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SUBJECT: RFQ FOR DESIGN BUILD SERVICES FOR DOWNTOWN COMPLETE STREETS AND URBAN TRAILS PROJECTS

BID #: CDB-0058-23 **OPEN DATE: 5/24/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION – DESIGN/BUILD

AGENCY: PUBLIC WORKS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 75 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Public Works has completed the evaluation of the one responsive, responsible bidder for the subject RFQ. Recommend approval to conduct an oral interview with Baker Consulting and Engineering, LLC, d/b/a/ Baker Design Build (Average Score:92.5).

Attachments: Recommendation Memo, Tabulation and Scores, Evaluation Criteria and Previous Award

ANALYST _____ for JACLYN STAMOS

RESPECTFULLY SUBMITTED _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robin G. Smith P.E. Chief, Engineering and Construction Management

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING_____ MEMBERS DISAPPROVING_____ DATE:_____

_____ _____ OTHER_____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED_____ DISAPPROVED: _____

OTHER: _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works
Engineering & Construction Management Division
214 N. Hogan Street, 10th Floor
Jacksonville, FL 32202
(904) 255-8762
www.coj.net

ONE CITY. ONE JACKSONVILLE

July 18, 2023

TO: Dustin Freeman
Chief of Procurement

FROM: Steven D. Long, Jr., P.E.
Director of Public Works

Robin G. Smith, P.E.
Chief, Engineering and Construction Management

SUBJECT: CDB- 0058-23 – CSPEC-Presentation-
Design Build Services for Downtown Complete Streets and Urban Trails

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Three submittals were received from the City's Request for Qualifications (RFQ.), two of which were deemed unresponsive. Permission was given to proceed with the evaluation of the remaining respondent, which has been reviewed.

1. Baker Consulting and Engineering, LLC, d/b/a Baker Design Build

In accordance with the RFQ requirements, oral interviews are to take place in front of the Evaluation Committee and under the observation of CSPEC. We anticipate needing twenty minutes for the presentation.

The evaluation committee for this proposal is as follows:

Robin G. Smith, P.E., Chief, Engineering and Construction Management
Jonathan Page, P.E., Engineer Manager

Accordingly, we request your approval to schedule the oral interview for CDB-0058-23.

SDL/lw

Design Build Service for Downtown Complete Street and Urban Trail Project

CDB-0058-23

Total Points	30 Points	20 Points	10 Points	5 Points	10 Points	5 Points	10 Points	5 Points	5 Points	OVERALL	Rank
Vendors	Experience, Competence & Approach (similar projects)	Past Performance and Record of Professional Accomplishments	Availibility of Adequate Personnel, Equipment & Facilities	Recent, Current & Projected Workload	Overall Willingness to Meet Time and Budget Requirements	Volume of Current and Prior Work Performed for Using Agencies	Financial Responsibility	Location	Quality Control Plan	Total Points (100 max)	
Baker Design Build											
Robin Smith	30.00	20.00	10.00	4.00	8.00	3.50	4.00	5.00	5.00	89.50	
Jonathan Page	30.00	20.00	13.00	5.00	10.00	3.50	4.00	5.00	5.00	95.50	
Average										92.50	

TITLE:DB- Downtown Compelte Streets and Urbal Trail Projects BID NO.: CDB-0058-23 OPEN DATE: 24 May 2023 @ 2 P.M. ANALYST: JACLYN STAMOS No. Invited: (75) No. Received (3) No Bids: (0) Recorded By: MELISSA PEIRCE Announcer: Ben Kemp	BAKER DESIGN BUILD	PETTICOAT-SCHMITT CIVIL CONTRACTORS, INC	J.B. COXWELL CONTRACTING, INC
CONFLICT OF INTEREST:	Y	Y	Y
SUBMITTED JSEB FORMS 25% PARTICIPATION:	Y	N	N
SEALED FINANCIAL REPORTS:	Y	Y	N
PREQUALIFIED HORIZONTAL:	Y	Y	Y
INSURANCE AND BONDS:	Y	Y	Y
LICENSE AND QUALIFICATIONS:	Y	Y	Y
Ex Offenders Forms:	Y	Y	N
ADDENDUMS (2) :	Y	Y	N

Attachment B
Evaluation Matrix

Upon approval of the ranking of DBF responses under each category, the City shall conduct oral interviews for the three top ranked firms in accordance with Section 287.055, F.S.. The QES will again serve as the selection committee under the auspices of CSPEC. Separate criteria and schedules will be provided to the top ranked firms under consideration for the interviews.

