record Drawings (available from City Staff)
- Master Sewer Plan (available from City Staff)
- Master Water Plan (available from City Staff)
- Pipeline condition CCTV logs (available from City Staff, as “POSM reports”)

Primary City Staff Contact Person:

S. G. Arnaldo, P.E.
408 North Adams Street
Tallahassee, Florida 32301
Fax (850) 891-6170
Office (850) 891-6182
Cell (850) 694-8005
Email: sal.arnaldo@talgov.com

5.0 UTILITY LOCATION REQUEST

The designer must conduct a comprehensive investigation of all nearby existing and proposed utilities in order to avoid possible conflicts. This shall include, but not be limited to, the following utilities:

- Gas

- Telephone
- Underground and Overhead Electric
- Cable TV
- Fiber Optic
- Storm Drain

6.0 FIELD INVESTIGATION

Field investigations including geotechnical investigation, SUE, and evaluating potential for potential contamination shall be conducted for water and wastewater main design, as necessary.

6.1 Geotechnical Investigation

The design and construction of water and wastewater mains must account for the variability of the uncertain subsurface conditions, and the potential project cost associated with the variability. A geotechnical investigation shall be conducted prior to submitting a proposal for this project so that the Design-Build Firm satisfies itself of the true nature of site conditions.

6.2 Subsurface Utility Engineering

Obtain reliable subsurface utility information. All existing utilities shall be designated and marked by a well-trained, experienced SUE provider prior to initiation of survey for design.

6.3 Evaluating Potential for Contamination

The designer shall evaluate all available resources to identify any potential environmental issues, including possible soil or groundwater contamination, during the design phase of the project. The designer shall follow the guidelines as specified by FDEP.

7.0 PERMITS AND LICENSES

At the Design-Build Firm's own expense, secure all necessary utility accommodation, historic preservation, wildlife, wetland resource, environmental management permits, and authorizations from local, state, and federal agencies having jurisdiction over the project. The City is self-permitted through FDEP for all water and sewer system pipelines that are less than or equal to 12-inches of inside diameter.

8.0 REMOVAL OF EXISTING 6-inch CAST IRON WATER MAIN

The existing 6-inch cast iron main and appurtenances shall be removed and disposed of by the Design-Build Firm. Salvageable appurtenances such as gate valves and fire hydrants shall be delivered to the City Water Operation Yard on Jackson Bluff Road – to be used for parts.

9.0 WARRANTY

Warrant all materials and workmanship against defects for a period commencing on the day of

final acceptance of the project by Leon County and extending two-years henceforth. All manufacturers' special warranties for the various utility components shall be made transferable to the City upon final acceptance of the project by Leon County.

10.0 RECOMMENDED SCHEDULE OF VALUES

The following minimum item description and units of measure are recommended by the City for submittal of the Contractor's Schedule of Values, after award of the contract.

| | | |
|---------|--|----|
| 1500H | 6" Ductile Iron Water Pipe (and other sizes as needed) | LF |
| 1500J | 8" Ductile Iron Water Pipe | LF |
| 3610J | 8" Ductile Iron Wastewater Pipe | LF |
| 5050 | Water Service (Sizes 3\4 inch to 2-inch) | EA |
| 5100H | 6" Gate Valve | EA |
| 5100J | 8" Gate Valve | EA |
| 5110HxH | 6"x6" Tapping Sleeve (and other sizes as needed) | EA |
| 5120H | Remove, Salvage, & Deliver 6" Valve | EA |
| 7836 | Adjustment of Wastewater Manholes Lid In Adv. of Resurfacing | EA |
| 20430 | Install Fire Hydrant Extension | EA |
| 20440 | Remove Fire Hydrant Extension | EA |
| 20620 | Replace Existing Wastewater Lateral Cleanout | EA |
| 20670 | Abandon Water Service Off Existing Main | EA |
| 20680 | Abandon Wastewater Lateral Off Existing Main | EA |
| 20700 | Adjust Existing Wastewater Lateral | EA |

11.0 SUPPLEMENTAL CONSTRUCTION DETAILS

In addition to the construction details found in the City Standard Specifications, the following supplemental construction details are included in this RFP and are binding on the Design-Build Firm.

The following details are attached to the end of this document and denoted as

“SUPPLEMENTAL WATER & WASTEWATER CONSTRUCTION DETAILS.”

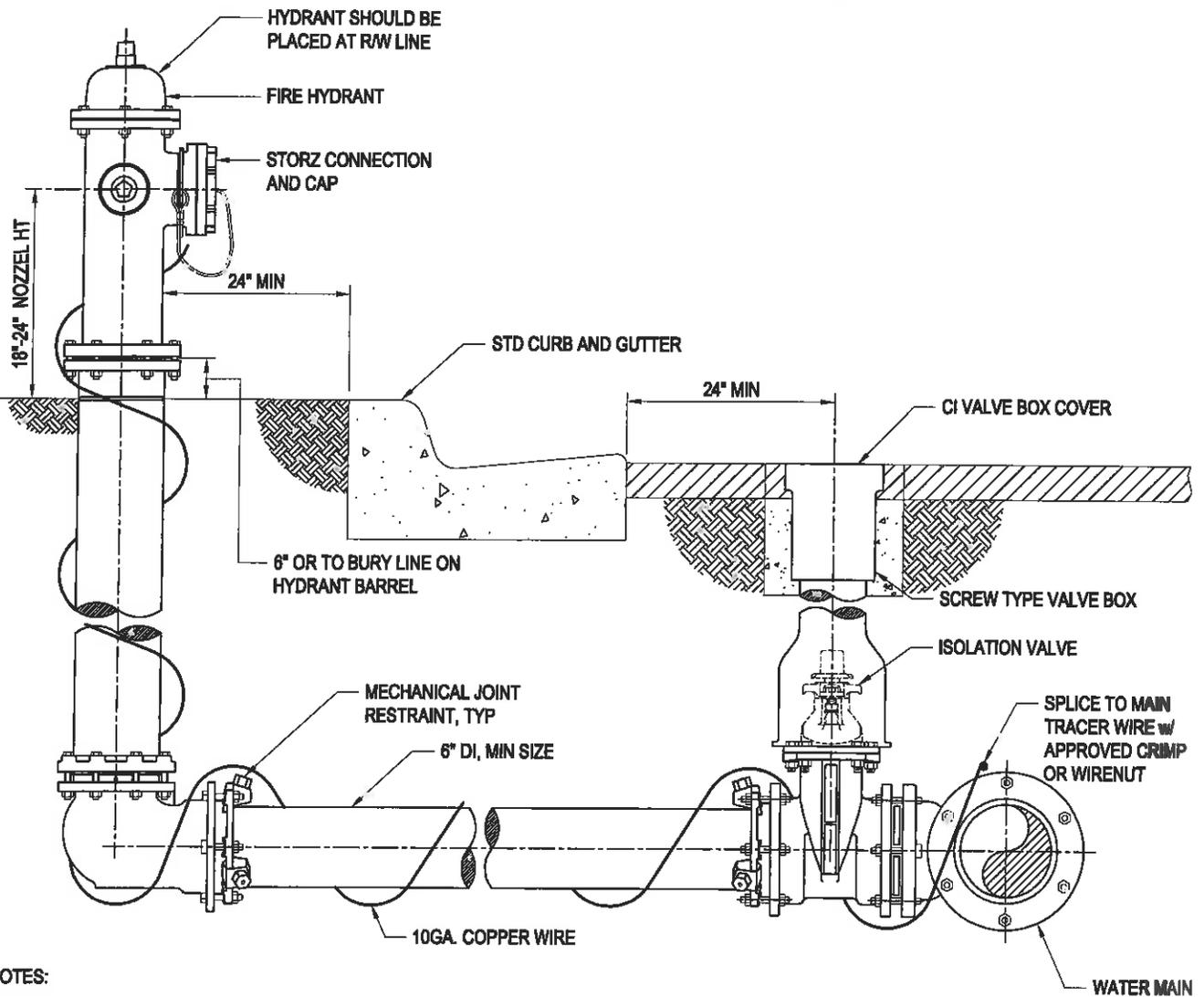
| | |
|---------|---|
| FH-1 | Fire hydrant Detail |
| WM-01 | Existing Water Main Tie-in Connection with Future Extension Provision |
| WM-02A | Restraint Lengths for Horizontal Bends |
| WM-02B | Restraint Lengths for Reducers |
| WM-02C | Restraint Lengths for Caps and Plugs |
| WM-02D | Restraint Lengths for Valves |
| WM-02E | Restraint Lengths for Tees |
| WM-02F | Restraint Lengths for Vertical Offsets |
| WM-03 | Reverse Connection at Water Main |
| UA5002 | Pipe Encasement for Crossing with less Than 12-inch Vertical Separation |
| UA6001 | Standard Water Main Lowering |
| UA7012 | Two-way Sanitary Sewer Cleanout |
| UA 7018 | Sewer Service Lateral Disconnection on Existing or New Roadway |

