

**ARCHITECTURAL, ENGINEERING AND AVIATION
PLANNING SERVICES FOR
OKALOOSA COUNTY AIRPORTS SYSTEM**



RFQ #: AP 54-14

DUE: August 8, 2014 @ 4:00 P.M.

NOTICE TO PROPOSERS
ARCHITECTURAL, ENGINEERING AND AVIATION PLANNING SERVICES FOR
OKALOOSA COUNTY AIRPORTS SYSTEM
AP 54-14

The Okaloosa County Board of County Commissioners under the provisions of Section 287.055, Florida Statutes and County policy, requests proposals from agencies for **ARCHITECTURAL ENGINEERING AND AVIATION PLANNING SERVICES FOR OKALOOSA COUNTY AIRPORTS SYSTEM**. Okaloosa County plans to retain professional architect/engineer (A/E) and aviation planning services in support of its Capital Maintenance and Improvement Program. This support will be required at Okaloosa Regional Airport, Bob Sikes Airport, and Destin/Fort Walton Beach Airport, which together compromise the County's airport system.

Firms desiring consideration should provide an original and six (6) copies of their Request for Qualifications (RFQ) with the firm's areas of expertise identified. Submissions should be portrait orientation, unbound, and 8 ½" x 11" where practical. Guidelines detailing form and content requirements for the statement of qualifications are available by contacting the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, FL 32536, (850) 689-5960, or by download at the Purchasing Department's website at http://www.co.okaloosa.fl.us/dept_purchasing.html.

Submittals must be delivered to the Okaloosa County Purchasing Department, to address above, no later than **4:00 PM, August 8, 2014** in order to be considered. All proposals received after the stated time and date will be returned unopened and will not be considered. **Note: Crestview, FL is not a next day guaranteed delivery location by most delivery services.** Proposers using mail or delivery services assume all risks of late or non-delivery.

All submittals must be in sealed envelopes reflecting in the outside thereof "ARCHITECTURAL, ENGINEERING, AND AVIATION PLANNING SERVICES FOR OKALOOSA COUNTY AIRPORTS SYSTEM." Failure to mark the outside of the envelope as set forth herein shall result in the submittal not being considered.

The County reserves the right to award to the firm submitting a responsive proposal with a resulting negotiated agreement that is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiation agreement that is in its best interest and its decision will be final.

All submittals should be addressed as follows:
Okaloosa County Purchasing Department
602-C North Pearl Street
Crestview, FL 32536

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

Charles K. Windes, Jr.
Chairman

Zan Fedorak
Purchasing Manager

Deputy Clerk

GUIDELINES FOR THE STATEMENT OF QUALIFICATIONS OF ARCHITECTURAL, ENGINEERING, AND AVIATION PLANNING SERVICES FOR OKALOOSA COUNTY AIRPORTS SYSTEM

The purpose of this Request for Qualifications is to provide interested consultants with guidelines and information to enhance their submission of qualifications on the project entitled “ARCHITECTURAL, ENGINEERING, AND AVIATION PLANNING SERVICES FOR OKALOOSA COUNTY AIRPORTS SYSTEM.”

Okaloosa County plans to retain professional architect/engineer (A/E) and aviation planning services in support of its Capital Maintenance and Improvement Program. This support will be required at Okaloosa Regional Airport, Bob Sikes Airport, and Destin/Fort Walton Beach Airport, which together compromise the County’s airport system.

The scope of professional services includes, but is not limited to, the following:

1. The preparation of plans, specifications, construction contract documents, cost estimates, and engineer’s reports.
2. Provision and/or coordination of special services such as testing, surveying, and program management services.
3. Architectural services to design or modify new and existing facilities.
4. Construction review, administrative services, and construction management when needed.
5. Assisting in the development of Federal and State grant applications, grant administration, and closeout documentation.
6. Planning to include airport master plans, land-use planning, FAR Part 150 Studies and Environmental Assessments for airport development.

The term of the resulting contract(s) will be for three (3) years. The County reserves the right to renew the contract(s) for two (2) additional one-year contract periods. Renewal of the contract period shall be recommended by the Airports Department through the Board of County Commissioners’ discretion.

The Board of County Commissioners reserves the right to accept or reject any or all statements of qualifications, or to waive any informality existing, or to accept statements of qualifications which best serves in the interest of this project.

An original and six (6) copies of the proposal will be required, the original copy having been signed in **BLUE INK**. All statements must be completely responsive to the Request for Qualifications guidelines for consideration.

The content of the statement of qualifications of the successful firms will become a basis for contractual negotiations.

