

Gulf County Board of County Commissioners
Request for Qualifications (RFQ) # 1415-01

The Gulf County Board of County Commissioners will receive proposals from any qualified person, company, or corporation interested in providing the following:

RESTORE ACT CONSULTANT

Gulf County BOCC is accepting proposals to provide for Restore Act professional consulting services. GCBOCC is looking for an individual or firm which will assist Gulf County with the interpretation and application of the Restore Act to Gulf County and its various funding sources, compliance with Treasury guidelines in the securing and application of funds, provide technical support for the County in its participation with the Gulf Consortium and those additional consulting services required of the professional with the Restore Act as required by the County.

RFQ with criteria, requirements and anticipated scope of work will be provided upon written request by contacting directly: Deputy Grant Administrator, Kari Summers, ksummers@gulfcounty-fl.gov or Deputy Administrator, Lynn Lanier, llanier@gulfcounty-fl.gov; Gulf County Board of County Commissioners, 1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida 32456; Phone: 850-229-6106. Specifications shall also be posted on the Gulf County website <http://gulfcounty-fl.gov>.

Proposal submissions must be sealed and marked with the name of the proposer, and the RFQ number and title **"RESTORE ACT CONSULTANT SERVICES"** so as to identify the enclosed proposal. Each submittal shall include **one (1) original and two (2) copies** of the proposal. Proposals must be delivered to the Gulf County Clerk of Court, 1000 Cecil Costin Blvd, Port St. Joe, Florida 32456, so as to reach said office no later 4:30 p.m., E.T. on 23rd day, October 2014. RFQ responses will be opened at this same location on 23rd day, October, 2014 at 4:45 p.m., E.T. Proposals received later than the date and time as specified will be rejected. The Board will not be responsible for the late deliveries of proposals that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

The Gulf County Board of County Commissioners reserves the right to accept or reject any or all proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the final evaluation of the submitted proposals and thereafter the invitation to negotiate a professional services contract. The Board reserves the right to waive irregularities in the proposal.

Any questions concerning this RFQ must be submitted in writing no later than 11:00 am EST, on October 20, 2014 and should be directed to Lynn Lanier, Deputy Administrator at llanier@gulfcountyfl.gov and a copy of your correspondence to ksummers@gulfcounty-fl.gov.

BOARD OF COUNTY COMMISSIONERS
GULF COUNTY., FLORIDA
/s/ Ward McDaniel, Chairman

Attest:

/s/ Rebecca L. Norris, Clerk

Ad Date: October 9, 2014

Ad #2014-91

REQUEST FOR QUALIFICATIONS AND PROPOSAL (RFQ)

Gulf County hereby requests and invites qualified individuals and or firms to submit statements of qualifications and proposals in response to advertised RFQ to participate in a competitive process in which Gulf County will select a RESTORE Act Consultant.

Determination of consultant qualifications will be through a selection process and will be based on the consultant's proposal which is to be completed and submitted in accordance with the RFQ specifications and firm's ability to provide the services defined under Sections 5 and 6 below. The RFQ seeks consultant services and technical assistance associated with general guidance and support to Gulf County staff and to advise the commission, staff and RESTORE Act Advisory Committee (RAC) regarding the various programs and processes related to the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications specific to Gulf County, value and probability of success in administration, monitoring and implementation of the various components of the RESTORE Act.

SECTION 1.0 GENERAL TERMS AND CONDITIONS

- A. All responses shall become the property of the County.
- B. **Florida Statutes** 287.087, on Drug Free Work Place, 287.133(3)(a) on Public Entity Crimes, and Section 287.134, on Discrimination, as a whole and/or as shown below will be complied with and will be incorporated as terms of any service contracts entered with Gulf County:

287.087. Preference to businesses with drug-free workplace programs:

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the products or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR PROPOSAL OR WHERE INDICATED IN THE PROPOSAL.

287.133. Public entity crime; denial or revocation of the right to transact business with public entites:

(2)(a) A person or affiliate who has been placed in the convicted vendor list following a conviction of a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

287.134. Discrimination; denial or revocation of the right to transact business with public entities:

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract or provide goods and services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with a public entity.

