



# Santa Rosa County

## Board of County Commissioners

**Sheila Fitzgerald, Special Projects/Grants Director**

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

### MEMORANDUM

TO: Tony Gomillion  
FROM: Sheila Fitzgerald  
DATE: March 16, 2016  
SUBJECT: Settlers Colony Drainage Project Expansion – Design Services

#### **RECOMMENDATION:**

Recommend Board direct staff on the preferred method of reviewing and ranking the RFQ submittals scheduled to be received on March 22nd for the Settlers Colony drainage project.

#### **BACKGROUND**

Santa Rosa County was awarded HMGP grant funds to conduct drainage improvements in Settlers Colony, Gulf Breeze. We are pursuing a funding opportunity to expand the project, which would require the design services of a professional engineering firm. At the February 25, 2016 Special Rezoning meeting, the board authorized advertisement of an RFQ for engineering services. Qualifications are scheduled to be received on Tuesday, March 22, 2016. The Board will be provided with a listing of firms at the Thursday, March 24, 2016 meeting for further discussion.

#### **NEXT STEPS**

Upon direction from the Board, staff will rank firms or a meeting can be scheduled to interview firms.

## **REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for engineering services regarding the Settlers Colony Expansion drainage improvement project. Services will relate to the design, engineering feasibility study, permitting, and post-design services.

All proposals shall be considered in accordance with the Florida Competitive Consultant Negotiations Act (F.S. 287.055).

All proposals must be in writing and delivered by hand or FedEx to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite J, Milton, Florida, 32570; and must be received by 10:00 a.m., March 22, 2016. All proposals shall be sealed and clearly labeled, “**RFQ - Engineering Services Settlers Colony Expansion Drainage**”. Submittals shall include one (1) original, eleven (11) copies of the proposal, and one (1) CD/thumb-drive with the full proposal included (each document must be in an individual PDF format file). The proposal will be publicly opened at this time. Only proposals received by the aforesaid time and date will be considered. Proposals received after the time set for opening will be rejected and returned to the submitter.

Specifications may be secured from Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870.

Questions concerning this request should be directed to the Santa Rosa County Engineer, Roger Blaylock or Assistant County Engineer, Michael Schmidt, at (850) 981-7100.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

### **Legal Notice**

One Issue – March 4, 2016 – Pensacola News Journal

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite J, Milton, Florida 32570

## **Settlers Colony Expansion Drainage Engineering Services Minimum Specifications**

Santa Rosa County is seeking the services of a qualified and licensed professional to provide engineering services associated with the Settlers Colony Expansion drainage project. Engineering services include surveying, geotechnical services, engineering design and analysis, environmental/permitting, development of construction plans, construction cost estimates, preparation of bid documents, and post-design services. The county will provide a Hydraflow model previously prepared for this area to serve as basis for the design; however, the successful firm(s) are expected to build upon the existing model and modify it as deemed necessary to reflect the surveyed site conditions. The successful firm(s) will also be expected to assist the county or its representative in providing/analyzing data for the required FEMA cost-benefit analysis for the construction phase as well as providing project status to the county to aid in the preparation of quarterly reports to FEMA. Firms should demonstrate their knowledge of the HMGP program and experience with similar projects within their qualifications. Lastly, the successful firm(s) will be required to provide post-design services (e.g., review shop drawings and address RFIs). Other services beyond those identified within this proposal are not authorized at this time. However, upon completion of project deliverables; firm(s) may be asked to provide a written proposal and fee schedule for bid phase services, construction engineering and inspection (CEI) services and construction phase grant coordination activities.

### Location

The Settlers Colony Expansion area is located within Section 36 of Township 2 South and Range 29 East, within unincorporated Santa Rosa County. The proposed improvements are located in the immediate vicinity of the intersection of U.S. Highway 98 and Gondolier Boulevard, north of Bay Street, south of U.S. Highway 98, east of the Gulf Islands National Seashore park, and west of Coronado Drive (latitude:30.3726, longitude:-87.1146). The main corridors are composed of Gondolier Boulevard and Coronado Drive and the arterial roadways include Aquamarine Drive, Bay Street, Grand Canal Street, Silver Strand Court, Vestavia Way and Wild Roost Road.

### Current Conditions

The existing rights-of-way are characterized by paved roadways, some of which have Miami curb and gutter or concrete ribbon curbs. Stormwater runoff is presently conveyed via sheet flow into a very limited number of drainage inlets before discharging into a man-made canal system with a direct hydraulic connection to the Santa Rosa Sound. This area has experienced recurring flooding conditions that have resulted in structural flooding, yard flooding and roadway flooding following moderate to severe storm events. These torrential rainfalls caused tremendous distress to the residents of the Settlers Colony Expansion area as the rising waters ruined their belongings and jeopardized the structural integrity of their houses.

The Settlers Colony Drainage Improvements Expansion project is considered an extension of the original HMGP-approved Settlers Colony Drainage Improvements project, scheduled for construction completion in April, 2016. The proposed drainage improvements, as well as the original-system (currently under construction), discharge into man-made canals that have direct hydraulic connections to the Santa Rosa Sound.