DRAFT

Design-Build Criteria Package

SUPPLEMENTAL CONSTRUCTION DETAILS

DRAFT



NOTES:

1. HYDRANT TO BE PLACED WITH PUMPER NOZZEL FACING STREET.
2. APPROVED MODELS ARE MUELLER A423, M.H. RELIANT 929, AMERICAN FLOW HYDRANT B-84-B-5, AND CLOW MEDALLION. NO SUBSTITUTES WILL BE ALLOWED.
3. VALVE OPENING 5 1/4" MINIMUM.
4. SIX INCH MJ CONNECTION TO MAIN.
5. HOSE NOZZLES: NATIONAL STANDARD THREADS WITH TWO 2 1/2" HOSE NOZZLES AND ONE STEAMER NOZZEL WITH 5" OPENING AND STORZ CONNECTION WITH CAP ON NOZZEL.
6. ALL PIPE FROM MAIN TO HYDRANT SHALL BE RESTRAINED DUCTILE IRON. NO SUBSTITUTES.
7. HOSE THREAD SHALL BE NATIONAL STANDARD THREADS. SIX THREADS TO ONE INCH, V-TYPE, .288 PITCH, 5.376" O.D..
8. STEAMER SHALL BE STORZ CONNECTION WITH CAP.
9. HYDRANT PLACEMENT:
 CURB AND GUTTER STREET - AS NOTED PER PLANS
 OPEN DITCH STREET - TOP OF BACKSLOPE OF DITCH, ON THE R/W LINE AND OR PROPERTY CORNER. (MAX. 10' FROM DRIVING SURFACE)
10. ALL JOINTS TO BE RESTRAINED. MAIN MECHANICAL JOINTS MAY BE RESTRAINED WITH CLOW F-1058 RETAINER GLANDS, 304 STAINLESS STEEL THREADED RODS WITH EYE BOLTS, OR MEGA LUGS.
11. FIRE HYDRANT TEE MAY BE USED IN LIEU OF MECHANICAL TEE.
12. COMPACTION WILL BE 100% STANDARD PROCTOR.
13. DEPTH OF PIPE TO HAVE 36" MINIMUM COVER.
14. HYDRANTS PLACED ON PRIVATE WATER MAINS SHALL BE RED IN COLOR.
15. HYDRANTS PLACED ON CITY WATER MAINS SHALL BE REFLECTIVE YELLOW IN COLOR.
16. CLEARANCES OF SEVEN AND ONE HALF FEET IN FRONT OF AND TO EACH SIDE OF HYDRANT WITH FOUR FOOT TO THE REAR SHALL BE MAINTAINED.



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SHEET TITLE

FIRE HYDRANT DETAIL

SHEET

FH-1

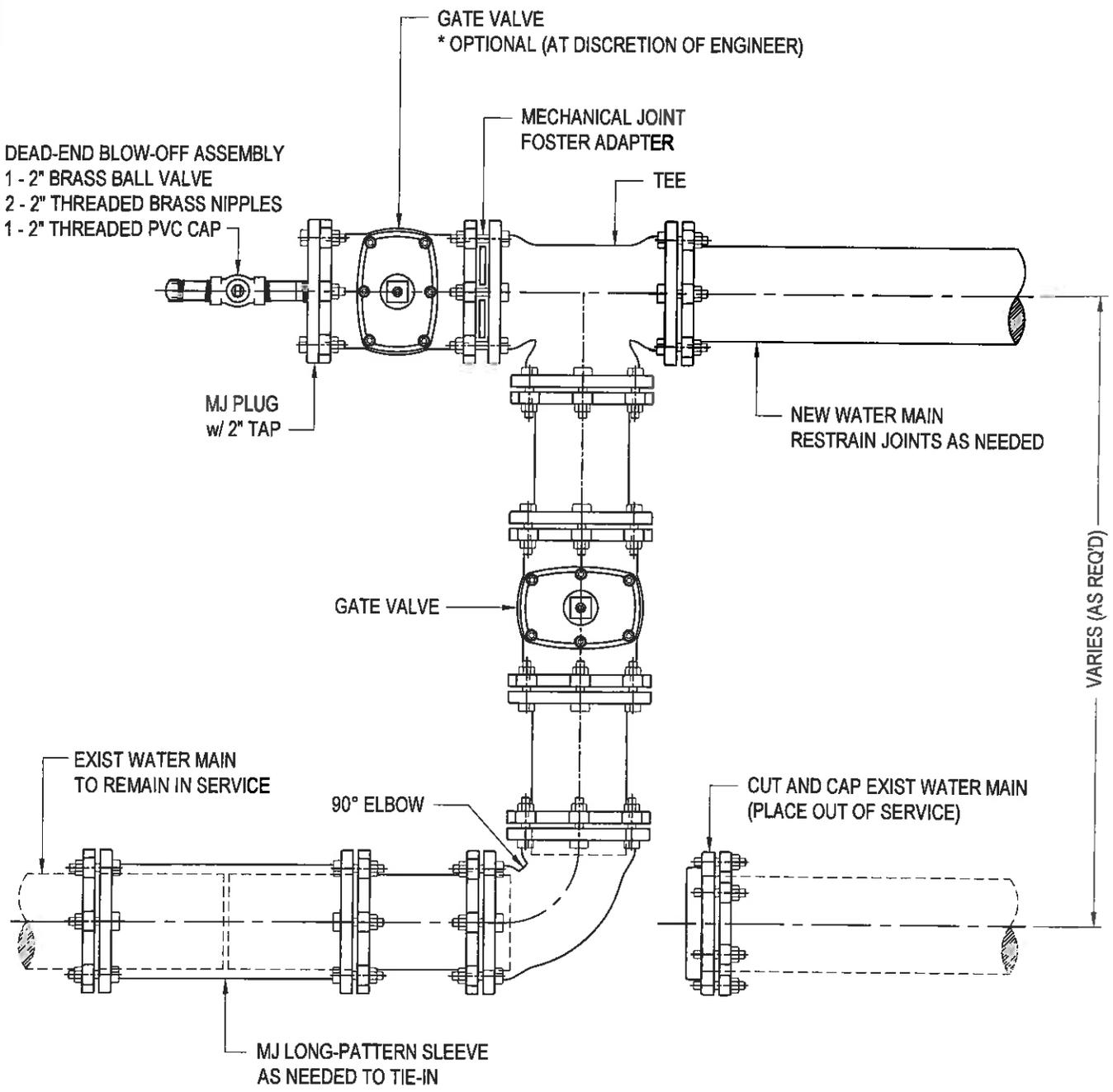
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Approved by:

Date Issued: **AUGUST 2012**

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RESTRAIN ALL JOINTS THROUGH FITTINGS


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SHEET TITLE

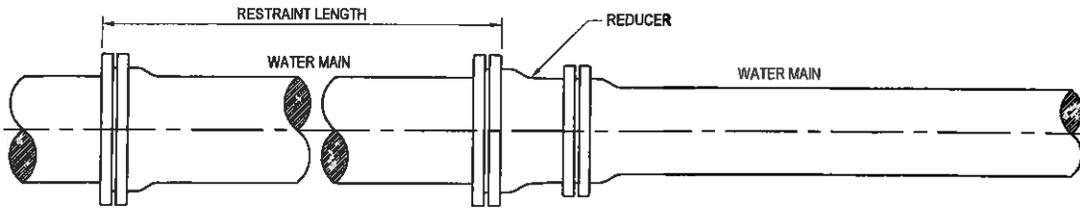
**EXIST WATER MAIN TIE-IN CONNECTION
w/ FUTURE EXTENSION PROVISION**

SHEET

WM-01

SCALE

NTS



PLAN

THRUST RESTRAINT NOTES:

1. CHARTS ARE BASED ON EBAA IRON RESTRAINT LENGTH CALCULATOR, VERSION 6. ENGINEER OF RECORD SHALL VERIFY.
2. DESIGN PARAMETERS ARE AS FOLLOWS:
 - a. UNIFIED SOIL CLASSIFICATION: SM SOIL TYPE
 - b. SAFETY FACTOR: 1.5 TO 1
 - c. TRENCH TYPE: TYPE 3
 - d. DEPTH OF BURY: 3 FT
 - e. TEST PRESSURE: 150 PSI
3. POLY WRAPPED DUCTILE IRON PIPE SHALL REQUIRE ADDITIONAL THRUST RESTRAINT.
4. REDUCERS REQUIRE RESTRAINT OF ALL JOINTS WITHIN THE CALCULATED RESTRAINT LENGTH EXTENDING FROM THE REDUCER ON THE SIDE OF THE LARGER PIPE.

| RESTRAINT LENGTH FOR REDUCERS | | | |
|-------------------------------|------------------------------|-------------------------------|----------------------|
| LARGE PIPE DIAMETER (INCHES) | SMALL PIPE DIAMETER (INCHES) | DUCTILE IRON RESTRAINT (FEET) | PVC RESTRAINT (FEET) |
| 6 | 4 | 19 | 29 |
| | 6 | 20 | 31 |
| 8 | 4 | 45 | 71 |
| | 6 | 34 | 53 |
| | 8 | 19 | 29 |
| 10 | 4 | 57 | 89 |
| | 6 | 48 | 74 |
| | 8 | 35 | 54 |
| | 10 | 20 | 30 |
| 12 | 4 | 67 | 105 |
| | 6 | 59 | 93 |
| | 8 | 48 | 78 |
| | 10 | 35 | 55 |
| | 12 | 19 | 30 |
| 14 | 4 | 77 | 121 |
| | 6 | 71 | 111 |
| | 8 | 61 | 96 |
| | 10 | 50 | 78 |
| | 12 | 36 | 56 |
| 16 | 14 | 19 | 30 |

RESTRAINT LENGTHS FOR REDUCERS

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SHEET TITLE

RESTRAINT LENGTHS FOR REDUCERS

SHEET

WM-02B

Approved by:

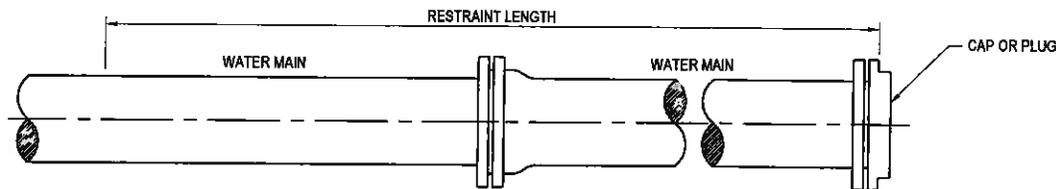
Date issued: **AUGUST 2012**

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PLAN

THRUST RESTRAINT NOTES:

1. CHARTS ARE BASED ON EBAA IRON RESTRAINT LENGTH CALCULATOR, VERSION 6. ENGINEER OF RECORD SHALL VERIFY.
2. DESIGN PARAMETERS ARE AS FOLLOWS:
 - a. UNIFIED SOIL CLASSIFICATION: SM SOIL TYPE
 - b. SAFETY FACTOR: 1.5 TO 1
 - c. TRENCH TYPE: TYPE 3
 - d. DEPTH OF BURY: 3 FT
 - e. TEST PRESSURE: 150 PSI
3. POLY WRAPPED DUCTILE IRON PIPE SHALL REQUIRE ADDITIONAL THRUST RESTRAINT.
4. CAPS AND PLUGS REQUIRE RESTRAINT OF ALL JOINTS WITHIN THE CALCULATED RESTRAINT LENGTH EXTENDING FROM THE DEAD END.

| RESTRAINT LENGTH FOR DEAD ENDS AND VALVES (IN FEET) | | |
|---|---------------------|------------|
| PIPE DIAMETER (INCHES) | DUCTILE IRON (FEET) | PVC (FEET) |
| 4 | 25 | 39 |
| 6 | 38 | 55 |
| 8 | 47 | 72 |
| 10 | 56 | 87 |
| 12 | 65 | 102 |
| 14 | 74 | 116 |
| 16 | 84 | 131 |

RESTRAINT LENGTHS FOR DEAD ENDS
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SHEET TITLE

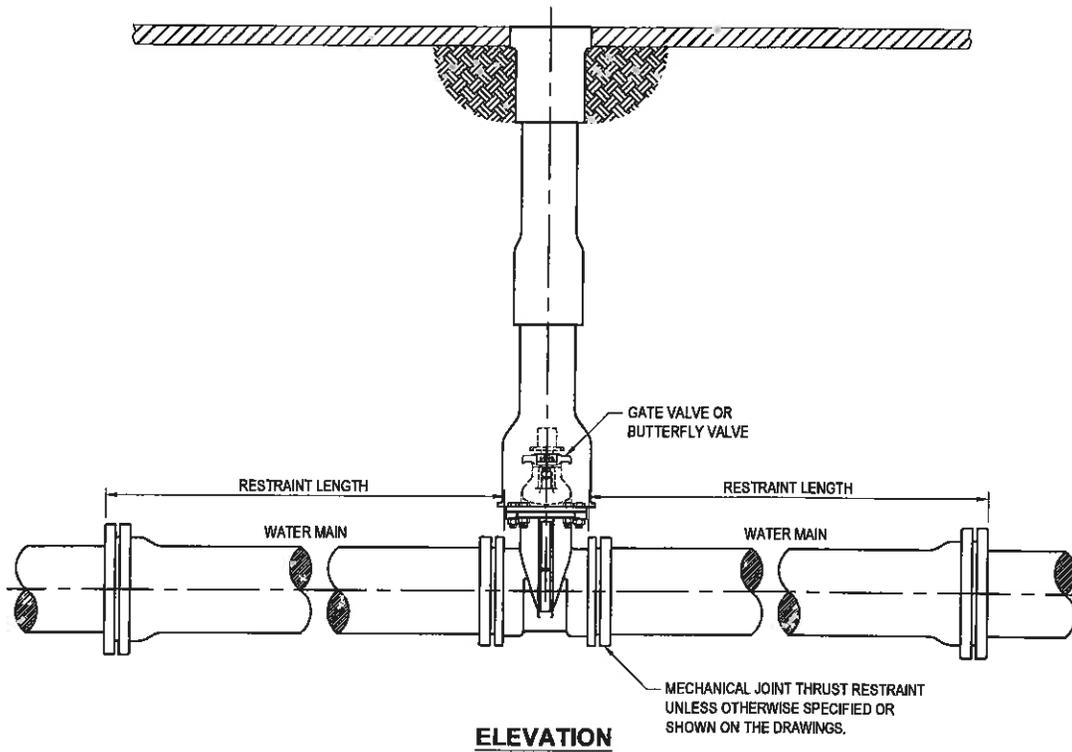
RESTRAINT LENGTHS FOR CAPS AND PLUGS

SHEET

WM-02C

SCALE

N.T.S.