- C. Responses are due and must be received in accordance with the instructions given in the public announcement and notice page above.
- D. The County will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.
- E. Respondents, their agents and associates shall refrain from contacting or soliciting any County Official and that contact may be made ONLY with the individual(s) in this document for additional information and clarification.
- F. Due care and diligence has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the County nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.
- G. All timely responses meeting the specifications set forth in this document will be considered. However, respondents are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those desired by the County and preference will be given to those responses in full or substantially full compliance with them.
- H. Each respondent is responsible for full and complete compliance with all laws, rules and regulations including those of the Federal Government, the State of Florida and the County of Gulf. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response.
- I. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any responses, to reject any and all responses in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.
- J. Awards and invitation to negotiate a contract will be made to the respondent(s) whose submittal is determined upon recommendation of staff and authorization by the Board of Commissioners to be the most advantageous to the County for purposes of Restore Act Technical Assistance, taking into consideration those responses in compliance with the requirements as set forth in this document. The Board of County Commissioners reserves the right to reject any and all responses for any reason or make no award whatsoever or request clarification of information from the respondents.

- K. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the Gulf County Administration. Any oral or other type of communication concerning this document shall not be binding.
- L. Responses must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.
- M. Unless otherwise stated in the specifications, the following Insurance Requirements must be met before delivery of goods and services:
1. Workers' Compensation: Coverage is to apply for all employees for statutory limits in compliance with the law of the State of Florida and federal laws. The policy must include Employer' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.
 2. Commercial General Liability: Occurrence Form Required: (Consultant) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL Insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.
 3. Commercial Automobile Liability Insurance: (Consultant) shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
 4. Special Requirements/Evidence of Insurance:
 - a. A copy of the Consultant's current certificate of insurance MUST be provided with the response to this RFQ. A formal certificate shall be provided upon announcement that a Consultant has been awarded the work as called for in this document. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:
 - 1) "Gulf County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers" shall be name as an "Additional Insured" on all policies except Worker's Compensation.
 - 2) The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. Gulf County will be given notice prior to cancellation or modification of any stipulated insurance.
 - 2.1) In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date.
 - 2.2) Such notification will be in writing by registered mail, return receipt requested, and addressed to the Deputy Administrator, Lynn Lanier, Gulf County Board of County Commissioners, 1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida 32456.
 - b. It is the responsibility of the contractor to insure that all subcontractors comply with all insurance requirements.
 - c. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.

- N. If these services being proposed are contracted for an annual or a semi-annual contract period then Interlocal Agreements between Gulf County Board of County Commissioners, other State or County agencies, the Cities of Port St. Joe and Wewahitchka and the Gulf County School Board, allow those entities to purchase and or engage these services through the County's proposals so long as such purchases will not interfere with the timely delivery services to the County in strict conformity with all specifications of its proposals. Each governmental entity will issue its own purchase orders for all purchases made and will be responsible for all payments thereof. Gulf County reserves the right to direct the successful proposer to prioritize its delivery of goods and services to the County ahead of delivery to other governmental entities purchasing under the County's proposals.
- O. All pages included in or attached by reference to this document shall be called and constitute the proposal as stated on the front page of this documents.

SECTION 1 SPECIAL TERMS AND CONDITIONS:

- A. Responding firms must be any individual, firm, partnership, corporation, association, or other legal entity permitted by law to perform the services in the State of Florida for which it is contracted by Gulf County.
- B. The successful respondents shall be required to submit proof of relevant Florida licenses and/or certifications as required by the County and State.
- C. The successful respondents shall be required to enter into a contract that substantially reflects the requirements of the RFQ and normal contract terminology. The County reserves the right to waive/adjust any minor inconsistencies between the RFQ and the finalized contract.
- D. The successful respondents shall hold harmless, indemnify, and defend the County, its commissioners, employees, representatives, and agents, against any claim, action, loss damage, injury, liability, costs and expense of whatsoever kind or nature arising out of or incidental to this work.
- E. The successful respondents shall not be allowed to substitute project team members and or consultants named in this response without the prior written permission of the County.
- F. The successful respondents, prior to the signing of a contract and before starting any work on the Restore Act consulting, shall be required to submit all certificates of insurance and bonds as required by this RFQ.
- G. The respondents shall procure and maintain, and require each joint respondent to procure and maintain, during the life of this proposal, the insurance coverage listed in this RFQ. The policies of insurance shall be primary and written on forms acceptable to the County and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial A.M. Best & Company rating of no less than A:VII.

SECTION 2 ADDITIONAL INSURANCE REQUIREMENTS:

The consultant(s) providing services under this agreement will be required to procure and maintain, at their own expense and without cost to the County, until final acceptance by the County of all services by the contract, the following type of insurance and as indicated in this RFQ. The policy limits required are to be considered minimum amounts.

