

## **Board of County Commissioners Agenda Request**

**Date of Meeting:** December 4, 2018

**Date Submitted:** November 19, 2018

**To:** Honorable Chairperson and Members of the Board

**From:** Dee Jackson, Interim County Administrator  
Curtis Young, Public Works Director

**Subject:** South Adams Street Sidewalk Design Bid Award

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### **Statement of Issues:**

This agenda item seeks Board approval to award the design bid of South Adams Street Sidewalk to Consolidated Design Professionals, LLC.

### **Background:**

The South Adams Street Sidewalk Project has been selected for funding by the Florida Department of Transportation (FDOT) through their Local Agency Program (LAP) in the amount of \$48,187.00 for design. The proposed project will include the design of the 5' concrete sidewalk along the west side of the South Adams Street sidewalk. The sidewalk will start at County Road 274 Martin Luther King Boulevard and end near Clark Street. Improvements will include detectable warning surfaces, sod, signage, striping, and drainage improvements. On November 7, 2017, the Board entered into an agreement with FDOT to complete the design portion. On October 4, 2018, the Board advertised to receive sealed bids on South Adams Street sidewalk design. A total of 4 bids were received; the bids were opened and read aloud. The selection committee ranked the engineering companies and it was determined that Consolidated Design Professionals, LLC was ranked the highest firm.

### **Fiscal Impact:**

This project will have a total cost of \$48,187.00, which will be funded from the FDOT LAP. This project will have no fiscal impact on the County.

### **Options:**

1. Approve the award of South Adams Street Sidewalk Design services to Consolidated Design Professionals, LLC in the amount of \$48,187.00 and authorize the Chairperson to execute any related contract documents.
2. Do not approve.

3. Board direction.

**Interim County Administrator's Recommendation:**

Option 1

**Attachment(s):**

1. Detailed Bid Tab
2. Bid Ad

## EVALUATION FORM

### Cumulative

<b>BID TITLE:</b> South Adams Street Sidewalk Design <b>BID NUMBER:</b> 18-02 Rebid October <b>OPENING DATE:</b> 10-24-2018 <b>TIME OF OPENING:</b> 10:00 a.m.	<b>Evaluation Committee Members:</b> Michael Jackson, Pam Revels and Debbie Meeks <b>Date of Evaluation:</b> Evaluations were done individually
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Evaluation Criteria	Percentage	Proposers						
		1	2	3	4			
Organization and Staffing	25	23	23	19	23			
Experience of the Firms and references	25	25	23.67	23	24.67			
Availability of workload and willingness to meet time requirements	20	20.33	20.33	23	21.33			
Project Approach and understanding of critical issues	30	25.67	27.67	23.33	25			
<b>TOTAL</b>	<b>100</b>	<b>94</b>	<b>94.67</b>	<b>88.33</b>	<b>94</b>			

**Proposer No. 1:** Dewberry

**Proposer No. 2:** Consolidated Design Professionals, LLC

**Proposer No. 3:** Smith Seckman Reid, Inc.

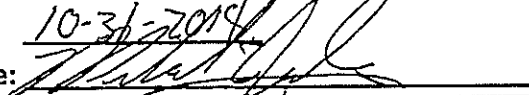
**Proposer No. 4:** Alday-Howell Engineering, Inc.

## Evaluation Criteria

**Evaluation Team Member: Michael Jackson**

**BID TITLE:** South Adams Street Sidewalk Design  
**BID NUMBER:** 18-02 Rebid October  
**OPENING DATE:** 10-24-2018  
**TIME OF OPENING:** 10:00 a.m.

**Evaluation Committee Members:** Debbie Meeks, Suzanne Lex,  
 Michael Jackson

**Date of Evaluation:** 10-31-2018  
**Evaluator Signature:** 

Evaluation Criteria	Percentage	Proposers						
		1	2	3	4			
Organization and Staffing	25	20	22	20	25			
Experience of the Firms and references	25	25	22	20	25			
Availability of workload and willingness to meet time requirements	20	17	17	20	20			
Project Approach and understanding of critical issues	30	28	30	28	27			
<b>Total</b>	<b>100</b>	<b>90</b>	<b>91</b>	<b>88</b>	<b>97</b>			

**Proposer No. 1:** Dewberry  
**Proposer No. 2:** Consolidated Design Professionals  
**Proposer No. 3:** Smith Seckman Reid, Inc.  
**Proposer No. 4:** Alday-Howell Engineering, Inc.

