

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: Havana Middle School Sidewalk Extension Design Bid Award

Statement of Issues:

This agenda Item seeks Board approval to award the design bid of Havana Middle School Sidewalk Extension to Dewberry Engineers, Inc.

Background:

The Havana Middle School Sidewalk Extension Project has been selected for funding by the Florida Department of Transportation (FDOT) through their Local Agency Program (LAP) in the amount of \$32,000.00 for design. The proposed project will be a sidewalk beginning from 5th Street to Iron Bridge Road and Iron Bridge Road from 11th Avenue to CR12A in Havana. Improvements will include detectable warning surfaces, sod, signage, striping, and drainage improvements. On August 5, 2017, the Board entered into an agreement with FDOT to complete the design portion. 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 Dewberry Engineers, Inc. was ranked the highest firm.

Fiscal Impact:

This project will have a total cost of \$32,000.00, which will be funded from the FDOT LAP. This project will have no fiscal impact on the County.

Options:

1. Approve the award of Havana Middle School Sidewalk Design services to Dewberry Engineers, Inc. in the amount of \$32,000.00 and authorize the Chairperson to execute any documents.
2. Do not approve.
3. Board direction.

Interim County Administrators Recommendation:

Option 1

Attachment(s):

1. Detailed Bid Tab
2. Bid Ad

EVALUATION FORM – Cumulative

Proposer #1 – Dewberry

BID TITLE: Design-Havana Middle School Sidewalk Extension BID NUMBER: 18-01 Rebid October OPENING DATE: 10-24-2018 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Michael Jackson, Pam Revels, Debbie Meeks Date of Evaluation: (Evaluations were done individually)
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Evaluation Criteria	Percentage	Evaluators						
		Michael Jackson	Pam Revels	Debbie Meeks				
Organization and Staffing	25	20	25	24				
Experience of the Forms and references	25	25	25	24				
Availability of workload and willingness to meet time requirements	20	17	25	19				
Project Approach and understanding of critical issues	30	28	25	29				
Total	100	90	100	96				

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.

EVALUATION FORM – Cumulative

Proposer #2 – Consolidated Design Professionals

BID TITLE: Design-Havana Middle School Sidewalk Extension BID NUMBER: 18-01 Rebid October OPENING DATE: 10-24-2018 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Michael Jackson, Pam Revels, Debbie Meeks Date of Evaluation: (Evaluations were done individually)
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Evaluation Criteria	Percentage	Evaluators					
		Michael Jackson	Pam Revels	Debbie Meeks			
Organization and Staffing	25	22	25	22			
Experience of the Forms and references	25	22	25	24			
Availability of workload and willingness to meet time requirements	20	17	25	19			
Project Approach and understanding of critical issues	30	30	20	28			
Total	100	91	95	93			

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.

EVALUATION FORM – Cumulative

Proposer #3 – Smith Seckman Reid, Inc.

BID TITLE: Design-Havana Middle School Sidewalk Extension BID NUMBER: 18-01 Rebid October OPENING DATE: 10-24-2018 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Michael Jackson, Pam Revels, Debbie Meeks Date of Evaluation: (Evaluations were done individually)
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Evaluation Criteria	Percentage	Evaluators						
		Michael Jackson	Pam Revels	Debbie Meeks				
Organization and Staffing	25	20	20	23				
Experience of the Forms and references	25	20	20	24				
Availability of workload and willingness to meet time requirements	20	20	25	19				
Project Approach and understanding of critical issues	30	28	20	28				
Total	100	88	85	94				

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.

EVALUATION FORM – Cumulative
Proposer #4 – Alday-Howell Engineering, Inc.

BID TITLE: Design-Havana Middle School Sidewalk Extension BID NUMBER: 18-01 Rebid October OPENING DATE: 10-24-2018 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Michael Jackson, Pam Revels, Debbie Meeks Date of Evaluation: (Evaluations were done individually)
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Evaluation Criteria	Percentage	Evaluators						
		Michael Jackson	Pam Revels	Debbie Meeks				
Organization and Staffing	25	25	20	24				
Experience of the Forms and references	25	25	25	24				
Availability of workload and willingness to meet time requirements	20	20	25	19				
Project Approach and understanding of critical issues	30	27	20	28				
Total	100	97	90	95				

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.

Cumulative

BID TITLE: Design-Havana Middle School Sidewalk Extension BID NUMBER: 18-01 Rebid October OPENING DATE: 10-24-2018 TIME OF OPENING: 10:00 a.m.	Evaluation Committee Members: Michael Jackson, Pam Revels, Debbie Meeks Date of Evaluation: (Evaluations were done individually)
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Evaluation Criteria	Percentage	Proposers						
		1	2	3	4			
Organization and Staffing	25	23	23	21	23			
Experience of the Forms and references	25	24.67	23.67	21.33	24.67			
Availability of workload and willingness to meet time requirements	20	20.33	20.33	21.33	21.33			
Project Approach and understanding of critical issues	30	27.33	26	25.33	25			
Total	100	95.33	93	88.99	94			

Proposer No. 1: Dewberry

Proposer No. 2: Consolidated Design Professionals

Proposer No. 3: Smith Seckman Reid, Inc.

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

**GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
HAVANA STREET SIDEWALK DESIGN PROJECT
FPID 438127-1-38-01**

REQUEST FOR QUALIFICATIONS #18-01 – Re-bid

The Gadsden County Board of County Commissioners is seeking civil engineering services relating to the design of improvements for the sidewalk on Havana Middle School Sidewalk. The scope of this project will include the construction of the sidewalk of Havana Middle School Street from 11th Avenue from 5th Street to Iron Bridge Road and Iron Bridge Road from 11th Avenue to CR 12A in Havana, FL as identified in the County Local Agency Participation contract with Florida Department of Transportation (FDOT). The complete scope of services can be found in part III of the Request for Qualifications. 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 10:10 A.M. ET
Opening Date:	Wednesday, October 24, 2018 at 10:15 A.M. ET

This project is federally funded with assistance from the FDOT 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 18-01; Havana Street Sidewalk Design Project Rebid – 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 10:10 AM, ET on Wednesday, October 24, 2018. PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL BE RETURNED UNOPENED.

Information regarding the RFQ can be obtained at the Management Services Office, 5-B East Jefferson Street, Quincy, FL 32351 and on the County's website <http://www.gadsdengov.net>. For a complete scope of services contact Shelia Faircloth in writing at sfaircloth@gadsdencountyfl.gov.

The Gadsden County Board of County Commissioners reserves the right to reject any one proposal or all proposals, any part of any proposal, to waive any informality in any7 proposal, and to award the purchase in the best interest of the County. Any person requiring a special accommodation because of a disability should contract the Management Services Department at least five (5) days prior to the proposal opening. Gadsden County does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. EEO/AA

Issued on 10-4-2018