Professional Liability Insurance Policy in the amount of \$1,000,000 per claim for consultant services.

The insurance coverage enumerated above constitutes the minimum requirements and shall in no way lessen or limit the liability of the consultant(s) under the terms of a contract(s). Sub-Contractor's insurance shall be the responsibility of the consultant.

SECTION 3 INDEMINIFICATION:

The County shall be held harmless against any and all claims for bodily injury, sickness, disease, death or personal injury, or damage to property or loss of use of any property or assets resulting therefrom arising out of, or resulting from, the performance of the services, for which, the County is contracting hereunder, provided such is caused in whole or in part by any negligent act or omission of the consultant, or any subcontractor or any of their agents or employees, or arises from job-related injury.

The consultant(s) agrees to indemnify the County and pay the cost of the County's legal defenses, including fees of attorneys as may be selected by the County, for all claims described in the hold harmless clause herein. Such payment on behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

It is agreed by the parties hereto that specific consideration will be received by the Awarded Consultant under an agreement and/or contract for this hold harmless/indemnification provision.

SECTION 4 INTRODUCTION:

The Board of County Commissioners, Gulf County, Florida hereby gives notice that it intends to award a contract for the Restore Act Technical Consultant and invites Requests for Qualifications for these services as defined by the laws of the State of Florida.

SECTION 5 SCOPE OF PROJECT:

Gulf County hereby requests and invites qualified individuals and or firms to submit statements of qualifications to participate in a competitive process in which Gulf County will select a Restore Act Technical Consultant to provide consultant services associated with developing and implementing the Gulf County Multi-Year Implementation Plan. Gulf County is requesting proposals from the qualified parties to provide general guidance and support to Gulf County staff and advise the commission, staff and RESTORE Act Advisory Committee (RAC) regarding the various programs and processes related to the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast (RESTORE) Act of 2012. Tasks will include, but are not limited to, development and solicitation of a project proposal application under the Direct Component of the RESTORE Act. The County, at its sole discretion, intends to award a contract to the party deemed to offer the best qualifications, value and probability of success in administration, monitoring and implementation of the various components of the RESTORE Act.

SECTION 6 SERVICES TO BE PROVIDED BY THE CONSULTANT:

The selected firm will provide general guidance and support to Gulf County staff and advise the RESTORE Act Advisory Committee (RAC) for programs and processes related to the RESTORE Act. Mandatory tasks include development and solicitation of a project proposal application, for candidate projects requesting funding from the Gulf Coast Ecosystem Restoration Trust Fund (Trust Fund) under the Direct Component of the RESTORE Act. The selected firm will assist County Staff and advise the RESTORE Committee with development of the Multi-Year Implementation Plan (MYIP) required under the RESTORE Act.

The selected firm will work under the direction of County Staff and advise the Commission, staff and Gulf County RAC to facilitate these tasks and will utilize significant public involvement, the best available science and best management practices in the development of the MYIP. The selected firm will ensure consistency between all deliverables including, but not limited to, project selection criteria and the MYIP and agree to meet all conditions required by the RESTORE Act, U.S. Treasury and audit regulations. In addition, the firm must demonstrate fluency in relevant federal, state and local laws and ordinances required for project implementation including, but not limited to, the National Environmental Policy Act (NEPA), US Department of

Treasury Regulations (audit requirements and rules and regulations related to the Gulf Coast Restoration Trust Fund which was established in the Treasury of the United States by the RESTORE Act) and Davis Bacon Act.

The selected firm will provide expertise in the areas of, but not limited to: economic development and environmental issues specific to Gulf County, long range planning, public outreach, engineering, infrastructure and must demonstrate a thorough understanding of processes and planning related to the RESTORE Act. The selected firm must demonstrate expertise in grant management and grant-making processes. Applicants must demonstrate extensive knowledge of local environmental and economic factors which impact Gulf County. In-depth understanding and specific expertise in the areas of workforce and tourism development is required.

The selected firm will demonstrate a thorough understanding of the role of the RESTORE Committee and the policies and procedures of the Gulf County Board of County Commissioners and will be required to review information presented at RESTORE Advisory Committee (RAC) meetings including reports, studies and presentations by local consultants.