THRUST RESTRAINT NOTES:

1. CHARTS ARE BASED ON EBAA IRON RESTRAINT LENGTH CALCULATOR, VERSION 6. ENGINEER OF RECORD SHALL VERIFY.
2. DESIGN PARAMETERS ARE AS FOLLOWS:
 - a. UNIFIED SOIL CLASSIFICATION: SM SOIL TYPE
 - b. SAFETY FACTOR: 1.5 TO 1
 - c. TRENCH TYPE: TYPE 3
 - d. DEPTH OF BURY: 3 FT
 - e. TEST PRESSURE: 150 PSI
3. POLY WRAPPED DUCTILE IRON PIPE SHALL REQUIRE ADDITIONAL THRUST RESTRAINT.
4. VALVES REQUIRE RESTRAINT OF ALL JOINTS WITHIN THE CALCULATED RESTRAINT LENGTH ON BOTH SIDES OF THE VALVE.

RESTRAINT LENGTH FOR DEAD ENDS AND VALVES (IN FEET)

| PIPE DIAMETER (INCHES) | DUCTILE IRON (FEET) | PVC (FEET) |
|------------------------|---------------------|------------|
| 4 | 25 | 30 |
| 6 | 36 | 55 |
| 8 | 47 | 72 |
| 10 | 58 | 87 |
| 12 | 65 | 102 |
| 14 | 74 | 118 |
| 16 | 84 | 131 |

RESTRAINT LENGTHS FOR VALVES

N.T.S.

SHEET TITLE

RESTRAINT LENGTHS FOR VALVES

SHEET

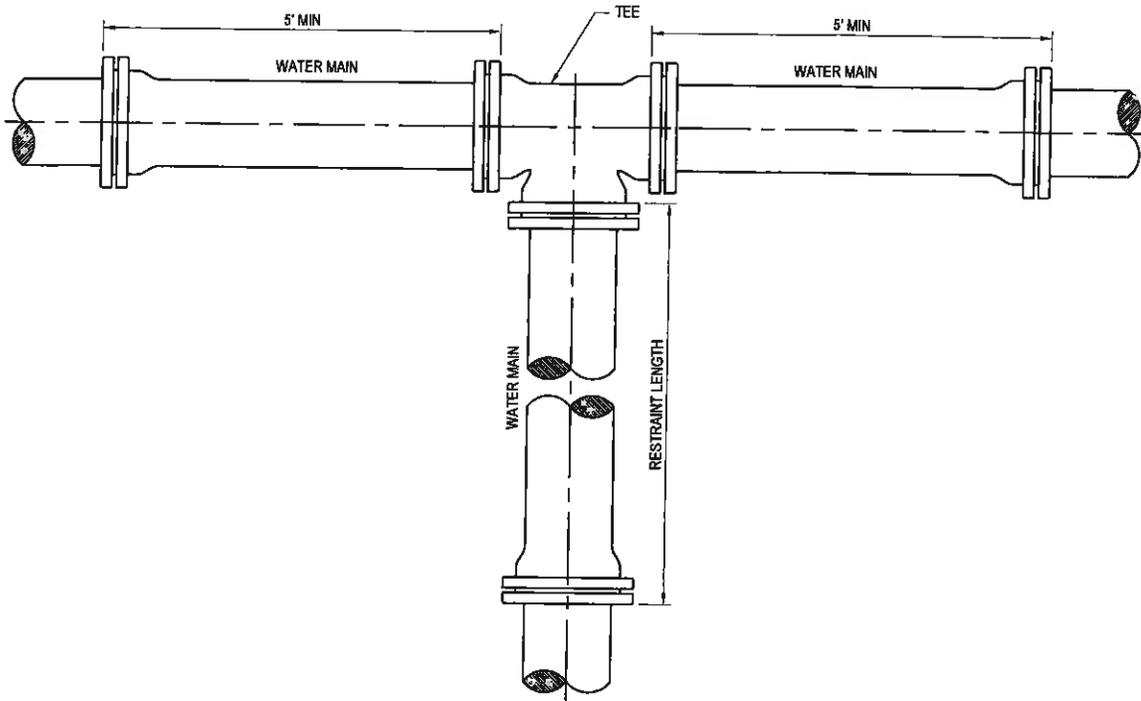
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Date issued: **AUGUST 2012**

SCALE

N.T.S.



PLAN

THRUST RESTRAINT NOTES:

1. CHARTS ARE BASED ON EBAA IRON RESTRAINT LENGTH CALCULATOR, VERSION 6. ENGINEER OF RECORD SHALL VERIFY.
2. DESIGN PARAMETERS ARE AS FOLLOWS:
 - a. UNIFIED SOIL CLASSIFICATION: SM SOIL TYPE
 - b. SAFETY FACTOR: 1.5 TO 1
 - c. TRENCH TYPE: TYPE 3
 - d. DEPTH OF BURY: 3 FT
 - e. TEST PRESSURE: 150 PSI
3. POLY WRAPPED DUCTILE IRON PIPE SHALL REQUIRE ADDITIONAL THRUST RESTRAINT.
4. TEES REQUIRE RESTRAINT OF ALL JOINTS WITHIN THE CALCULATED RESTRAINT LENGTH ALONG THE BRANCH PIPE.
5. BRANCH RESTRAINT LENGTH FOR TEES ASSUMES A 5 FOOT RUN LENGTH ON EACH SIDE OF THE TEE. SHORTER RUN LENGTHS MAY REQUIRE ADDITIONAL THRUST RESTRAINT.

| RESTRAINT LENGTH FOR TEE BRANCHES | | | |
|-----------------------------------|--------------------------|-------------------------------|----------------------|
| RUN DIAMETER (INCHES) | BRANCH DIAMETER (INCHES) | DUCTILE IRON RESTRAINT (FEET) | PVC RESTRAINT (FEET) |
| 4 | 4 | 14 | 21 |
| | 6 | 8 | 12 |
| 6 | 4 | 24 | 37 |
| | 6 | 2 | 4 |
| | 8 | 20 | 31 |
| 8 | 4 | 35 | 54 |
| | 6 | 1 | 1 |
| | 8 | 16 | 24 |
| | 10 | 31 | 49 |
| 10 | 10 | 43 | 68 |
| | 4 | 1 | 1 |
| | 6 | 11 | 18 |
| | 8 | 28 | 44 |
| | 10 | 41 | 64 |
| 12 | 12 | 53 | 83 |
| | 4 | 1 | 1 |
| | 6 | 7 | 10 |
| | 8 | 25 | 38 |
| 14 | 10 | 38 | 59 |
| | 12 | 51 | 79 |
| | 14 | 62 | 97 |
| | 4 | 1 | 1 |
| | 6 | 2 | 3 |
| 16 | 8 | 21 | 33 |
| | 10 | 35 | 55 |
| | 12 | 48 | 76 |
| | 14 | 60 | 94 |
| | 16 | 71 | 112 |