**Note:** This list is for identification purposes only. It does not reflect ranking in any way.

**NOTE:** Suzanne Lex was replaced by Pam Revels.

## Evaluation Criteria

**Evaluation Team Member:** Pam Revels

<b>BID TITLE:</b> South Adams Street Sidewalk Design <b>BID NUMBER:</b> 18-02 Rebid October <b>OPENING DATE:</b> 10-24-2018 <b>TIME OF OPENING:</b> 10:00 a.m.	<b>Evaluation Committee Members:</b> Debbie Meeks, Suzanne Lex, Michael Jackson <b>Date of Evaluation:</b> <u>10-31-18</u> <b>Evaluator Signature:</b> <u>P Revels</u>
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Evaluation Criteria	Percentage	Proposers					
		1	2	3	4		
Organization and Staffing	25	25	25	15	20		
Experience of the Firms and references	25	25	25	25	25		
Availability of workload and willingness to meet time requirements	20	25	25	30	25		
Project Approach and understanding of critical issues	30	25	25	15	20		
<b>Total</b>	<b>100</b>	<b>95</b>	<b>100</b>	<b>85</b>	<b>90</b>		

**Proposer No. 1:** Dewberry  
**Proposer No. 2:** Consolidated Design Professionals  
**Proposer No. 3:** Smith Seckman Reid, Inc.  
**Proposer No. 4:** Alday-Howell Engineering, Inc.

**Note:** This list is for identification purposes only. It does not reflect ranking in any way.

**NOTE:** Suzanne Lex was replaced by Pam Revels.

## Evaluation Criteria

Evaluation Team Member: Debbie Meeks

<b>BID TITLE:</b> South Adams Street Sidewalk Design <b>BID NUMBER:</b> 18-01 Rebid October <b>OPENING DATE:</b> 10-24-2018 <b>TIME OF OPENING:</b> 10:00 a.m.	<b>Evaluation Committee Members:</b> Debbie Meeks, Suzanne Lex, Michael Jackson <b>Date of Evaluation:</b> <u>11/1/18</u> <b>Evaluator Signature:</b> <u>DJ Meeks</u>
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Evaluation Criteria	Percentage	Proposers						
		1	2	3	4			
Organization and Staffing	25	24	22	22	24			
Experience of the Firms and references	25	25	24	24	24			
Availability of workload and willingness to meet time requirements	20	19	19	19	19			
Project Approach and understanding of critical issues	30	29	28	27	28			
<b>Total</b>	<b>100</b>	<b>97</b>	<b>93</b>	<b>92</b>	<b>95</b>			

Proposer No. 1: Dewberry  
 Proposer No. 2: Consolidated Design Professionals  
 Proposer No. 3: Smith Seckman Reid, Inc.  
 Proposer No. 4: Alday-Howell Engineering, Inc.

Note: This list is for identification purposes only. It does not reflect ranking in any way.

**Note:** Suzanne Lex was replaced by Pam Revels.



**PART I**  
**SOUTH ADAMS STREET SIDEWALK DESIGN PROJECT**  
**FPID 436992-1-38-01**  
**REQUEST FOR QUALIFICATIONS #18-02 REBID**

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The Gadsden County Board of County Commissioners is professional consultants for Engineering Services for the design of sidewalks on South Adams Street in the City of Quincy, FL. The scope of this project will include the construction of sidewalk on the western side of South Adams Street from County Road 274 MLK and near Clark Street in Quincy, FL as identified in the County Local Agency Participation contract with the Florida Department of Transportation (FDOT). The complete scope of services can be found in Part III of the Request for Proposals. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by the Florida Department of Transportation (FDOT) in accordance with Rule Chapter 14-75, Florida Administrative Code to perform the indicated Type(s) of Work.

Work Types:	FDOT Group 3.1 – Minor Highway Design
Response Deadline:	Wednesday, October 24, 2018 at 10:00 AM, EST
Opening Date:	Wednesday, October 24, 2018 at 10:15 AM, EST

This project is federally funded with assistance from the DFOT and the Federal Highway Administration (FHWA). By submitting a letter of response, the Consultant certifies that they are in compliance with FDOT Procedure No. 375-030-006 (Restriction on Consultants Eligibility to Compete for Department Contracts) and that no principle is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

Proposers must submit four (4) complete sets of the proposal with all supporting documentation as follows: one (1) hard-copy unbound original (marked "ORIGINAL") and signed in blue ink, and three (3) hard-copies, bound, (marked "COPY") in a sealed envelope plainly marked with the RFQ number and name, and addressed to the attention of Management Services Department. Proposals that are not submitted in a sealed envelope marked "RFQ 18-02; South Adams Street Sidewalk Design Project – SEALED PROPOSAL and identified by the name of the proposer and time of opening will be invalid.

Proposals must be received by Management Services Department, 5-B East Jefferson Street, Room 204, Quincy, FL 32351 no later than 10:00 AM, ET on Wednesday, October 24, 2018. PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL BE RETURNED UNPOENED.

Information regarding the proposal can be obtained at the Management Services Department, 5-B East Jefferson Street, Quincy, FL 32351 and on the County's Web Site at <http://www.gadsgov.net/>. For a complete scope of services contact Shelia Faircloth in writing at [sfaircloth@gadsgov.net](mailto:sfaircloth@gadsgov.net).

The Gadsden County Board of County Commissioners reserves the right to reject any and all proposals, and if an award is made, it will be made to the most responsive and responsible firm whose proposal indicates that the award will be in the best interest of the County. The County reserves the right to waive irregularities in the proposal. The County further certifies that it will not discriminate during the selection process on the basis of age, sex, familial status, race, national origin, or handicap status. EEO/AA

Issued on 10-4-2018