

**Town of Lady Lake
Request for Qualifications for
Design Services for the
Safe Routes to School Sidewalk Phase 2
For the Town of Lady Lake
RFQ No. 2014-0001**

Financial Project #433200-1-38-01

Pursuant to the requirements set forth in the Consultants' Competitive Negotiations Act (CCNA), Chapter 287, Florida Statutes, the Brooks Act (40 USC 1101-1105), and all policies and procedures promulgated thereby, the Town of Lady Lake, an Equal Employment Opportunity (EEO) employer, does hereby announce that it is accepting written proposals from all qualified firms or individuals interested in providing engineering and design services as described in the "Scope of Services" section of this Request for Qualifications, or Design Services for the Safe Routes to School Sidewalk Phase 2.

The Town of Lady Lake is seeking proposals from interested design firms to provide professional engineering design services for the Safe Routes to School (SRTS) Sidewalk Phase 2 Project. The Town has received notification of approval from FDOT District 5 on SRTS grant funding for the design and construction of the SRTS Phase 2 Sidewalk Project in the Town of Lady Lake. These services shall include surveying, engineering design and design permitting, if needed, to design the project for construction.

PROJECT DESCRIPTION:

This project includes the design of a 5-ft. wide sidewalk along the north side of Oak Street from Clay Avenue to CR 25 (1,020ft.), and along the west side of CR 25 from Oak Street to Griffin Avenue (3,350 ft.). Drainage design will be required, including minor ditch re-grading, removal of existing drainage structure, and inclusion of drainage inlets and Mitered End Section (MES). Additional improvements include the construction of driveways (both concrete and asphalt), curb and gutter, curb ramps and pedestrian landings, the removal of an existing retaining wall, and the construction of gravity wall with guardrail. All crosswalks, sidewalks, and pedestrian ramps will adhere to ADA standards. Improvements include detectable warning surfaces and required signing and pavement markings.

The project includes improvements at the intersection of CR 25 at Griffin Avenue. Improvements include installation of pedestrian signals, push button detectors, installation of traffic loops, updating traffic controller and signal timing to include new pedestrian phasing, and sidewalk connections to existing sidewalk. No additional R/W is anticipated. Utility coordination and adjustment is required and will be evaluated for reimbursement based on final design.

SCOPE OF SERVICES

The scope of services shall consist of all of the surveying, design engineering and permitting with SJRWMD, if needed, to prepare construction plans, specifications and detail cost estimates for the SRTS sidewalk project. Since this project is funded through FDOT, the design of the sidewalks, street crossings and intersection improvements shall meet FDOT Green Book Design Standards. The standards can be found at <http://www.dot.state.fl.us/rddesign/FloridaGreenbook/FGB.shtm>. The firm must have the design approved by both the F.D.O.T. and Lake County. The Town will not utilize pre-qualified consultants and will go by the Green Book Design Standards.

Questions regarding the project, scope of work and proposal requirements should be directed to Nancy Slaton, Deputy Town Clerk, by email only at: nslaton@ladylake.org. The Town will review all questions and comments and respond back in the form of an addendum to the RFQ (if appropriate) via email to all Proposers. Questions should be received by the Town no later than five working days prior to the deadline for submitting proposals.

Questions received after the closing date will not be answered if such answers involve providing information that would not otherwise be available to the other Proposers. Proposers are highly encouraged to attend a non-mandatory pre-submittal meeting at the project site to better understand the project. The non-mandatory pre-submittal meeting date is **Thursday, June 26, 2014 at 10 am at the Lady Lake Town Hall Commission Chambers located at 409 Fennell Blvd, Lady Lake, FL 32159.**

PROPOSAL CONTENT

Proposals must contain the following items to be considered complete proposals:

1. A cover letter from the proposer stating that the project requirements and the submittal process are understood and that it is submitting a proposal based on the submission requirements. The cover letter must also obtain the name, address and daytime phone number of the submitter. If a team is submitting this proposal, then the cover letter will identify the prime and the sub-consultants and other team members.
2. Company Profile: This section shall include a statement describing all members of the team, their roles in the project, background and size of the proposer firm. Other sub-consultants and team members will be identified in this section and on the organization chart. An organization chart will be submitted.
3. Key Staff, Qualifications and Capacity: This section shall identify the project manager, key staff members to be assigned to the project, their respective roles and responsibilities and their related experience and qualifications. Resumes of the key individuals such as the project manager and project design engineer shall be provided. Any sub-consultants and other team members for the implementation shall be identified and shown on the staffing organization chart. All engineering work shall be completed under the supervision of a Florida registered professional engineer qualified in the services being provided. All design plans and final as-built plans will be signed and sealed by a Florida registered professional engineer.
4. Relevant Experience: The proposal shall include a brief listing and description of recent and similar projects done within a similar geographic area and circumstances of a local agency. This listing shall include the following information:
 - Client name and contact information
 - Any sub-consultants
 - Project completed on time and within budget
 - Any Previous Safe Routes to School Projects
5. Proposed Scope of services: This section shall identify the services being provided and anticipated to be needed for the design and implementation. The proposal may simply refer to the services outlined above in the RFQ and provide details for each service being performed. Proposers may choose to elaborate on the services proposed if necessary for clarification or to demonstrate an understanding of the project, but the proposer shall be brief in description.