RESTRAINT LENGTHS FOR TEES

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RESTRAINT LENGTHS FOR TEES

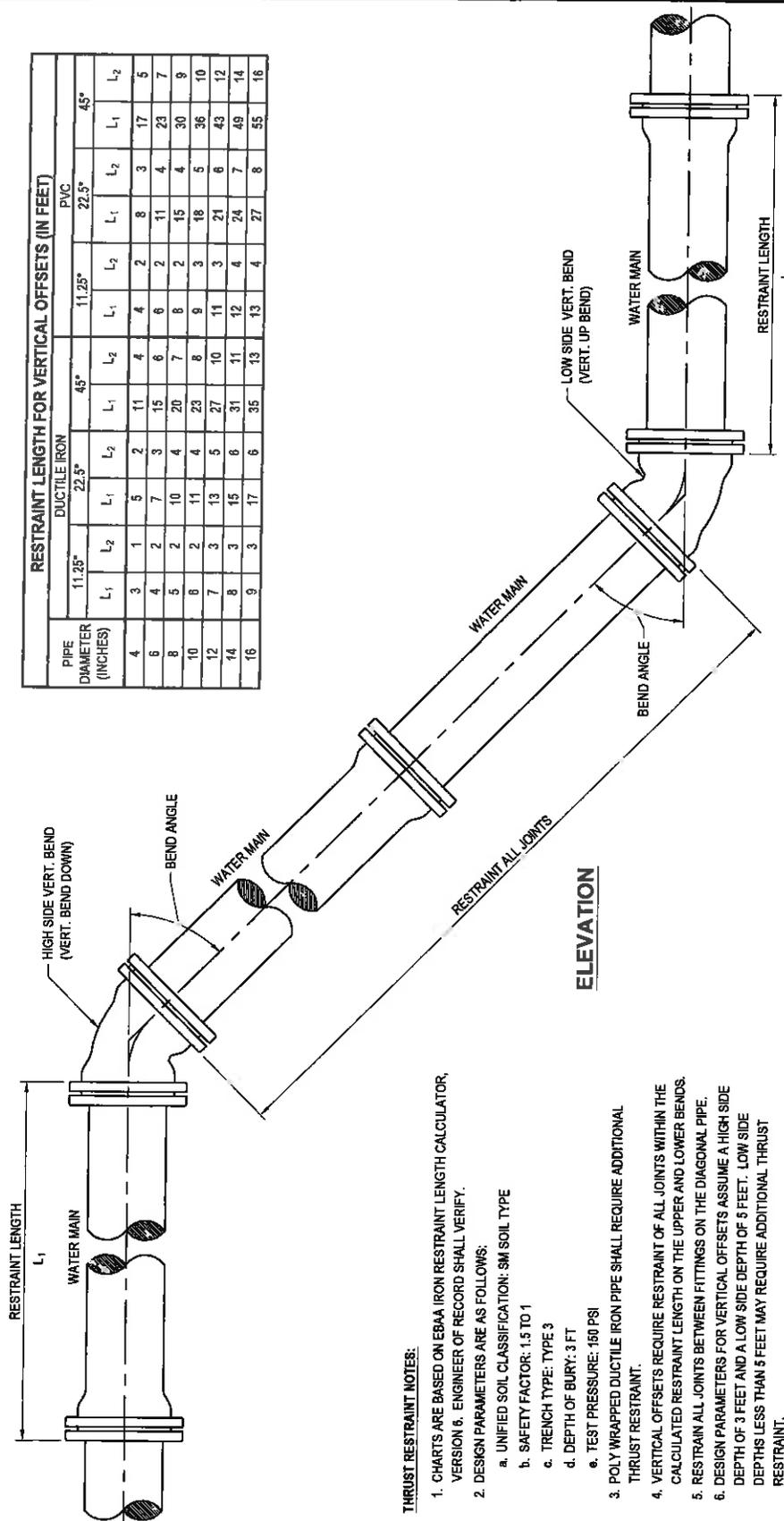
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| PIPE DIAMETER (INCHES) | RESTRAINT LENGTH FOR VERTICAL OFFSETS (IN FEET) | | | | | | | | | | | |
|------------------------|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | DUCTILE IRON | | | | | | PVC | | | | | |
| | 11.25" | | 22.5" | | 45" | | 11.25" | | 22.5" | | 45" | |
| | L ₁ | L ₂ | L ₁ | L ₂ | L ₁ | L ₂ | L ₁ | L ₂ | L ₁ | L ₂ | L ₁ | L ₂ |
| 4 | 3 | 1 | 5 | 2 | 11 | 4 | 4 | 2 | 8 | 3 | 17 | 5 |
| 6 | 4 | 2 | 7 | 3 | 15 | 6 | 6 | 2 | 11 | 4 | 23 | 7 |
| 8 | 5 | 2 | 10 | 4 | 20 | 7 | 8 | 2 | 15 | 4 | 30 | 9 |
| 10 | 8 | 2 | 11 | 4 | 23 | 8 | 8 | 3 | 18 | 5 | 36 | 10 |
| 12 | 7 | 3 | 13 | 5 | 27 | 10 | 11 | 3 | 21 | 6 | 43 | 12 |
| 14 | 8 | 3 | 15 | 6 | 31 | 11 | 12 | 4 | 24 | 7 | 49 | 14 |
| 16 | 9 | 3 | 17 | 6 | 35 | 13 | 13 | 4 | 27 | 8 | 55 | 16 |



- THRUST RESTRAINT NOTES:**
1. CHARTS ARE BASED ON EBAA IRON RESTRAINT LENGTH CALCULATOR, VERSION 6. ENGINEER OF RECORD SHALL VERIFY.
 2. DESIGN PARAMETERS ARE AS FOLLOWS:
 - a. UNIFIED SOIL CLASSIFICATION: SM SOIL TYPE
 - b. SAFETY FACTOR: 1.5 TO 1
 - c. TRENCH TYPE: TYPE 3
 - d. DEPTH OF BURY: 3 FT
 - e. TEST PRESSURE: 160 PSI
 3. POLY WRAPPED DUCTILE IRON PIPE SHALL REQUIRE ADDITIONAL THRUST RESTRAINT.
 4. VERTICAL OFFSETS REQUIRE RESTRAINT OF ALL JOINTS WITHIN THE CALCULATED RESTRAINT LENGTH ON THE UPPER AND LOWER BENDS.
 5. RESTRAIN ALL JOINTS BETWEEN FITTINGS ON THE DIAGONAL PIPE.
 6. DESIGN PARAMETERS FOR VERTICAL OFFSETS ASSUME A HIGH SIDE DEPTH OF 3 FEET AND A LOW SIDE DEPTH OF 5 FEET. LOW SIDE DEPTHS LESS THAN 5 FEET MAY REQUIRE ADDITIONAL THRUST RESTRAINT.

