



ALACHUA COUNTY

Budget and Fiscal Services

Procurement

Theodore "TJ" White, Jr. CPPB
Procurement Manager

Thomas J. Rouse
Contracts Supervisor

Darryl R. Kight, CPPB
Procurement Supervisor

December 5, 2023

MEMORANDUM

To: Theodore "TJ" White, Jr. CPPB, Procurement Manager

From: Darryl R. Kight, CPPB, Procurement Supervisor 
Darryl Kight (Dec 5, 2023 15:16 EST)

Via: Mandy Mullins, Procurement Agent I
Mandy Mullins

SUBJECT: INTENT TO AWARD
RFP 23-425-MM Alachua County Safe Streets and Roads for All (SS4A) Action Plan

<u>Solicitation Opening Date:</u>	2:00 PM, Wednesday, October 18, 2023
<u>Solicitation Notifications View Count:</u>	636 Vendors
<u>Solicitations Downloaded by:</u>	50 Vendors
<u>Solicitations Submissions:</u>	5 Vendors

Firms:

DDEC, LLC
Delray Beach, FL 33487

Kittelsohn & Associates, Inc.
Tampa, FL 33602

Toole Design Group, LLC
Silver Spring, MD 20910

Kimley-Horn and Associates, Inc.
Gainesville, FL 32601

T J K M Transportation Consultants
Pleasanton, CA 94588

RECOMMENDATION:

The board approve the Evaluation Committee’s ranking below for RFP 23-425-MM Alachua County Safe Streets and Roads for All (SS4A) Action Plan.

1. Kittelson & Associates, Inc.
2. Kimley-Horn and Associates, Inc.
3. Toole Design Group, LLC

Approve the above ranking and authorize staff to negotiate an agreement with the top ranked firm. Should the staff be unable to negotiate a satisfactory agreement with the top-ranked firm, negotiations with the unsuccessful firm will be terminated. Negotiations may be undertaken in the same manner with the second and then the third ranked firm in order of ranking until an agreement is reached.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.

TJ White

Dec 6, 2023

Approved
Theodore “TJ” White, Jr., CPPB
Procurement Manager

Date

Disapproved
Theodore “TJ” White, Jr., CPPB
Procurement Manager

TW/mm

Vendor Complaints or Grievances; Right to Protest

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
 - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
 - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
 - ii. The solicitation instructions are unclear or contradictory.
 - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, twhite@alachuacounty.us by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
 - i. The name, address, e-mail and telephone number of the protesting party;
 - ii. The solicitation number and title;
 - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
 1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
 2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsive in accordance with the criteria that the protesting party alleges should be used;
 - iv. A detailed statement of the basis for the protest;
 - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
 - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
 - vii. The form of the relief requested.
 - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

(d) *Appeal:* If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.

(3) *Award Protest.* Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.

(a) *Basis of the Award Protest:* The alleged basis for an Award Protest shall be limited to the following:

- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
- ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
- iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award.*

(b) *Timing and Content of the Award Protest:* The Award Protest must be in writing and must be received by the Procurement Manager, twhite@alachuacounty.us by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:

- i. The name, address, e-mail and telephone number of the protesting party;
- ii. The Solicitation number and title;
- iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
- iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
 1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
 2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
 3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
- v. A detailed statement of the basis for the protest;
- vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
 - viii. The form of the relief requested.
- (c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.
- (d) Appeal:
- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
 - ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
- (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
 - (b) Necessary to avoid or substantial reduce significant damage to County property;
 - (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
 - (d) Otherwise in the best interest of the public.

Public Meeting Minutes (Record)

Ranking for RFP 23-425-MM Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Date: December 5, 2023 Start Time: 9:00 am

Location: 12 SE 1st Street, 3rd Floor Conference Room

1. Call Meeting to Order

2. RFP Process Overview for Today's Meeting

- 2.1. Good afternoon, I am Leira Cruz Cáliz along with Mandy Mullins with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Alison Moss (Leader), Missy Daniels, Ramon Gavarrete, Ben Chumley, and Chris Dawson.
- 2.2. Thank you, committee, for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen attending this Public Meeting; this meeting is open to the public, and you will have an announced time (3 minutes; no response required) for public comments. Please review the agenda that is on the screen.
- 2.3. The RFP team will be evaluating vendors' proposal, discussing their scores, and approving the Team's Ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

3. RFP Committee Members Process Instructions

- 3.1. **First**, I have collected all signed Disclosure Forms (Conflict of Interest), and I will show them on screen, discuss if necessary.
- 3.2. **Second**, provide procurement points to members for VOW.
- 3.3. Due to the cone-of-silence imposed on the committee members, this is the first occasion members have been able to talk and work together as a committee.
- 3.4. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.5. **Second**, Record and Discuss the preliminary scores on the screen. Call for validation of scores to ensure they have been recorded correctly and that they match the scores on your individual score sheets.

