

# Holmes County, Florida

REQUEST FOR QUALIFICATIONS  
RFQ# 2024-04



PROFESSIONAL ENGINEERING AND DESIGN / CEI SERVICES

Rural Infrastructure Fund (RIF)  
Project Wood

## INSTRUCTIONS TO RESPONDENTS

The Holmes County Board of County Commissioners invites qualified firms or individuals to submit Statements of Qualifications for Engineering and Design / CEI Services related to a Rural Infrastructure Fund (RIF) funded project, RFQ NO: 2024-04 by replying to the enclosed specifications. For the submittal to be considered, complete all items in this specification. Submittals will be ranked separately and considered on an equal and competitive basis.

This RIF project involves the Engineering and Design of infrastructure such as wastewater, stormwater improvements, and water system infrastructure to support an Industrial Park, located in Holmes County. The project will also include permitting, geotechnical survey, construction inspection, and pre-clearance review activities.

Questions regarding the specifications or RFQ should be directed to David Corbin, Project Director by email at [hadmin@holmescountyfl.org](mailto:hadmin@holmescountyfl.org). List of bidders and awards (if any) shall be announced at a meeting of the Board County Board of County Commissioners. Bid award will be made to the best bidder, but the right is reserved to reject any or all bids.

All submittals must include five (5) copies addressed to:

HOLMES COUNTY BOARD OF COUNTY COMMISSIONERS  
ATTN: DAVID CORBIN, COUNTY ADMINISTRATOR  
107 E. VIRGINIA AVE., BONIFAY FL 32425

No oral interpretations will be made to any firm as to the meaning of specifications or any other contract documents. In accordance with Florida Statutes 287.057(23), "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response." Questions must be submitted in writing.

All questions must be received at least five (5) calendar days prior to the scheduled opening of submittals. Any interpretation of these terms, conditions, and/or specifications, if made, will be only by Addendum issued by the Procurement Officer.

**IT IS THE RESPONSIBILITY OF THE RESPONDENT TO CHECK FOR ANY ADDENDA PRIOR TO SUBMITTING.**

No verbal

instructions or interpretations of drawings and specifications will be made other than indicated above.

The Holmes County Board of County Commissioners reserves the right to reject any or all submittals, to waive informalities in the submittals, and to re-advertise for submittals. The County also reserves the right to separately accept or reject any item or items of a submittal and to award and/or negotiate a contract in its best interest.

**HOLMES COUNTY, FLORIDA**  
**RIF ENGINEERING AND DESIGN / CEI**  
**Project Wood RFQ NO: 2024-04**

The Holmes County Board of County Commissioners is soliciting Proposals from qualified individuals/firms to perform professional Engineering and Design / CEI services related to a Rural Infrastructure Fund (RIF) funded project. Awarded individuals/firms shall be responsible for the performance of all required contracted consulting services as well as any and all associated services as required by the County.

Section 3 businesses under the HUD Act are encouraged to submit a Proposal as any responsive, responsible, business that qualifies as a Section 3 business concern will be given a preference during evaluation. A respondent selected for this project will be responsible for ensuring compliance with all Section 3 requirements including, but not limited to, the hiring and contracting decisions made on the projects.

Engineering and Design / CEI services shall include, but not be limited to, identifying project/program needs, formulating preliminary design concepts, reviewing and developing necessary final design plans and specifications, completing any required permitting required by the County, oversight of construction inspection during all phases of the project, and technical assistance required to complete the project, as requested by the County, Contractor, and Contract Management.

The County hereby notifies all that it will take affirmative action to ensure that disadvantaged and women business enterprises will be afforded full opportunity to participate in any contract which may result from this request for submittals and will not be discriminated against on the grounds of race, color, national origin, sex, religion, age, or physical handicap in consideration of contract award.

Statements of Qualifications shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking from highest to lowest score. Contingent upon successful ranking of Statement of Qualifications and negotiation of a contract, nothing shall preclude the County from selecting a single, qualified firm to provide all services.

Statements of Qualifications must contain complete, detailed responses to requests for information contained in this document and any subsequent addenda issued regarding this RFQ. Statements of Qualifications must conform to the following structure, and must incorporate information regarding subcontractors where applicable:

1. All Statements of Qualifications must be submitted in accordance with the instructions outlined herein to receive consideration. Any respondent submitting inadequate, incorrect, or incomplete information may not receive consideration. Submittals should be brief and to the point. The County reserves the right to reject any and all submittals, waive irregularities in the submittal and the negotiations and to request additional information from respondents if deemed necessary. Submittals are limited to 75 pages.
2. Letter of Transmittal: The respondent shall submit a "Letter of Transmittal" which shall as a minimum contain the following: a) State the location of the office from which the work is to be accomplished. b) Describe the firm's general qualifications and the range of activities performed by the firm. c) Briefly state the proposer's familiarity with the needs and conditions existing in the County that are relevant to the proposed project(s). d) Indicate if respondent personnel have previously developed and/or administered any RIF or similar grant projects for the County and/or for other jurisdictions.

