

**REQUEST FOR PROPOSALS**  
**FOR ENGINEERING SERVICES**

The Board of County Commissioners of Madison County, Florida (the “County”) requests sealed proposals from qualified individuals or firms to provide Engineering services that will include, but not be limited to, planning, design, permitting, procurement, inspection, and construction administration of projects, with a focus on infrastructure, roads, bridges, and buildings. Respondents shall be capable of performing all tasks associated with capital projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the Commission.

To be considered, proposals must be received by the County Manager’s office located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340 no later than 4:00 p.m., on Thursday, August 18, 2022. Proposals must be sealed and shall be marked on the outside as **“Proposal for Engineering Services.”** NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED.

Before submitting a proposal, persons wishing to make a proposal must review the specifications for this request for proposals. The specifications include, among other things, the details of the services requested, how to make a proposal, the requirements for a proposal, the process for evaluation of the proposals and the County’s reserved rights and understandings. A copy of the specifications for this request for proposals may be obtained from the County Manager’s office located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340; Email: [assistant@madisoncountyfl.com](mailto:assistant@madisoncountyfl.com), or on the County’s website: <https://madisoncountyfl.com>.

All questions concerning the above should be directed to Ms. Sherilyn Pickels, County Manager at (850) 973-3179.

THE BOARD OF COUNTY COMMISSIONERS  
OF MADISON COUNTY, FLORIDA

07/20/22, 07/29/22, 08/03/22 and 08/12/22.

# **REQUEST FOR PROPOSALS**

## **SPECIFICATIONS**

### **1.0 Introduction**

This request for proposals (“RFP”) is being made by the Board of County Commissioners (the “Board”) of Madison County, Florida (the “County”). The Board is the governing body for the County. The Board meets in the Board of County Commissioners Meeting Room located at Room No. 107, Madison County Courthouse Annex, 229 S.W. Pinckney Street, Madison, Florida 32340. Ms. Sherilyn Pickels (the “County Manager”) is the County Manager for the County. The County Manager’s office is located at Room No. 219, Madison County Courthouse Annex, 229 SW Pinckney Street, Madison, Florida 32340. The County Manager may be contacted by mail (Post Office Box 539, Madison, Florida 32341); telephone (850-973-3179); or email ([admin@madisoncountyfl.com](mailto:admin@madisoncountyfl.com)).

### **2.0 Specifications**

The Board of County Commissioners of Madison County, Florida (the “County”) requests sealed proposals from qualified individuals or firms to provide engineering and support services for Madison County.

Engineering services will include, but not be limited to, planning, design, permitting, procurement, inspection, and construction administration of projects, with a focus on infrastructure, roads, bridges, and buildings. Respondents shall be capable of performing all tasks associated with capital projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the Commission.

Consultant shall provide administration of any applicable loan and grant programs and provide planning and engineering services, as necessary. These services shall be provided in conjunction with any applicable Federal and State programs, and in accordance with the terms defined by Madison County, including adherence to OMB Uniform Guidance, 2 CFR Part 200. Additional duties may include preparation of bid documents, prepare/coordinate/monitor contracts, process change orders, conduct pre-construction meetings, construction management, construction inspection of roads, bridges, drainage facilities and occasionally buildings or other structures.

Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants’ Competitive Negotiation Act. It is the County’s intent to procure the services of at least two engineering firms.

The County reserves the right to separate or combine projects based on the needs of the County.

The services shall begin upon execution of a contract. The initial term shall be for a period of five (5) years with the ability to extend the services yearly based on continued satisfactory performance by the Consultant at the sole discretion of Madison County.

The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect.

### **3.0 Form of the Proposal**

Proposals shall be limited to a total of 30 pages, sectional dividers and front and back covers will not be counted toward the total. Proposals which exceed this length will be considered non-responsive and will not be evaluated.

The County is not required to seek clarification of proposals; therefore, the proposer should be as clear as possible in all of its responses to this RFP.

### **4.0 When Proposals Are Due**

Submit one original and five (5) copies of your proposal labeled "Proposal for Engineering Services" on the outside of the envelope.

Proposals must be received in the County Manager's Office (see section 1.0 above) no later than 4:00 p.m., on Thursday, August 18, 2022.

### **5.0 Evaluation and Consideration of Proposals**

Please see attached criteria to be used in the evaluation process. Proposals submitted to this RFP that satisfy the required qualifications and are deemed to be submitted by responsive and responsible Proposers shall be ranked by a Selection Committee authorized by the County Manager.