6. Project Schedule: The proposal is to include a preliminary schedule showing the duration of the project design services by task and date, and then the construction and testing by number of days.
7. References: Three references for recent similar projects shall be submitted with the proposal which will include the following reference contact information: contact person, organization, project name, phone number, and email address. The references shall be able to comment on the proposer's experience and qualifications with similar projects.

SUBMITTAL DATE

All sealed proposals must be received at the Lady Lake Town Hall, located at 409 Fennell Blvd, Lady Lake, FL 32159 by **10:00 AM EST on Tuesday, July 22, 2014** by mail or hand delivery. No emails of proposals will be accepted, and any proposals after that date and time will be considered non-responsive.

SUBMITTAL PROCESS

Proposers shall submit one (1) original and three (3) copies for a total of four proposals as outlined in this request for qualifications. The original shall be marked as such and will be signed by the prime Proposer. All proposals must be in a sealed envelope or box and clearly marked with the following: **“Proposal for the SRTS Sidewalk Phase 2, Town of Lady Lake”**, and shall be sent to or delivered to the following address only:

**Nancy Slaton, Deputy Town Clerk
Town of Lady Lake
409 Fennell Blvd.
Lady Lake, FL 32159**

As noted, no emails of proposals will be accepted by the town. The Town will acknowledge by email or fax each proposal that is received. During the proposal review process, all proposals shall remain confidential. All proposal documents submitted and not withdrawn prior to the submittal due date shall become the property of the Town and may therefore be used by the town without compensation to the Proposer.

SELECTION PROCESS

The Town will conduct a competitive selection process; this process will involve the evaluation of formal design proposals submitted in response to this Request for Qualifications. The selection method will generally follow the process described above. The highest ranked proposers will be interviewed by the Town's Selection Committee.

A. Time Schedule

The Town will endeavor to use the following timetable:

- Request for Qualifications publicly advertised the week of **Sunday, June 22, 2014**.
- The non-mandatory pre-submittal meeting date is **Thursday, June 26, 2014 at 11 am** at the Lady Lake Town Hall Commission Chambers located at 409 Fennell Blvd, Lady Lake, FL 32159.

- Deadline for submittal of any questions or clarifications of the project or proposal requirements is by **Thursday, July 17, 2014** and shall be submitted by email.
- **Proposals must be received by 10:00 AM EST, Tuesday, July 22, 2014** at the Town of Lady Lake Clerk's Office, 409 Fennell Blvd, Lady Lake, FL 32159.

B. Evaluation Criteria and Weighing

Selection of the "short-listed" Proposers to be interviewed and/or the selection of the top ranked proposer will be based upon four main criteria: proposal completeness and approach to project (20%); experience and qualifications (25%); knowledge of SRTS sidewalk design (45%); and staffing and schedule (10%). **These same four criteria will be used for both the proposals and the interviews with the short listed candidates.** The four main criteria have been broken down into the following sub-categories in order to further illuminate the selection committee's decision-making process:

1. Project understanding and approach to the project (20% total)
 - a. Project understanding, creativity and innovation - 10%
 - b. Project management approach - 10%
2. Experience and qualifications (25% total)
 - a. Firm qualifications and experience on similar SRTS projects - 15%
 - b. Client references (minimum 3 references) - 10%
3. Knowledge of SRTS Sidewalk Design Projects (45% total)
 - a. Project Managers experience on SRTS project - 25%
 - b. Past experience on SRTS sidewalk projects - 20%
4. Staff Availability and Schedule (10% total)
 - a. Schedule for completing services - 5%
 - b. Availability of staff for timely completion - 5%

Communications concerning this Request for Qualifications between a proposer and any member of the Town's selection committee, or any staff members or elected/appointed officials of the Town of Lady Lake during the selection process is prohibited except when in the manner expressly authorized by the Request for Qualifications. Violation of this restriction will be grounds for disqualification from the process.

The selection interviews will be scheduled in advance and Proposers are welcome to bring a digital presentation. The Town will provide a computer and projector system, but any outside electronic files must be brought on a CD, not an external memory device.

C. Contract

Upon selection approval by the Town Commission, negotiations will commence immediately for an agreement with terms to be consistent with this Request for Qualifications and the information included in the submittal.