Upon contracting with Gulf County, the selected firm shall be required to perform a series of tasks including, but not limited to:

- Assist and direct Gulf County staff and officials in its strict compliance with the RESTORE Act (“Act”) and final U.S. Department of Treasury Regulations (“Rule”),
- Support and technical assistance to Gulf County in its development, application and implementation of its required Multi-Year Implementation Plan (“MYIP”) including the drafting of the MYIP which will include Gulf Distribution Formula Agreement, contain a program description summarizing the purpose, need, objections of RESTORE grants and identify eligible activities under RESTORE. Utilize reference documents including, but not limited to, the RESTORE Act Advisory Committee’s Resolution, the Gulf Ecosystem Restoration Council’s Gulf of Mexico Regional Ecosystem Restoration Strategy, final Treasury Rules as the relate to the RESTORE Act, Gulf County Economic Development Plans in drafting the Gulf County MYIP, as directed by the Gulf County BOCC and staff and with advise from the RESTORE Act Advisory Committee (RAC) through Gulf County Staff,
- Develop strategies on MYIP development process and procedures for development, submittal, the contents of the MYIP, integration with other County planning initiatives, and coordination with the State Expenditure Plan consistent with the Act and final Treasury Rule,
- Develop strategies on the application of the categorical exclusions under the National Environmental Policy Act, and assist with other environmental law compliance issues,
- Write grants and grant applications as directed by Gulf County staff to apply for all funding availabilities associated with the RESTORE Act,
- Identify and develop partnerships and coordinated efforts and program applications with other counties in the region that further enhance Gulf County’s MYIP and related planning initiatives,
- Investigate all funding sources available under the RESTORE Act for proposed projects, as well as, available leveraging opportunities not provided by the RESTORE Act to facilitate matching of candidate projects to the most relevant funding sources. The selected firm must demonstrate in-depth knowledge of all components available for funding under the Act,
- Support Federal and State team on Gulf restoration related plan development, policies, issues, rules or regulations as directed,
- Support legal staff and environmental staff and other Gulf County consultants on the process, and funds distribution for Gulf project implementation including but not limited to National Fish and Wildlife Foundation, National Resource Damage Assessment and other funding sources.
- Assist with strategy for Gulf County related plans and projects.
- Draft comments, provide strategy recommendations and research issues related to the Natural Resource Damage Assessment process including projects and plans for Early Restoration and NRDA Programmatic Environmental Impact Statement.
- Provide support for the County in its participation with Gulf Consortium.

- Review and prepare materials and briefings to the County’s RESTORE Advisory Committee on procedural Gulf restoration issues.
- Attend as specifically requested RESTORE meetings including Florida Gulf Consortium meetings, any Gulf Restoration Council meeting/hearing or any other agency meetings/hearings where Gulf restoration procedures are discussed.
- Attend technical meetings including, but not limited to, Economic Development meetings, as needed, and assist with incorporating meeting results into feasibility analyses of candidate projects submitted to Gulf County,
- Develop and propose talking points, commentary and correspondence as well as strategies for continual improvement to Gulf County’s MYIP and regular communication to Gulf County officials and the transfer of these plan improvements to other local government, State officials and Federal Agencies to enhance and streamline the MYIP development and implementation.
- Regularly report on progress, provide updates to County Attorney and other staff as requested, provide presentations and materials to County as requested and coordinate messaging and strategy development through designated staff,
- Represent Gulf County and interact with federal, state, local and public entities on issues pertaining to RESTORE activities, programs and processes, as necessary,
- Travel to Gulf County, when necessary, to meet with the Board and County staff for the development review, and implementation of Deepwater Horizon Oil Spill restoration related issues. Travel will be reimbursed in accordance with Florida Statutes, Gulf County Policies and terms specific to the negotiated consultant agreement.
- Request such other RESTORE-related assistance as deemed necessary by the County.

SECTION 7 TENTATIVE SUBMISSION, REVIEW, AND CONTRACT AWARD SCHEDULE:

Date

10/9/14	Advertise for Request for Qualifications in The Star and post to Board’s Website
10/20/14	RFQ/Proposal Inquiry deadline
10/23/14	RFQ/Proposal Submission Deadline 4:30 p.m.
10/23/14	RFQ/Proposal Opening Date and Time 4:45 p.m.
10/23/14 through 10/28/14	Review RFQ/Proposals –County Administrative Staff working with the Restore Act Committee
10/28/14	Proposed recommendation date to Board of County Commission for invitation to negotiate and award of consultant contract
<u>if requested</u>	Presentation by selected Restore Act Consultant Services firms and selection by Board of Commissioners (optional)
<u>Immediately following recommendation and authorization by the Board of Commissioners</u> <u>Tentatively scheduled for 10/28/14</u>	Negotiations between the county administrative staff and and awarded firm
To be determined by Commission	Board of County Commissioners authorization to Administrator for Approval of Contract(s)