At the conclusion of the ranking process, the City intends to select the top-ranked DBF as specified within this RFQ. The City intends to contract with the top-ranked DBF.

The City reserves its right to terminate the design build solicitation for any proposed project and transfer it for execution through the design-bid-build delivery method.

A DBF selected to receive a DCP for a specific project shall be required to retain all employees, consultants, sub-consultants, contractors, sub-contractors, and suppliers necessary for the proper execution of the project as it has been listed in the DBF SOQ submitted in response to this solicitation unless otherwise agreed between the parties and approved by the City.

EVALUATION CRITERIA:

I. **EXPERIENCE, COMPETENCE IN, AND APPROACH TO SIMILAR DESIGN-BUILD PROJECTS (ABILITY OF PROFESSIONAL PERSONNEL). (30 Point Value)**
Provide concise information pertaining to professional qualifications, experience, and competence of the Design Build Team or individual firms of the Design Build Team as follows:

1. Identify the lead organization and primary members of the Design Build Team. Name the DBF with whom the City will be contracting and identify if this will be a partnership, corporation, joint venture, etc.
2. Provide an organizational chart of the DBF team describing the role and responsibilities of each team member. Identify all team members that are pre-qualified by the City as a Jacksonville Small Emerging Business.
3. Provide proof of insurance and bonding capacity adequate to complete projects. (Appendix item)
4. Provide proof of licensing including occupational license tax for all business entities and individual professional members of the DBF team. (Appendix item)
5. The DBF team must include at a minimum the following Key Individuals in order for the SOQ to be deemed technically responsive. Identify the Key Individuals and the business entities (firms) by which those individuals are employed. Provide a clear definition of the role and responsibility of each Key Individual relative to the member firm.
   i. Project Principal – The Project Principal (Director) shall be the primary person in charge of and responsible for delivery of the Project in accordance with the Design Build Contract requirements. The Project Principal must have full authority to make the final decisions on behalf of the DBF and have responsibility for communicating these decisions to the City of Jacksonville, Florida. The Project Principal must have at least ten (10) years of requisite experience and provide at least five representative projects.
   ii. Lead Design Professional – The Lead Design Professional shall be in charge of and responsible for all aspects of the design of the Project and shall be a Florida Registered Engineer or Architect or Landscape Architect. The Lead Design Professional shall have a minimum of ten (10) years of post-registration experience in design of similar public or private facility projects, including five (5) years of supervisory experience. The Lead Design Professional shall have coordination and project management responsibilities over the Project Design Team.
   iii. Specialty Design Engineer, Architect, and Landscape Architect – The Specialty Design Engineers such as Civil, Traffic, Drainage, Structural, Electrical, as well as any other necessary design professional shall comprise the Project Design Team and be responsible for preparation of

construction drawings, calculations and specifications in their respective specialty. Each Specialty Engineer and other design professional shall be licensed in the State of Florida with at least five (5) years of post-registration design experience. Each design professional shall provide at least five representative projects.

iv. Construction Manager - The Construction Manager shall report directly to the Project Principal and shall be responsible for the overall coordination of projects at each location including participation in the design and primary on-site responsibility for construction. The Construction Manager shall have at least five years' experience in this role and provide at least five representative projects while serving as a Construction Manager or Site Superintendent.

v. Design Quality Control Manager - The Design Quality Control Manager shall be responsible for assuring that the design of each project is in compliance with the requirements of the Design Build Contract. The Design Quality Control Manager shall be a Professional Engineer, Registered Architect, or Registered Landscape Architect licensed in the State of Florida and shall report directly to the Project Principal. The Design Quality Control Manager shall have at least 10 years of post-registration experience in design and construction. The Design Quality Control Manager will provide at least three (3) examples of requisite experience in this role.

vi. Construction Quality Control Manager - The Construction Quality Control Manager shall be responsible for assuring that all workmanship and materials are in compliance with the Design Build Contract Requirements. The Construction Quality Control Manager shall have at least ten (10) years of experience in building construction, utility construction, or other representative experience related to the project type offering. The Construction Quality Control Manager will provide at least three (3) examples or requisite experience in this role.