Vendor	Ben Chumley	Mari Daniels	Chris Dawson	Ramon Gavarrete	Alison Moss	Total Score (Max Score 205)
Kittelson & Associates, Inc.	170	195	190	158	194	181.4
Kimley-Horn and Associates, Inc.	171	191	176	170	182	178
Toole Design Group, LLC	145	175	195	160	175	170
TJKM Transportation Consultants	150	175	160	161	155	160.2
DDEC LLC	170	170	140	165	145	158

- 3.6. The team will discuss, evaluate, and rank all vendor submittals. You have your proposal evaluation forms so now we can start discussions with the first vendor. (**Encourage dialog**)
 - 3.6.1. Discuss scores and make Changes if pertinent.
 - 3.6.2. Discussion record and Update: **Proposal Score Evaluation**
 - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are satisfied.
 - 3.6.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
 - 3.6.3. Call for validation of RFP team **Proposal Scores** for the Team's Final Ranking.
 - 3.6.4. Choose to have/not have Oral Presentation

4. Motion: Ramon Gavarrete motioned not to have Oral Presentations with the 3 top ranked firms, seconded by Ben Chumley.
Vote 5-0 in favor.

Motion to Approve Ranking: Chris Dawson motioned to recommend the ranking to the board and authorize staff to negotiate an agreement with the top ranked firm. Should the staff be unable to negotiate a satisfactory agreement with the top-ranked firm, negotiations with the unsuccessful firm will be terminated. Negotiations may be undertaken in the same manner with the second and then the third ranked firm in order of ranking until an agreement is reached. seconded by Missy Daniels
Vote 5-0 in favor.

5. Public Comments (3 minutes):
6. Motion to Approve the Meeting Minutes: Chris Dawson moved to approve the Minutes; Alison Moss seconded the motion.
7. Vote 5-0 in favor.
8. Meeting Adjourn at 9:32 am.



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

RESPONSE DEADLINE: October 18, 2023 at 2:00 pm

Tuesday, December 5, 2023

SOLICITATION OVERVIEW

Project Title	Alachua County Safe Streets and Roads for All (SS4A) Action Plan
Project ID	RFP 23-425-MM
Project Type	Request For Proposal
Release Date	September 13, 2023
Due Date	October 18, 2023
Procurement Agent	Mandy Mullins
Evaluators	Ben Chumley, Mari Daniels, Chris Dawson, Ramon Gavarrete, Alison Moss
Project Description	Purpose: The purpose of the Alachua County Safe Streets and Roads for All Action Plan ('Action Plan') is to better understand the underlying and systemic causes of severe and fatal crashes, and address them through an equity-focused action plan – including prioritized projects, policies, and programs – and subsequent capital projects.

Introduction

Summary

Alachua County Board of County Commissioners (hereinafter, the "County" or "Alachua County") is seeking proposals from qualified individuals or entities (hereinafter, referred to as "Consultant" or the "proposer") for the provision of RFP 23-425-MM Alachua County Safe Streets and Roads for All (SS4A) Action Plan.

The following apply to this request for proposal: [Instruction to Proposers](#), [Terms and Conditions](#), [Insurance](#), [Scope of Work](#), [Proposal Requirements and Organization](#), [Request for Proposal Selection Procedures](#), [Evaluation Phases](#), [Attachments](#), [Submittals](#) and [Sample Agreement](#).