SECTION 8 **RFQ CONTACT INFORMATION:**

Gulf County Board of County Commissioners Administration Office
Attention Lynn Lanier, Deputy County Administrator
1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida 32456
Phone: 850-229-6106

SECTION 9 **COUNTY SHALL:**

- (1) Make available to RFQ proposers any information and data available in the County's files pertaining to the scope of work and status of its Restore Act committee (RAC) work product and performance to date.
- (2) Upon contract award, pay fees and other compensation computed in accordance with a fee schedule to be incorporated in final contract.
- (3) Decide and dispose of all claims, questions and disputes arising under this Consultant's contract, through the County Administrator.
- (4) Reserve the right to audit the records of the awarded RFQ proposer during normal business hours, 8 a.m. to 5 p.m., related to this RFQ at any time during the contract period and for a period of three 3 years after final payment is made. The awarded proposer shall provide copies of any records related to this RFQ's contract solely at the cost of reproduction.

SECTION 10 **AWARDED RFQ PROPOSER SHALL:**

- (1) Perform all consultant services identified in the RFQ's scope of work to current consultant standards of the applicable discipline.
- (2) Maintain an adequate staff of qualified personnel.
- (3) Ensure that all work meets all current federal, state and local laws or ordinances applicable to the work.
- (4) Cooperate fully with the County in the scheduling and coordination of all phases of the consultancy work.
- (5) Cooperate and coordinate with other Public Entities and/or County consultants, as directed by the County.
- (6) Report the status of the work to the County upon request and hold pertinent data, reports, correspondence and records open to the inspection of the County or its authorized agent at any time.
- (7) Perform any additional work required for a particular request and assignment as deemed necessary.
- (8) Have approval from the County in writing prior to commencement of any additional services.
- (9) Agree that all reports, specifications, applications, Multi Year Implementation Plans, evaluation criteria and scaling systems, ordinances, studies, maps and other work products developed by the consultant shall become the property of the County without restrictions or limitations and shall be made available at any time upon request to the County or Sheriff's Office.

SECTION 11 **REQUIRED RESPONSE CONTENT & CRITERIA FOR EVALUATIONS:**

The following RFQ response outline (11.1 through 11.9) shall provide the required content, format and criteria that will be utilized in evaluating each submission:

SECTION 11.1 **RESPONSE FORMAT CRITERIA:**

The following criteria are shown below and shall include all proposers' sub-consultants information and must be submitted in the following format. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. The County strictly enforces open and fair competition in its RFQ's. A public entity crimes statement has been requested of any awarded proposers. During the RFQ process, questions or requests for additional information concerning this RFQ shall be directed to contact listed in Section 8 and not to the Gulf County RAC Committee members, county staff selection committee members or elected officials and shall be in written format (email, fax, letter, etc).

To facilitate effective evaluation by the County, proposals are to be a maximum of fifty (50) pages. Index documentation, sectional dividers, and front and back covers will not be counted toward the total. An executive summary, not to exceed three (3) additional pages may also be included in the proposal. Late Proposals will be returned unopened or will be destroyed if advised by proposer, in writing. Evaluation and selection will occur in accordance with tentative schedule in Section 9 or at a time and place to be determined. At the discretion of the County, proposers may be asked to give short presentations/interviews as part of the selection and ranking process. All consultant's RFQ responses shall include both a technical and cost proposal, failure to comply with these criteria shall be grounds for rejection of the bidders submission.

SECTION 11.2 RESTORE ACT UNDERSTANDING/PROJECT APPROACH:

RFQ submittals shall provide a comprehensive narrative statement that illustrates their understanding of the requirements of the project and the consultant services and technical assistance sought by Gulf County.

- a) Describe understanding of Restore Act and proposed Gulf County project scope;
- b) Describe recommended Gulf County project approach;
- c) Describe recommended Quality Assurance and Technical Procedures to be utilized to implement the recommended project approach specific to Gulf County;

SECTION 11.3 ORGANIZATION AND ABILITY OF CONSULTANT AND STAFF:

- a) Illustrate the proposer's organizational chart as it relates to consultant services categories listed in Sections 5 and 6 of this RFQ, indicating key personnel and their relationship to project categories, especially the Project Manager and or Technical Consultant.
- b) Indicate the general and specific project related capability, including training and experience of all the proposed staff, and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, to include management, technical, and support staff.