6. All members and personnel of the Design Build Project Team shall hold licenses required for performing work on a specific project under the State of Florida or the City of Jacksonville law and ordinances including occupational tax licenses.
7. Provide information demonstrating that the DBF personnel possess the required minimum qualifications specified in Item 5.
8. Design Build Firm's design team shall have the necessary equipment and personnel to provide the design plans and specifications in a timely manner.
9. Provide one-page resumes of the Key Individuals and other personnel that the Design Builder considers critical to the successful completion of the Project including all team members discussed above in the appendix.
10. Modification to the Design Build Firm's Team or Key Individuals and other personnel listed above is discouraged. The City will not approve requests for modification without justification. Examples of justification include changes in employment status, bankruptcy, inability to perform, organizational conflict of interest, or death of a team member. Replacement team members must be submitted to the City for approval demonstrating equivalent experience to the individual being replaced.
11. For the Project Principal, Lead Design Engineer, and Construction Manager compose a list of projects that they managed in the past. Each list shall consist of a brief description of the projects managed by each of them, name of the owner the work was performed for, the owner's representative's telephone number, total construction cost, duration of construction, and any unusual features.

II. PAST PERFORMANCE AND RECORD OF PROFESSIONAL ACCOMPLISHMENTS (20 Point Value).

Provide concise information describing:

1. For the DBF including the Design Build team, provide information demonstrating the firm's qualifications for performing work included in this RFQ. The information shall consist of a list of project experience in the past five (5) years, including year(s) of design and/or construction experience. Provide a separate list of design and construction projects performed by members of the DBF team for the City. (This information may be included in the appendices and will not be counted against the 25-page limit.)
2. For each project listed, provide:
   b. A brief description of the project,
   c. Name of owner for whom the work was performed,

d. Name, title, and phone numbers of owner's representatives who can verify and discuss the firm's participation in these projects.
(This information may be included in the appendices and will not be counted against the 25-page limit.)

3. Provide brief answers and explanations to the following questions:
   a. Has any member of the DBF team defaulted and/or been terminated on any project within the last (5) years?
   b. In the past five (5) years, has any member of the DBF team been suspended, debarred, disqualified from bidding, or declared ineligible for work by any entity or are any such action pending against them?
   c. How many contract claims were submitted in the past five (5) years by members of the DBF team and how were they resolved?
   d. Does any member of the DBF team have active projects that are behind schedule? If so, why are the projects behind schedule?
   e. Has any member of the DBF team been assessed erosion and sediment control violations and/or fines within the last five (5) years?
   f. Within the last five (5) years, how many projects were constructed by the Design Builder's team that were completed three (3) or more months before the target completion date of these projects? Provide details.
4. Provide the current National Council on Compensation Insurance (NCCI) Experience Modification Rate (EMR) for each DBF team member and all major sub-contractors. Note that the minimum acceptable EMR rating cannot exceed 1.0. If the EMR rating submitted is more than 1.0, the respondent will be regarded as nonresponsive.
5. Provide DBF safety goals for the Project.

III. <u>AVAILABILITY OF ADEQUATE PERSONNEL, EQUIPMENT, AND FACILITIES (10 Point Value).</u>

Provide concise information pertaining to the DBF team's ability to provide adequate personnel, equipment, and facilities in order to provide required design, construction, and quality control services for the Project:

1. Provide the Team Organizational Chart listing available personnel, equipment, and facilities in the design, construction, and quality control activities.
2. Demonstrate the team's ability to commit necessary resources to successfully complete the Project.
3. Demonstrate project team's leadership capability and relevant management experience for the design, construction, and quality control requirements of the Project.

IV. <u>RECENT, CURRENT AND PROJECTED WORKLOAD (5 Point Value)</u>

Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions.

