INSTRUCTIONS TO PROPOSERS

Proposers interested in the land development project are instructed to submit one (1) original, five (5) copies, and one (1) electronic copy (non-returnable USB flash drive) of its complete Proposal in accordance with Section 1.0 Schedule of Events to the County Purchasing Office (see address below). **Proposals received after the date and time listed in Section 1.0, Schedule of Events will not be considered.**

All proposals, attachments, and supporting documentation must be bound and delivered ***SEALED*** to the County Purchasing Office at the address shown below no later than the time and date set for receipt for Proposals, unless otherwise amended in accordance with Section 1: Schedule of Events.

Deliver OR Mail the Proposal in a sealed envelope/package to:

GADSDEN COUNTY PURCHASING OFFICE
ATTN: RFQ 26-01
HAND DELIVER TO: Suite 5-B East Jefferson Street
MAILING Address: PO Box 1799
QUINCY, FL 32351

The front lower left-hand corner of each **SEALED** envelope/package must contain the following information for proper identification:

PROFESSIONAL ENGINEERING SERVICES – Roads and Bridges RFQ 26-01 Attention: PURCHASING OFFICE **DUE NO LATER THAN:** _____

1. Include name and address of Proposer to each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed envelope/package sequentially, i.e., “1 of 3”, “2 of 3”, “3 of 3”.

All proposals will be recorded, and date stamped at the Gadsden County Purchasing Office located at the address above.

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late Proposals will not be opened at the public opening. Arrangements may be made for the unopened Proposals to be returned at the Proposers request and expense.

Proposals may be withdrawn or modified only in writing in accordance with this RFQ, Section 8.19.

Proposers Must Address:
The Proposal must address the requirements in a clear and concise manner in the order stated herein. The proposal must be divided as described below and must include the information/documents specified in the applicable divider. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposal must be typed.

The Signer of the Proposal must declare that the Proposal in all respects is fair and in good faith without collusion and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward and concise description of their ability to meet the RFP requirements.

PROPOSAL CONSTRUCTION

Proposers will construct their Proposal in the following format as outlined and a divider must separate each section as prescribed.

TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE PROPOSER'S LETTERHEAD (Form 1)

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable). If the individual signing the Proposal Transmittal Form (see Form 1) does not have the apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from https://dos.fl.gov/sunbiz/search/ as certification of this required information. Verify that all addenda and tax identification number have been provided.

TAB 2 – EXECUTIVE SUMMARY OF EXPERIENCE AND QUALIFICATIONS, INCLUDING PROPOSED SUBCONTRACTORS AND, THE QUALIFICATION APPLICATION AND QUESTIONAIRE (Form 2)

Proposers must have a minimum of ten (10) continuous years of professional Engineering Services in the State of Florida, and a preference will be given to those with experience with local governments for the services requested in the RFQ Section 3.0 Scope of Work.

1. **Executive Summary, to include, and limited to ten (10) pages front and back:**

a. Provide an organizational overview of the history, capability, and business ability of the Proposer, relative to this RFQ. Include information on organizational structure.
b. Identify by name, title, company, and address of each principal in the development team.
c. Summarize Proposer qualifications and experience related to this RFQ and similar projects.
d. Describe the team structure. Include and identify key team members by name, title, company, address, and their role, e.g, civil engineer, project lead, mapping, legal, real estate broker, marketing representative, contractors, and any other pertinent key members (employees and contractors). Include resumes of all key team members.
e. Proposed Subcontractors: List all proposed subcontractors, with company name, their role, and qualifications, as well as key staff, their role and resumes.

2. Include under this tab behind the Executive Summary, the properly completed, signed and notarized **Form 2, Qualifications Application and Questionnaire. Additional** pages may be added to Form 2 if needed. Form 2 is not included in the ten (10) page Executive Summary cap.
3. If Proposer is a FDOT Prequalified engineer pursuant to Chapter 337.14, FS, FDOT Rules and Chapter 14-22, place evidence of such behind the Form 2.

TAB 3: LETTERS OF REFERENCE (Form 3)

1. Include under this tab, no less than three (3) current reference letters from similar and relevant projects completed within the last five (5) years.
2. Each letter should include a brief description of the project and results, date of the project, and name of contact person with phone number and email address.
3. Letters must be on the entities' letterhead and signed by an authorized official.

TAB 4: PROJECT APPROACH

1. Provide a description of the firm's general approach to the proposed scope of work/services.
2. Provide availability of the primary contractor relative to current and future client workload.
3. Explain the firm's familiarity and understanding of providing the provision of requested and needed services pursuant to this RFQ.
4. Explain the firm's ability and willingness to comply with the RFQ requirements.

TAB 5: MBE PARTICIPATION

1. Identify all MBE subcontractors that will be utilized for this project, a copy of their State of Florida or other local government MBE certification, their role and estimated percentage of the work to be provided.

TAB 6: FORMS

The following forms must be properly and fully completed, and signed by a person of authority to bind the Proposer and included under Tab 6:

Form 4	Indemnification and Hold Harmless Statement
Form 5	Public Entity Crimes Sworn Statement
Form 6	Equal Employment Opportunity/Affirmative Action Statement
Form 7	Drug-Free Workplace Certification
Form 8	Conflicts of Interest Disclosure
Form 9	Non-Collusion Affidavit
Form 10	Ethics Clause and Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
Form 11	List of Proposed Subcontractors
Form 12	Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
Form 13	E-Verify Certification
Form 14	Insurance Certification
Form 15	Comments on Draft Contract
Form 16	System for Award Management
Form 17	Byrd Anti-Lobbying Amendment Form
Form 18	RESERVED
Form 19	Civil Rights and Non-discrimination Authorities
Form 20	Anti-Human Trafficking Affidavit
Form 21	Foreign Countries or Concerns Affidavit
Form 22	Truth in Negotiation

The required forms and certifications can be provided in Microsoft Word format upon request by contacting the Purchasing Office, as per ITB Section 8.5.