The selected consultant(s) shall be required to assume responsibility for all services offered in his/her proposal. The selected consultant(s) will also be the sole point of contact concerning contractual matters including payments of any charges resulting from the contract.

Proposals must be submitted in the following format:

1. **Letter of interest** including information on location of the firm's office that will be the office of this contract.
2. **Business Credentials** – Provide a synopsis of the consultant(s)' qualifications, to include specific capabilities of the firm, a brief history of the firm, and the firm's financial status (all limited to one page each), past performance relating to completing airport projects within budget and on schedule, and experience in managing multiple tasks simultaneously.
3. **Registration** – List the State of Florida licensing/registration qualifications of the firm's personnel and business office. Please include copies of certifications.
4. **Specific Accomplishments** – Provide a listing of completed projects with a description of the work performed by the consultant representative of the type of work proposed under this Request for Qualifications. Include any specialized engineering and design experience relative to the specified services at airports within the last three (3) years. The list should include only projects that had significant input from individuals who will be assigned to work on County projects.
5. **Project Management Organization** – Describe the organizational structure that will be used to manage projects, the consultant(s) must identify key personnel to be assigned to projects, and consultant(s) must also provide a resume of their qualifications, education, and experience.
6. **References** - List five (5) references representative of related past experience to include as a minimum: a contact person, company name, phone number, and a brief description of the project.
7. **Additional Information and Comments** – The contents under this heading are left to the discretion of the consultant(s). Material must be pertinent to the proposal but not to be otherwise requested on the Request for Qualifications.

Evaluation/Selection of Qualifications

A Selection Review Committee will evaluate all qualifications received and:

1. Prepare an alphabetical listing of those proposers determined to be interested and available. Evaluate the qualifications meeting minimum submission criteria based upon qualifications and conduct discussions with those firms deemed to be the most highly qualified to provide the services required. Each of the firms will be required to execute the Truth-In-Negotiation certificate as defined in Florida Statutes 287.055. Selection as best qualified will be based on the following considerations:
 - a. Responsiveness of the proposal clearly stating an understanding of the work to be performed for the County.
 - b. Firm's reputation and competence, including technical education and training, experience in airport projects, availability of adequate personnel, equipment, and facilities, and the extent of repeat business of the firm.
 - c. Current workload.
 - d. Financial responsibility.
 - e. Ability to observe and advise whether plans and specifications are being complied with.
 - f. Past record of professional accomplishments.
 - g. Previous experience with Okaloosa County Airports System.
 - h. Familiarity with proposed project areas and understanding of the program to be undertaken.
 - i. Qualifications of personnel assigned to the program.
 - j. Experience with programs similar in size and scope herein proposed.
 - k. Firm's capability to meet schedules.
 - l. Willingness to meet time and budget requirements.
 - m. Demonstrated expertise and experience in utilizing various design software.
 - n. Geographic location of the firm, including permanent office of designing engineer and project management team.
 - o. Women and minority participation.
2. Review of all proposals received will proceed as follows:
 - a. The selection committee will review all documents submitted.
 - b. The committees' ranking of prospective firms shall be based on the firm's capabilities, adequacy of personnel, past record, recent experience, current workload, and location of the firm or individual.
 - c. The committee may request oral presentations from the vendors when establishing the recommended priority or short list.
3. Negotiations between the selection committee and the priority from the vendors (the vendors ranked highest on the Board approved short list) that will proceed as follows:
 - a. Negotiations will be held with the first vendor on the approved short list.
 - b. If no tentative agreement can be reached with the first vendor, then negotiations will commence with the second vendor on the short list.
 - c. If no tentative agreement can be reached with the second vendor, then negotiations will commence with the third vendor on the short list.

- d. If no tentative agreement is reached with the third vendor, then the committee shall return to the Board to report such and recommend that a new short list be established from among the other proposals submitted. If for any reason said procedure is not feasible, the committee shall seek direction from the Board on how to proceed further.
 - e. Okaloosa County reserves the right to negotiate contractors with one or more proposer for these services.
4. Presentation of the tentative agreements by the selection committee goes before the Board for approval. The Executive Summary shall inform the Board as to the terms, conditions,, and costs associated with the resulting contract(s).
 5. Upon approval of the agreement by the Board, execution of a formal written agreement must be completed before work commences.
 6. Direct one-on-one contact with the Committee member is not allowed. Selection will be on the basis of professions qualifications and experience.