RESTRAINT LENGTHS FOR VERTICAL OFFSETS
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 300 S. Adams Street, P-26 - Tallahassee, FL 32301
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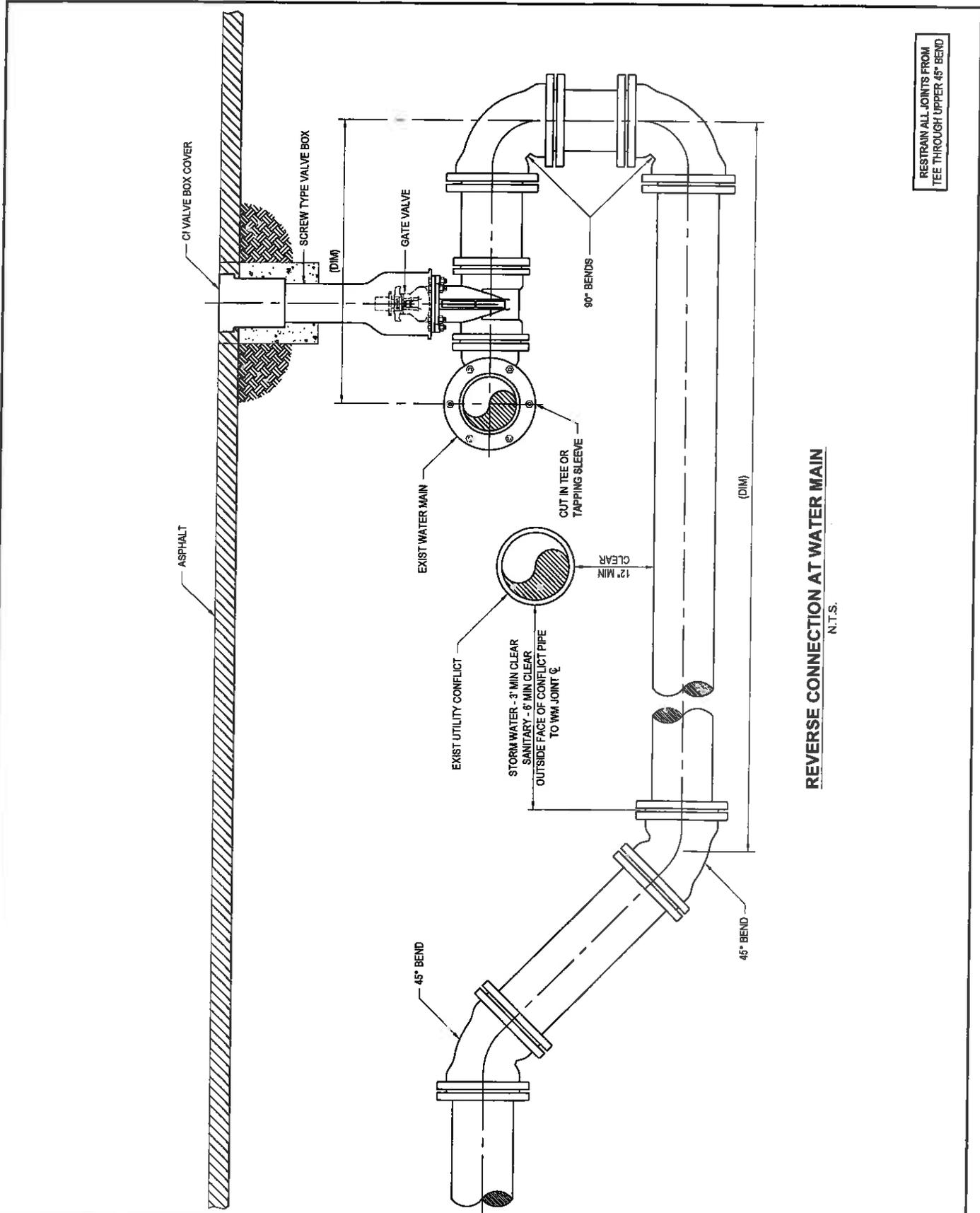
RESTRAINT LENGTHS FOR VERTICAL OFFSETS

SHEET

WM-02F

SCALE

N.T.S.



RESTRAIN ALL JOINTS FROM TEE THROUGH UPPER 45° BEND

REVERSE CONNECTION AT WATER MAIN
N.T.S.

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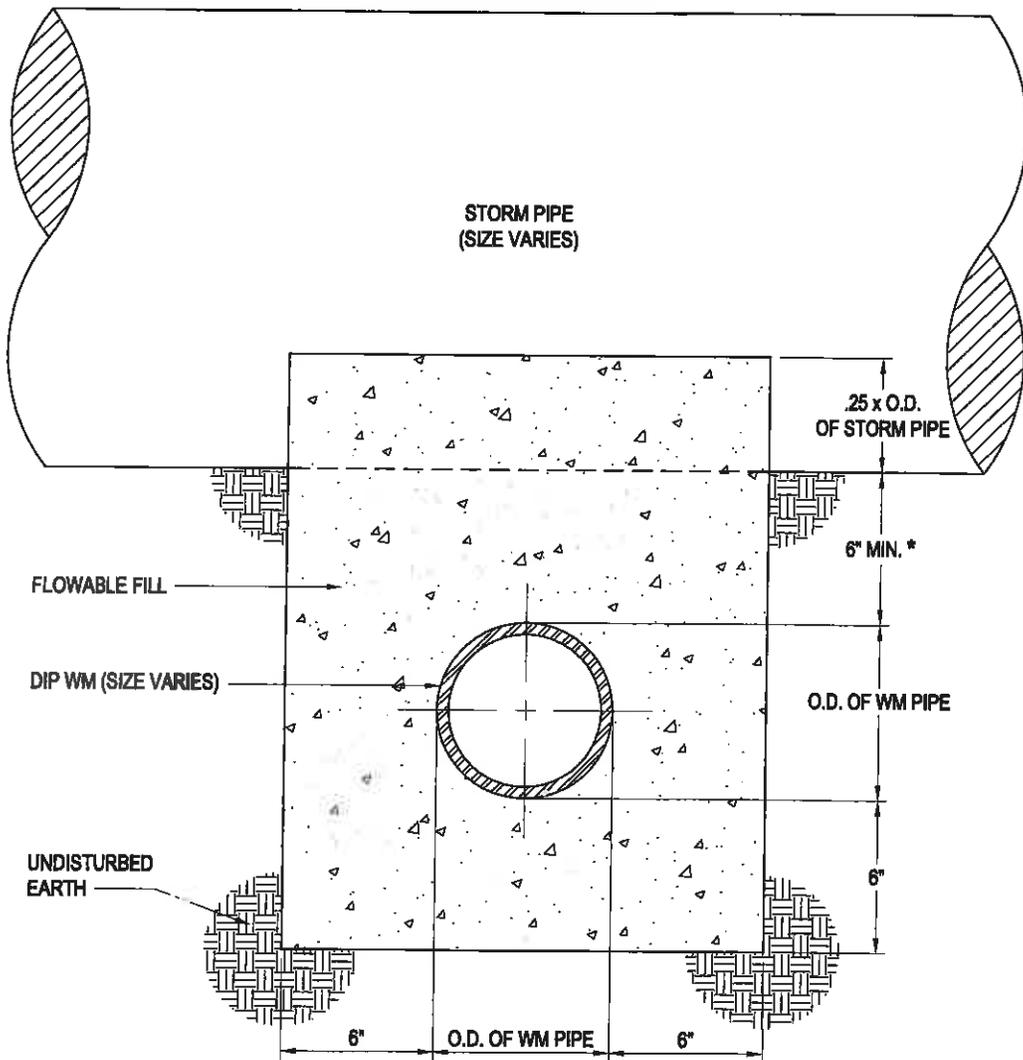
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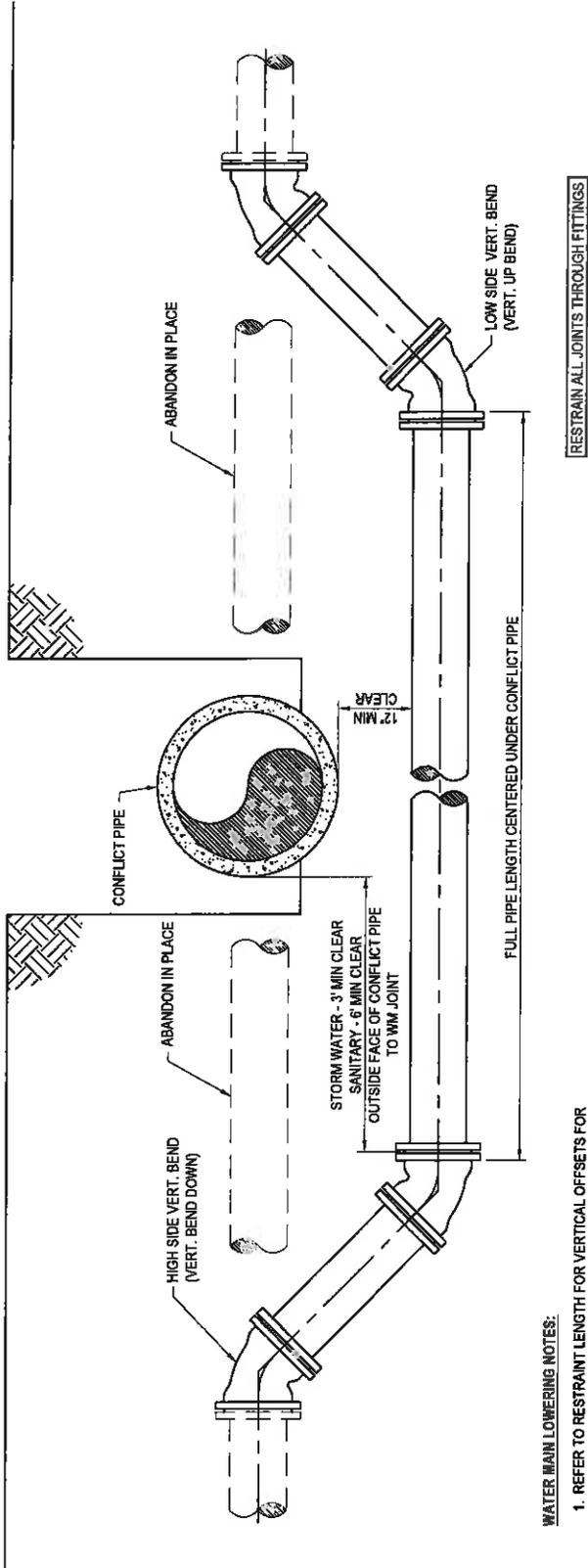
SHEET TITLE
REVERSE CONNECTION AT WATER MAIN