V. <u>OVERALL WILLINGNESS TO MEET BOTH TIME AND BUDGET REQUIREMENTS FOR THE PROJECTS (10 Point Value).</u>

In an effort to remain consistent with Chapter 287, Florida Statutes, responding to this evaluation criterion necessitates that a proposer include statements and references demonstrating that the proposer met both time and budget requirements on projects of similar size and scope that were completed by the proposer within the past three years and that the proposer is meeting both time and budget requirements on projects of similar size and scope that are currently being performed by the proposer ("Reference Projects"). As part of its response to this evaluation criterion, the proposer:

1. must submit an expressed statement of its overall willingness to meet both time and budget requirements for the project in question; and
2. should submit, without limitation, project narratives, schedules, design and construction cost and fee summaries and owner references for any Reference Projects. Any Reference Project which has been completed or for which construction is underway will segregate and identify any design-related schedule or budget impacts. Design schedule and budget information will include both the original and the current or completed schedule and cost data.

During contract negotiations, successful proposers will be required to provide a Schedule of Proposed Rates on the forms provided as "Form 6". Such rates and costs will be used in the negotiation of fees and shall remain in effect throughout the length of the contract, except – **at the sole discretion of the City** - such rates may be adjusted when an amendment to the original agreement is being negotiated; provided any increases in rates shall not exceed actual increases In the appropriate index (CPI or PPI) for the service being provided since the date of the Original Agreement (Contract). Any allowable rate adjustments for subconsultants shall also follow this procedure.

Schedule A is provided in the RFQ for information only. **Do not return this form with your proposal.**

Proposed overhead rate is limited to 175% of direct labor. Proposed overhead rates in excess of 175% shall conform to Federal Acquisition Regulations as established by a governmental audit certified to by a Certified Public Accountant. However, under no circumstances shall the overhead rate exceed 200%. Profit rate shall only be applied to direct labor plus overhead. No mark-up or profit shall be paid on non-labor related costs, reimbursables or on services provided by subconsultants or others.

VI. THE VOLUME OF CURRENT AND PRIOR WORK PERFORMED FOR USING AGENCIES SHALL BE CONSIDERED A MINUS FACTOR. (5 Point Value)

Provide a list of on Attachment A-1 of all local government projects on which Contractor has been awarded fees during the past five (5) years. Include those projects on which the firm was awarded as a prime contractor. Such list shall include all work for the City of Jacksonville and its various "using agencies," which is defined in the Jacksonville Ordinance Code as "a department, division, office, board, agency, commission or other unit of Buyer and independent agency required by law or voluntarily requesting to utilize the services of the Procurement] Department"; and with any of Buyer's Independent Authorities"; and on projects undertaken with others that are similar in nature to the size and scope of professional services and/or work required for the project solicitation herein. If the Contractor has not performed work for any of these agencies during the past five (5) years, the response should so clearly state.

VII. FINANCIAL RESPONSIBILITY (10 Point Value)

Provide concise information pertaining to the DBF team's financial responsibility:

A. Indicate the DBF form of business, e.g., corporation, partnership, joint venture, or sole proprietor. Provide information about years in business, change in ownership, bank references, and any other information the DBF may wish to submit to allow the City to verify financial responsibility of each member of the DBF team.

B. Provide the latest DBF Dunn & Bradstreet rating, and financial statement including current balance sheet, and a bank letter indicating the status of all accounts for each principal entity in the DBF team.

C. For a joint venture, provide pertinent complete financial information for each joint venture partner.

D. Disclose any unpaid judgments in excess of $100,000.

E. Disclose any disputed or un-adjudicated claims in excess of $500,000.

F. If the DBF or a Partner in the Joint Venture requires any financial information to be held in confidence, such information shall be submitted in sealed envelopes.

G. Provide evidence that the DBF current bonding capacity is at least $6,000,000. This evidence shall be in the form of a commitment letter from a licensed bonding company (surety).

H. The DBF (and joint venture partners) shall provide a comparison of the anticipated gross monthly billings for the next twelve months for uncompleted work presently under contract, with monthly gross billings for design and construction over the past 24 months.

VIII. LOCATION (5 Point Value)

Document the location of Contractor's corporate headquarters, which, if located in Jacksonville, Florida, no further information is required under this criterion and maximum points will be awarded. If Contractor's corporate headquarters are not located in Jacksonville, Florida, please document the location and the nature of business of Contractor's branch office(s), if any, that are located in and/or that are

closest to Jacksonville, Florida, the number of employee assigned thereto and the period of continuous existence thereof. Additionally, Contractors are requested to demonstrate, define and provide examples of their ability to provide the services contemplated herein in a manner comparable to having a local office in Jacksonville, Florida or to show that a local office is not necessary to satisfactorily perform the services required for this project, in which event maximum points may be awarded.