### Proposed Improvements

Santa Rosa County envisions that the implementation of the proposed drainage improvements will minimize or eliminate future structural damage while protecting the residents from harms way during and following future flood events. Specifically, the proposed drainage improvements consist of the removal and replacement of existing undersized storm sewer systems (i.e., drainage inlets and pipes), and the installation of additional pipe systems, as well as Miami curb and gutters, designed to effectively capture and convey excess waters into man-made canals with direct hydraulic connections to the Santa Rosa Sound. The proposed storm sewer systems will be located along Settlers Colony Boulevard, Coronado Drive, Venetian Way, Vestavia Way, Grand Canal Street, Wild Roost Road, Aquamarine Drive, Gondolier Boulevard, and Bay Street. **Please refer to Exhibit A for a preliminary proposed improvements exhibit.**

Proposed improvements will be located along County rights-of-way and along drainage easements secured by Santa Rosa County; however, three (3) additional drainage easements will need to be secured to accommodate three (3) outfall pipes to discharge into the adjacent man-made canals. Expedited easement coordination will be the responsibility of the chosen firm(s) in coordination with the Santa Rosa County Legal Department. Permits and coordination efforts with the U.S Army Corps of Engineers (USACE) and the Northwest Florida Water Management District (NFWFMD) will be required. If any work is proposed to be conducted in the water, the National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS) Endangered Species Act Section 7 Checklist will need to be completed in full by the firm. If a USACE permit is required, a copy of the checklist shall be sent to the USACE for coordination purposes with NOAA. The firm shall coordinate with USACE to assure the agency receives the complete checklist.

A preliminary hydraulic gradeline (HGL) analysis, as well as a preliminary engineer's probable cost estimate, have already been prepared for this project. The firm will be expected to review and update the HGL analysis and cost estimate as necessary based on detailed survey and final construction plans. A public meeting will also be required to inform the affected local residents of the anticipated extent of the project improvements, maintenance of traffic and other public information.

### Deadlines

In order to meet grant requirements, all work under this contract must be completed by February 28, 2017 including securing all-required permits and easements. Due to compressed timelines established by FEMA, the County reserves the right to engage multiple firms to complete the required tasks.

### FEMA Grant Requirement

The Settlers Colony expansion drainage project is a federally-funded project. As such, FEMA requires the selected engineering firm(s) and all sub-contractor(s) to certify that they are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this project by any Federal department or agency. The selected firm(s) will be required to provide said documentation after the selection process has been completed.

## Proposal Requirements

Qualifications shall be demonstrated in a written proposal and include the following information tabbed as instructed below:

### **Tab 1 - Letter of Interest**

Respondent shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, facsimile number, e-mail and the name of the prime consultant that the County can contact for additional information (2-page limit).

### **Tab 2 - Company Profile**

Respondent shall provide a brief profile of their company, which should include their firm's legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business); length of company's existence; locations of their parent company, branch or subsidiary and proposed project team; total number of personnel including personnel by discipline; and firm's field of expertise.

### **Tab 3 – Qualifications of Key Personnel**

Describe the education, experience and relevant abilities of key personnel and proposed subcontractors who will be responsible for project completion. Include information on recent, current, and projected workloads of each key personnel to demonstrate ability to meet time requirements.

### **Tab 4 – Approach to Project/Understanding**

Demonstrate understanding of proposed project and the technical approach to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken within project deadlines. In addition, describe the work management plan to be utilized by the firm. The description should include a project schedule showing estimated start and completion dates of all major tasks and individuals responsible for implementation and completion of said tasks.

### **Tab 5 – Firm Familiarity with the HMGP Program**

Identify the firm's prior work experience with the HMGP program. List each project separately to include jurisdiction name, project name and type, and grant amount.

### **Tab 6 – Similar Project Experience**

Identify the firm's prior experience with stormwater/drainage systems design and permitting in the State of Florida.

### **Tab 7 – Prior Awarded County Work**

Identify engineering related contracts previously awarded by Santa Rosa County.

### **Tab 8 – Professional References**

Provide a list of five general references, previous clients, etc. with names, titles, phone numbers and e-mail addresses of contact persons to serve as references.

### Selection Criteria

The most highly qualified firm(s) will be selected based on such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firm; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. Other factors that may be considered include a demonstrated knowledge of the Hazard Mitigation Grant Program (HMGP) including familiarity with FEMA's Benefit Cost Analysis technical process as well as prior design experience with Santa Rosa County specific to an HMGP drainage funded project.

**ENGINEERING RFQ EVALUATION CRITERIA**  
**Santa Rosa County HMGP Settlers Colony Drainage Expansion**

TAB REF	Settlers Colony Drainage Expansion Project	Points Available	Firm Name														
			Firm Name														
2	Location of firm (consider locations of parent company, branch or subsidiary and proposed project team)	10															
2	Firm's designation as certified minority business enterprise, women's business enterprise, or labor surplus area firm.	5															
2,3,8	Ability of Professional Personnel (consider firm's integrity, compliance with public policy, record of past performance, and financial and technical resources).	15															
3	Projected workloads of the firm (consider recent, current and projected workloads of each key personnel)	15															
3,4	Willingness and ability to meet time and budget requirements (consider acknowledgement of project deadlines and demonstrated ability to devote the needed time and staff resources to the project in order to meet deadlines)	15															
4	Demonstration of project approach and description of work management plan to meet the project requirements as well as knowledge and familiarity of the project area and conditions and needs that exist within the project area	15															
5	Demonstrated knowledge and experience with the Hazard Mitigation Grant Program (HMGP) including familiarity with FEMA's Benefit Cost Analysis technical process	10															
6,7	Similar project experience and performance with stormwater/drainage systems design and permitting in the State of Florida including prior design history experience and performance with Santa Rosa County specific to a HMGP funded project	10															
6,7	Volume of engineering related contracts previously awarded to the firm by Santa Rosa County	5															
<b>TOTAL POINTS:</b>		<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>												

**DIRECTIONS:** Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Evaluator's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_