SHEET
WM-03

SCALE
 N.T.S.



* CONTRACTOR SHALL NOTIFY CITY IF SEPARATION IS LESS THAN 6"



RESTRAIN ALL JOINTS THROUGH FITTINGS

WATER MAIN LOWERING NOTES:

1. REFER TO RESTRAINT LENGTH FOR VERTICAL OFFSETS FOR RESTRAINT LENGTHS REQUIRED.
2. FOR ADDITIONAL CLEARANCES REFER TO F.A.C. RULE 62-555.314.

STANDARD WATER MAIN LOWERING

N.T.S.



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SHEET TITLE

STANDARD WATER MAIN LOWERING

SHEET

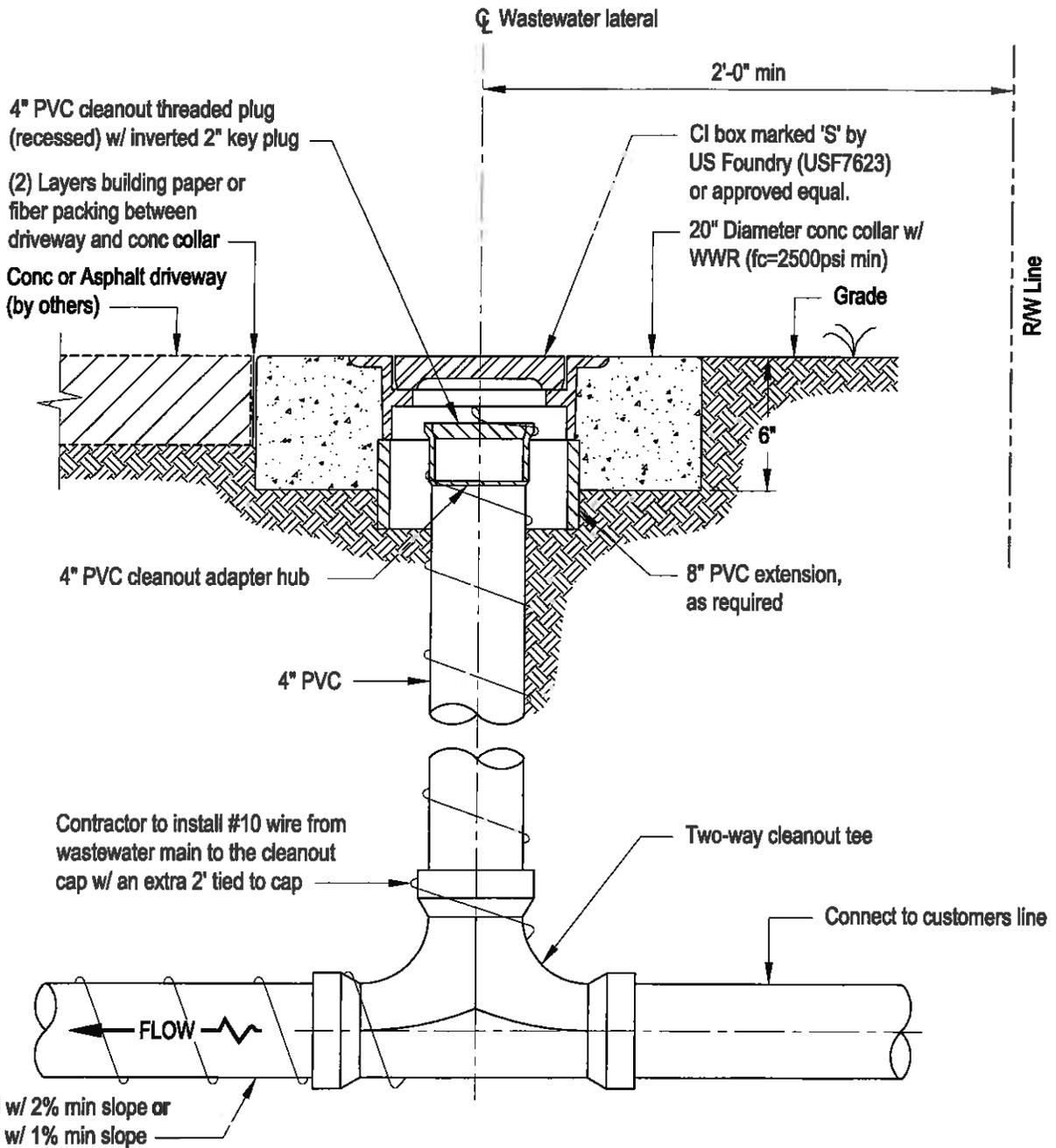
UA6001

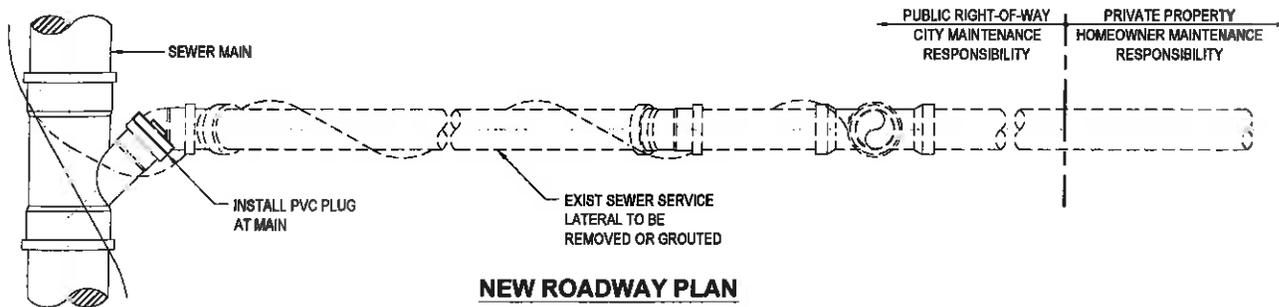
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Date Issued: **AUGUST 2012**