SPECIAL CONDITIONS

1. **Proposal Information** - Questions concerning proposal requirements or specifications should be directed to the Okaloosa County Purchasing Department, 602-C North Pearl Street, Crestview, Florida 32536, at 850-689-5960. Any changes by the County to specifications shall be in writing in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of the proposal.

2. **Compliance with Florida Statute 119.071** - The CONTRACTOR shall comply with all the provisions of section 119.071, Florida Statutes relating to the public records which requires, among other things, that the CONTRACTOR: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract.

3. **Right to Waive and Reject**
 - A. The Board, in its absolute discretion, may reject any proposal of a Proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Services Manager to emphasize this condition to potential proposers.

 - B. There is no obligation on the part of the County to award the proposal to the lowest proposer, and the County reserves the right to award the proposal to proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of Okaloosa county, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

 - C. The Board of County Commissioners reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.

 - D. The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those that made it impossible to determine the true amount of the proposal.

4. **Disqualification of Proposers** - Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:
 - A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
 - B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
 - C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
 - D. Uncompleted work that in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
 - E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
 - F. Default under previous contract.
 - G. The Board, in its absolute discretion, may reject any proposal of a Proposer that has failed, in the opinion of the Board, to complete or perform an Okaloosa County contracted project in a timely fashion or has failed in any other way, in the opinion of the Board, to perform a prior contract in a satisfactory manner, and has directed the Okaloosa County Purchasing Director to emphasize this condition to potential proposers.
5. **Conditional and Incomplete Proposals** - The Board of County Commissioners specifically reserves the right to reject any conditional proposal and will normally reject those that make it impossible to determine the true amount of the proposal.
6. **Investigation of Proposer** - The owner may make such investigations as he deems necessary to determine the stability of the Proposer to perform the work and that there is no conflict of interest as it relates to the project. The proposer shall furnish to the owner any additional information and financial data for the purpose as the owner may request. The data shall include a detailed and up-to-date list of plant equipment and materials which proposer proposes to use, indicating which portions he already possesses and a detailed description of the method and program or work to be done.
7. **Preparation of Proposals** - Proposals must be submitted upon the prescribed forms provided herein. All blank spaces must be filled in as noted in ink or typed in both words and numbers with the amounts extended and totaled. No changes shall be made in phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the figures, the written amounts shall govern. Any proposal

may be rejected which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for or which shall in any manner fail to conform to the conditions of published notice inviting proposals.

8. **Indemnification & Hold Harmless** - To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the proposal package.

9. **Conflict of Interest** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposal the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its' agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the Clerk of Circuit Court of Okaloosa County if he is an officer or employee of the County, disclosing his or spouses or child's interest and the nature of the intended business.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the proposal package.

10. **Identical Tie Proposal** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program.

Note: For proposer's convenience, this certification form is enclosed and is made a part of the proposal package.

11. **Public Entity Crime Information** - 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

proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, 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.

12. **Discrimination** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.
13. **Proposal Opening Information** - Proposal Opening shall be public, on the date and time specified on the proposal form. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are NOT acceptable. **NOTE: Crestview, Florida is "not a next day guaranteed delivery location" by delivery services.**
14. **No Contact Clause** – The Okaloosa County Board of County Commissioners have established a solicitation silence policy (No Contact Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (Formal Bids, Requests for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The Period commences when the procurement document is received and terminates when the Board of County Commissioners approves the award.

Note: For proposer's convenience, the certificate form is enclosed and is made part of the bid package.

15. **Protection of Resident Workers** – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

Contractors doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security's website and use the E-Verify

Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

NO CONTACT CLAUSE

The Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners the County Administrator or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **must** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Manager or an appointed representative. It shall be the Purchasing Manager decision whether to consider this information in the decision process.

Any violation of this policy shall be grounds to disqualify the proposer from consideration during the selection process.

All proposers must agree to comply with this policy by signing the following statement and including it with their submittal.

I _____ representing _____
Signature Company Name

On this _____ day of _____, 2014 hereby agree to abide by the County's "**No Contact Clause**" and understand violation of this policy shall result in disqualification of my proposal/submittal.

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either “yes” (a county employee, elected official, or agency is also associated with your business), or “no”. If yes, give person(s) name(s) and position(s) with your business.

YES _____

NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED PROPOSER CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

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' 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 quote 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 quote, 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 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, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is 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 this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO: _____

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Proposer's Company Name

Authorized Signature – Manual

Physical Address

Authorized Signature – Typed

Mailing Address

Title

Phone Number

FAX Number

Cellular Number

After-Hours Number(s)

DATE

FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the contractor during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contact to likewise utilize the U.S. Department of Homeland Securities E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO: _____