IX. QUALITY CONTROL PLAN (DESIGN & CONSTRUCTION) (5 Point Value)

The Quality Control Program is a critical component of the design and construction of the Project. It represents assurances to the City that the DBF is executing in accordance with the contract documents. The City will provide the quality assurance and independent testing, but the established Quality Control Program is the backbone for which the City will gauge compliance. The City shall negotiate the provisions of the acceptable Quality Control Program and finalize it prior to contract award.

Describe how the DBF proposes to incorporate the City's quality assurance requirements into his/her Quality Control Program.

The City's quality assurance requirements consist of the following elements: (a) Design Reviews by the Public Works Department, using agency, and/or design consultants hired by the City at the 30%, 60%, 90%, and 100% design completion stages or as determined by the City's PM; (b) Permits and Inspections required by local, state, and Federal regulatory agencies; (c) Reviews and Approvals by Utility Companies; (d) Submittal Reviews by the Department of Public Works or designated consultant; (e) Regular Construction Inspections performed by the Department of Public Works or designated consultant; and (f) Construction Material Testing conducted by the City's Testing Consultant.

X. ORAL INTERVIEWS

The Oral Interviews will have an additional value of thirty (30) points which will be added to the DBF Score from the evaluation of the SOQ. The three top-ranked DBFs from the SOQ Evaluation Process will be provided the criteria and scheduling information for the Oral Interviews. Final Ranking of the top three firms will be based upon the combination of scores combined from the SOQ Evaluation and the Evaluation of the Oral Interviews.

XI. SOO POINT VALUE FOR EACH EVALUATION CRITERION

The maximum number of points as shown below may be awarded by the QES of the CSPEC to the DBF based on verifiable information provided in the SOQ for each evaluation category listed and described herein. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Statement of Qualification as non-responsive.

The responses to each of the criterion will be evaluated relative to other responses received and awarded a score as listed in the table on the next page.

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Item in Attach B	Item's Title	Maximum Number of Points
I	Experience, competence in and approach to the design and construction of various similar design-build projects	15 (Design) 15 (Constr)
II	Past professional accomplishments and performance	10 (Design) 10 (Constr)
III	Availability of adequate personnel, equipment, and facilities	5 (Design) 5 (Constr)
IV	Current Workload	5
V	Overall willingness to meet time and budget requirements for the projects	10
VI	The volume of current and prior work performed for using agencies shall be considered a minus factor	5
VII	Financial responsibility	10
VIII	Location	5
IX	Quality control plan (design & construction)	5
X	Oral Interviews	30
Maximum Score		**130**

(Remainder of page intentionally left blank)

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SUBJECT: RFQ FOR DESIGN BUILD SERVICES FOR DOWNTOWN COMPLETE STREETS AND URBAN TRAILS PROJECTS

BID #: CDB-0058-23 **OPEN DATE: 5/24/23**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION – DESIGN/BUILD

AGENCY: DEPARTMENT OF PUBLIC WORKS

BASIS OF AWARD: EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 75 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

The City had previously issued this RFQ and received three proposals. Recommend approval to reject bids from Petticoat-Schmitt Civil Contractors, Inc. and J.B. Coxwell Contracting, Inc., as non-responsive for failure to meet minimum requirements and submit completed forms. In accordance with Section 126.701 of the Procurement Manual, it would not be advantageous to resolicit the bid. Request to move forward and evaluate the sole responsive bidder's proposal from Baker Consulting & Engineering LLC, DBA Baker Design Build.

Attachments: Recommendation Memo, Tabulation, Evaluation Criteria, Rejection Letters

ANALYST JACLYN STAMOS

RESPECTFULLY SUBMITTED DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robin G. Smith P.E. Chief, Engineering and Construction Management

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)

ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 6/8/2023

OTHER

ACTION OF AWARDING AUTHORITY DATE 6/9/23

APPROVED ✓ DISAPPROVED:

OTHER:

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02