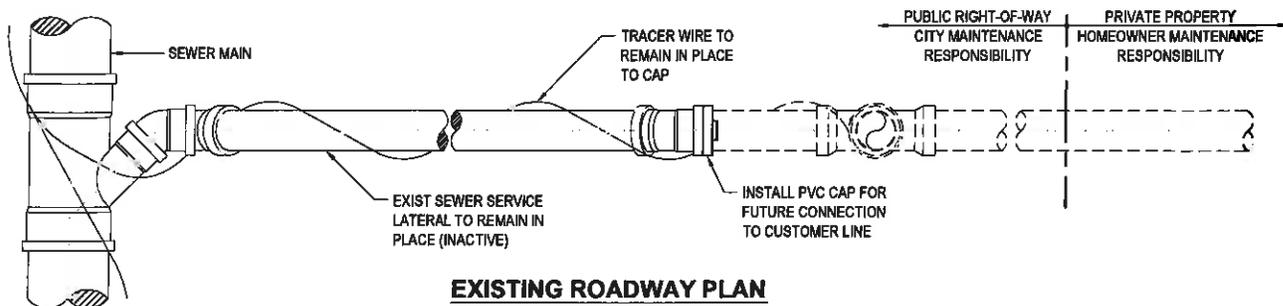
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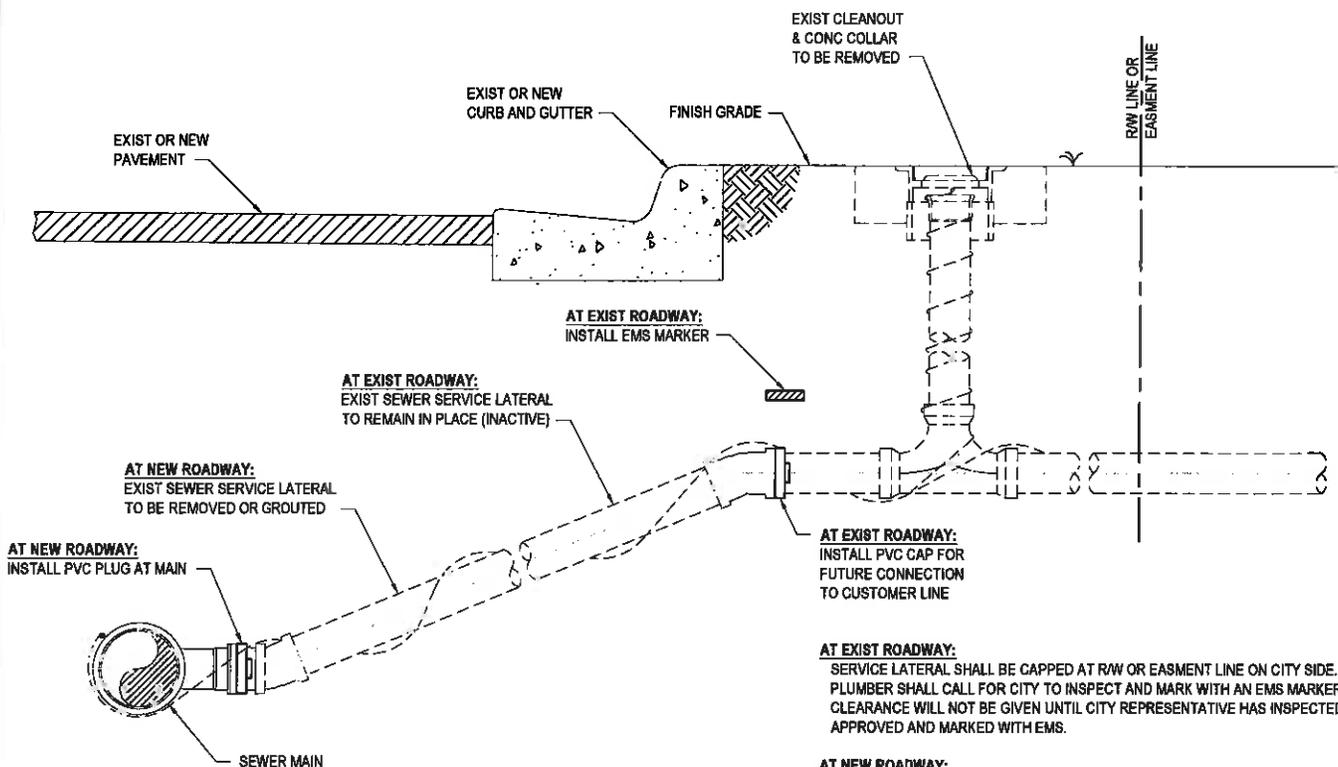




NEW ROADWAY PLAN



EXISTING ROADWAY PLAN



PROFILE

AT EXIST ROADWAY:
SERVICE LATERAL SHALL BE CAPPED AT R/W OR EASEMENT LINE ON CITY SIDE. PLUMBER SHALL CALL FOR CITY TO INSPECT AND MARK WITH AN EMS MARKER. CLEARANCE WILL NOT BE GIVEN UNTIL CITY REPRESENTATIVE HAS INSPECTED, APPROVED AND MARKED WITH EMS.

AT NEW ROADWAY:
BACKFILL AND COMPACT SOILS IN ACCORDANCE WITH COT SPECIFICATIONS. RESTORE AND REPLACE ALL DISTURBED PAVEMENT IN ACCORDANCE WITH APPLICABLE MAINTAINING AGENCY'S STANDARD SPECIFICATIONS.

**SEWER SERVICE LATERAL DISCONNECTION
ON EXISTING OR NEW ROADWAY**

N.T.S.

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SHEET TITLE

**SEWER SERVICE LATERAL DISCONNECTION
ON EXIST OR NEW ROADWAY**

SHEET

UA7018

Approved by:

Date Issued:

AUGUST 2012

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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

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

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

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.

| RFQ Schedule of Events – Table 1 | |
|---|--|
| Activity/Event | DEADLINE - DATE/TIME (all eastern time) |
| Release of Request for Qualifications (RFQ) | September 10, 2012 |
| Pre-Submittal Conference/Meeting | None Scheduled for this RFQ |
| Deadline for Questions/Inquiries | Not Later Than: September 25, 2012 at 5:00 p.m. |
| RFQ RESPONSE DEADLINE: 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. |
| EVALUATION COMMITTEE TO SCORE ELOIs AND IDENTIFY SHORT-LISTED FIRMS: 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) AND Don Tobin (at 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) AND Don Tobin (at 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 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.

| Evaluation Criteria for the ELOI – Table 2 | | |
|---|--------------|----------------------|
| (ALL Evaluation Criteria must be met for the ELOI to be awarded an ELOI Score of Pass) | | |
| 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 _____