The County reserves the right to reject any or all Proposals, including without limitation, nonconforming, nonresponsive or conditional Proposals. The County further reserves the right to reject the Proposal of any Proposer whom it finds, after reasonable inquiry and evaluation, to be non-responsive.

More than one Proposal for the same Services from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one Proposal for the Services may be cause for disqualification of the Proposer and the rejection of all Proposals in which that Proposer has an interest.

The County may conduct such investigation as it deems necessary to establish the responsibility, qualifications, and financial ability of Proposers, proposed subcontractors, suppliers, individuals or entities to perform the Services in accordance with the Contract document.

In ranking Proposals the Selection Committee shall evaluate the Proposals on the basis of the information provided by the Proposer, and rank each Proposal for compliance with the qualifications of each Proposer and compliance with the mandatory requirements of the RFP.

Proposers may be selected for interviews or oral presentations (shortlisted). The Board shall evaluate, consider, and possibly take action on the proposals as recommended by the Selection Committee at its meeting to be held at the Board's Meeting Room (see section 1.0 above) at 6:00 p.m., on August 24, 2022.

#### **6.0 Cost Liability for Proposal**

Regardless of the ultimate outcome of this RFP, each Proposer (successful or otherwise) shall bear all costs associated with preparing and submitting its proposal.

#### **7.0 Submitted Proposals to Be the Property of the County; Concepts Disclosed as Part of RFP Process May Be Used by the County at No Cost.**

By submitting a Proposal in response to this RFP, a Proposer acknowledges that the County is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Proposer further acknowledges that any materials or documents provided to the County may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by Law.

Regardless of the ultimate outcome of this RFP, all materials submitted by proposers (successful and otherwise) become the sole property of the County upon submission and will not be returned. Regardless of the outcome of this RFP, the County has the absolute right to use, at no cost to the County, any ideas, concepts or configurations that are disclosed (orally, in writing or otherwise) to the County by a proposer (successful or otherwise) as part of this RFP process.

#### **8.0 Statement of the County's Reserved Rights and Understanding**

Notwithstanding anything else provided herein, in any notice or otherwise, the County reserves, and may in its sole discretion, exercise the following rights and options with respect to this RFP:

- a. to accept, reject or negotiate modifications to any and all proposals as it shall, in its sole discretion, deem to be in the best interest of the County; submission of a proposal does not bind the County to any action or to any party. Submissions do not create or assume any relationship, agency or obligation by the County, its officers or employees;

- b. to issue additional solicitations for proposals and/or addenda to the RFP;
- c. award the proposal to the firm the County has determined to be most responsive, who has submitted a complete proposal which best meets the specifications and requirements which are deemed by the County most advantageous to and in the best interest of the County;
- d. to negotiate with any one or more of the proposers;
- e. to waive any irregularities in any proposal;
- f. to select any proposal as the basis for negotiations and to negotiate with the proposer for amendment or other modifications to their proposal; and,
- g. to conduct investigations with respect to the qualification of each proposer; to obtain additional information deemed necessary to determine the ability of the proposer to carry out the obligations required herein. This includes information needed to evaluate the experience and financial capability of the proposer.

## **9.0 Questions and Inquiries**

Inquiries and requests for clarification of the RFP arising during the process or proposal preparation may be directed to the County Manager (see section 1.0 above).

**ENGINEERING SERVICES RANKING SHEET**  
**Madison County**

Name of Person Ranking Firms:	
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Firm A:	
Firm B:	
Firm C:	
Firm D:	
Firm E:	
Firm F:	

EVALUATION FACTORS	POSSIBLE POINTS	A	B	C	D	E	F
<b>Similar Experience</b> If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
<b>Experience with both Design and Construction Management Services</b> If there is 20 or more years of experience .....20 points If there is 15-19 years of experience.....15 points If there is 10-14 years of experience.....10 points If there is under 10 years of experience.....5 points	20						
<b>Ability to develop and comply with various project schedules</b> If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
<b>Familiarity with various funding mechanisms</b> If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
<b>Project Management Approach and Availability of Key Personnel</b> If excellent, award.....20 points If above average, award.....15 points If average, award.....10 points If below average, award.....5 points	20						
<b>TOTAL</b>	100						

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 Signature and date