**SECTION 11.4 RELEVANT FIRM EXPERIENCE:
Qualifications and Experience of Firm and Sub-consultants/Staffing**

- a) Company/firm background.
- b) Related Services and Experience in development of projects analogous to the Multi-Year Implementation Plan (last ten years) required under the Treasury Rule and RESTORE Act.
- c) Project Description – Description of project(s) completed in the last ten (10) years having similar or greater relative size and complexity as the proposed subject.
- d) Include minimum of one paragraph about each member of the project team including role in this proposed work and relevant knowledge and experience they bring to the team.

SECTION 11.5 MANAGEMENT PLAN FOR THE CONSULTANT SERVICES:

- a) Describe in-house capabilities of your firm to provide project scheduling and management plan to meet the established goals and objectives of Gulf County's Multi Year Implementation Plan as well as other project management control systems, or other similar capabilities.

SECTION 11.6 REFERENCES AND CURRENT ASSOCIATIONS RELATED TO RESTORE ACT:

- a) Provide a list of all associations and representation related specifically to the RESTORE Act with governmental entities entered since 2012.
- b) Current and projected workload related to RESTORE Act consultant services and obligations other than Gulf County.
- c) Consultant to provide five (5) references from clients of similar projects completed in the last ten (10) years.
- d) State the volume in the past 5 years of contracts with government agencies (single line of information per contract.)

SECTION 11.7 LOCATION:

- a) State the proposing firm's location and accessibility throughout the project term.

SECTION 11.8 COST PROPOSAL:

- a) The proposal must indicate a fee structure or rate for consultant services for the consultant services, development of a Multi-Year Implementation Plan and the list of related services and scope of work itemized by Sections 5 and 6 of this RFQ.

SECTION 11.9 PRESENTATION (OPTIONAL TO THE BOARD OF COMMISSIONERS):

- a) The Gulf County Board of County Commissioners reserves the right and ability to require selected proposers to participate in presentations (optional to the Board) and or interviews to meet with the county administrative staff; or to submit technical or other additional information to its proposal as may result from the initial presentations and RFQ submissions.

SECTION 12 SELECTION PROCESS AND CRITERIA:

After receipt and review of the proposals and at the discretion of the County and administrative staff, proposers may be asked to give short presentations/interviews as part of the selection process. Proposals shall be reviewed by the staff. Negotiations for a contract shall follow the award and invitation to negotiate has been authorized by the Board and or delegated to the County Administrator.

SECTION 13 CONTRACT NEGOTIATIONS AND EXECUTION:

The County will review and qualify the submitted proposals for this RFQ. Selection of the firms and negotiations of the service contract for Restore Act consultant services shall follow those procedures adopted by the Gulf County Board of County Commissioners. The County may require selected proposer to submit technical or other additional information to its proposal as may result from negotiations.

Negotiation of contract for services shall follow the initial selection process with selected firm. Should a satisfactory contract not be achievable with the selected proposer, then the next recommended proposer shall be notified and negotiations for a contract shall begin and so on.

Following negotiations, the recommended firm and contract will be submitted for final review to the County Administrator and County Attorney prior to authorized execution and approval by the Board.

FORM FOR ANY AND ALL ADDENDUMS TO BE ADDED TO THIS RFQ BY GULF COUNTY

DATE: _____, 20__

BID NO.: 1415-01

Project: **CONSULTANT SERVICES FOR RESTORE ACT CONSULTANT**

Owner: Gulf County Board of County Commissioners
Attn: Lynn Lanier, Deputy County Administrator
1000 Cecil Costin Blvd, Room 302, Port St. Joe, Florida 32456

1. Each submittal shall include **one (1) original and two (2) copies** of the proposal. Proposals must be delivered to Gulf County Clerk Office, 1000 Cecil Costin Blvd, Room 302, Port St. Joe, Florida 32456, so as to reach said office no later than _____, and thereafter opened on _____.

If you have any questions or comments regarding this addendum, contact:

Deputy Administrator, Lynn Lanier, Gulf County Board of County Commissioners, 1000 Cecil Costin Blvd., Room 302, Port St. Joe, Florida 32456; Phone: 850-229-6106; or by E-Mail: llanier@gulfcounty-fl.gov

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY:

COMPLETING BELOW INFORMATION AND FAXING TO: (850)_____.

COMPANY NAME (PRINT)

REPRESENTATIVE (PRINT)

SIGNATURE

PHONE #

ADDRESS

EMAIL