- e) Certify that the respondent will provide professional guidance to the County relative to compliance with applicable federal, state, and local laws and regulations.
  - f) Indicate if your firm is a Certified Minority or Women Owned Business Enterprise.
  - g) Provide any additional information that the respondent feels essential to their submittal.
  - h) State that the person signing the "Letter of Transmittal" is authorized to bind the respondent
3. All proposals shall include each of the following:
- a) Indicate why the respondent feels uniquely qualified to undertake the required Engineering and Design / CEI services and with RIF grants.
  - b) Describe the technical approach to be taken in addressing the scope of work, including a delineation of specific tasks to be undertaken.
  - c) Include a description of relevant work experience for each person assigned to this project.
  - d) Identify experience with administering RIF projects under the Rural Infrastructure Fund (RIF) Grant Program that were successfully completed.
  - e) Describe experience with administering non-RIF grants for Florida jurisdictions and other Governmental Agencies.
  - f) Fee. In accordance with 2 CFR 200.324, profit must be negotiated as a separate element of the price for each contract, provide a detailed fee schedule for services and an explanation or a basis for the fees proposed. This should be clearly broken down to indicate the proposed personnel who would be working the job, hourly rate for each classification, estimated number of hours worked by each classification, and the total estimated cost. (Please note requirements from Florida Statutes 112.061 and any additional RIF requirements).
- Furthermore, the respondent shall certify that to the best of their knowledge and belief all the information herein submitted for consideration and evaluation is true, correct, and accurate.
4. Evidence of registration and statement of professional liability insurance:
- a) A Certificate of Insurability acceptable to the County shall accompany each proposal or alternate proposal in the amounts as prescribed by the State and County.
  - b) Professional Liability Insurance: The Vendor shall purchase and maintain such insurance as will protect it from claims which may arise out of or result from the Vendor's operations under the terms and conditions of the Request for Submittals. Liability insurance shall be obtained at the Vendor's expense and in its name as the insured, which Certificate shall show the Jackson County Board of County Commissioners as an additional named insured. Liability insurance on a form approved by the County (M&D, CGL, etc.) and including endorsements for contractual liability and such other endorsements appropriate for the work required by this Bid as may be required by the County. The limit of liability for this coverage shall not be less than \$250,000.00 CSL per occurrence.
  - c) General Liability, with combined single limits of not less than \$1,000,000 per occurrence. The only aggregate limit acceptable is a "project aggregate" and the Certificate must show an appropriate endorsement (ISO CG2501) or equal.
  - d) Business Auto Liability Insurance, with combined single limits of not less than \$200,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, not-owned and hired automobiles and employee non-ownership use.
  - e) Workers' Compensation Insurance, as required by the State of Florida; \$100,000 each accident and \$100,000 each employee \$500,000 policy limit for disease.

Note: Insurance requirements will change from time to time. Amounts of insurance will meet the minimum amounts and limits required by the State of Florida and the Holmes County Board of County Commissioners.

5. Affidavits and Acknowledgements (attached)
  - a) Equal Opportunity Report Statement
  - b) Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Primary Covered Transactions
  - c) Byrd Anti-Lobbying Compliance and Certification Regarding Lobbying
  - d) Certification of Non-segregated Facilities
  - e) Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes
  - f) Public Entity Crime Statement g) Drug-free Workplace Certification h) Anti-Collusion Clause Form
  - i) Anti-Kickback Affidavit

The qualifications for professional Services will be evaluated using the following criteria:

1. 20 points Company/Firm qualifications and capabilities
2. 20 points Key Professional Personnel qualifications and capabilities
3. 20 points Successful administration of RIF projects under the Florida Small Cities CDBG Program
4. 20 points Successful administration of non-RIF grants for Florida jurisdictions and other Agencies
5. 20 points Client references

In case of a tie, MBE/WBE Status will be given priority

The previous criteria are shown in the required submittal format, not to be deviated from by prospective consultants. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any such submittal. The County is an Equal Opportunity Employer. Minority/Women owned businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, the County strictly enforces open and fair competition in its requests for submittals. **Questions or requests for additional information shall be directed to the Holmes County BOCC Project Director, David Corbin, by mail at 107 E Virginia Ave, Bonifay, FL 32425 or by email [hadmin@holmescountyfl.org](mailto:hadmin@holmescountyfl.org).**

The County reserves the right to request clarification of any information submitted by respondents. The County, with suitable basis as provided for by law, also reserves the right to reject any and all submittals, and to waive any informalities or irregularities in the submittal process. Contracts, either single or separate as required by each program, are subject to grant awards and release of funds by respective funding agencies. Respondents shall submit five copies of their submittal(s) to the above referenced contact person and address. Sealed packages should be clearly marked to identify the enclosed submittal, including the RFQ number, "Engineering and Design / CEI", "RIF", due date, and name of respondent.

If more than one envelope is needed, please mark "1 of 2", "2 of 2", etc. Electronic submissions may be made at [hadmin@holmescountyfl.org](mailto:hadmin@holmescountyfl.org), however, hard copies will still be required for ranking purposes. Responses due no later than the 9<sup>th</sup> day of October 2024, 2:00pm CST.

To facilitate effective evaluation by the County, submittals shall be limited to a total of 75 pages. Minority Business Enterprise certification, statement on Public Entity Crimes, Appendix documentation, sectional dividers, and front and back covers will not be counted towards the total. Submittals which exceed this length will be

considered non-responsive and will not be evaluated. Late submittals will be returned unopened. Submittals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate requirements at a time and place to be determined. At the discretion of the County, short lists may be developed, and respondents may be asked to give a short presentation or interview as part of the selection process. The Holmes County Board of County Commissioners supports Equal Opportunity Employment, Fair Housing, and Providing Handicapped Access.

A person or affiliate who has been placed on the State of Florida or a Federal convicted vendor list following a conviction for a public entity crime may not submit a response, or reply on a contract to provide any goods or services to a public entity; may not submit a response, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit responses or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in 287.017 F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.