Purpose: The purpose of the Alachua County Safe Streets and Roads for All Action Plan ('Action Plan') is to better understand the underlying and systemic causes of severe and fatal crashes, and address them

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

through an equity-focused action plan – including prioritized projects, policies, and programs – and subsequent capital projects.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Mandy Mullins

Procurement Agent I

Email: mmmullins@alachuacounty.us

Phone: [\(352\) 384-3090](tel:(352)384-3090)

Department:

Growth Management

Timeline

OpenGov Release Project Date	September 13, 2023
Question Submission Deadline	October 8, 2023, 12:01am
Solicitation Submission Deadline	October 18, 2023, 2:00pm

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

<p>Solicitation Opening – Teams Meeting</p>	<p>October 18, 2023, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the proposals opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Download Teams Join on the web Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service).</p>
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SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Aug 3, 2023 8:04 AM	Draft	Mandy Mullins
Aug 3, 2023 9:03 AM	Review	Mandy Mullins
Sep 7, 2023 10:38 AM	Final	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Sep 7, 2023 10:38 AM	Post Pending	Leira Cruz Cáliz, NIGP-CPP, CPPB, CAPM
Sep 13, 2023 8:30 AM	Open	OpenGov Bot

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Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Date	Changed To	Changed By
Oct 18, 2023 2:00 PM	Pending	OpenGov Bot
Oct 25, 2023 3:20 PM	Evaluation	Mandy Mullins
Dec 5, 2023 11:33 AM	Award Pending	Mandy Mullins

SELECTED VENDOR

VENDOR RECOMMENDED BY THE EVALUATION PROCESS

Vendor	Location
Kittelson & Associates, Inc.	Orlando, FL

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	DDEC LLC	Khanh Uyen Dang uyen@ddec.com (813) 380-6574	Oct 18, 2023 11:18 AM
Submitted	Kimley-Horn and Associates, Inc.	Vincent Spahr florida.marketing@kimley-horn.com (352) 374-3274	Oct 18, 2023 12:33 PM
Submitted	Kittelson & Associates, Inc.	Jessica VanDenBogaert jvandenbogaert@kittelson.com	Oct 18, 2023 11:31 AM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Sep 13, 2023 9:04 AM
Submitted	TJKM Transportation Consultants	Michelle Macer rfp@tjkm.com	Oct 18, 2023 1:46 PM
Submitted	Toole Design Group, LLC	Jennifer Toole marketing@tooledesign.com (301) 927-1900	Oct 18, 2023 1:26 AM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	DDEC LLC	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Network Craze
Corporate Resolution Granting Signature	Pass	Pass	Pass	No Response
State Compliance	Pass	Pass	Pass	No Response

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Question Title	DDEC LLC	Kimley-Horn and Associates, Inc.	Kittelson & Associates, Inc.	Network Craze
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response	No Response
Alachua County Government Minimum Wage	Pass	Pass	Pass	No Response
Drug Free Workplace	Pass	Pass	Pass	No Response
State Compliance	Pass	Pass	Pass	No Response
Vendor Eligibility	Pass	Pass	Pass	No Response
NON-SBE Subcontractors	Pass	Pass	Pass	No Response
Responsible Agent Designation	Pass	Pass	Pass	No Response
Conflict of Interest	Pass	Pass		No Response
Request for Proposal Submittal Documentation	Pass	Pass	Pass	No Response
Acknowledgement of Requirements	Pass	Pass	Pass	No Response

Question Title	TJKM Transportation Consultants	Toole Design Group, LLC
Corporate Resolution Granting Signature	Pass	Pass
State Compliance	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Question Title	TJKM Transportation Consultants	Toole Design Group, LLC
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response
Alachua County Government Minimum Wage	Pass	Pass
Drug Free Workplace	Pass	Pass
State Compliance	Pass	Pass
Vendor Eligibility	Pass	Pass
NON-SBE Subcontractors	Pass	Pass
Responsible Agent Designation	Pass	Pass
Conflict of Interest	Pass	Pass
Request for Proposal Submittal Documentation	Pass	Pass
Acknowledgement of Requirements	Pass	Pass

QUESTIONS AND ANSWERS

Approved, Unanswered Questions

Approved, Answers Provided

1. Requirements and Organization

Sep 25, 2023 1:25 PM

Question: Both sections of the proposal formatting ("Consultant's Qualifications and Staff" and "Ability of Consultant's Professional Personnel") ask for resumes. Does Alachua County have a preference for which section the resumes should be placed?

Sep 25, 2023 1:25 PM

Answered by Alison Moss: Please provide actual resumes in "Consultant's Qualifications and Staff." Applicants may reference resumes in "Ability of Consultant's Professional Personnel" without duplicating them.

Sep 27, 2023 12:47 AM

2. Indemnification

Sep 26, 2023 9:47 AM

Question: As currently worded, we believe that the indemnity provisions in section 4.12 on pages 13 and 14 of the terms and conditions and article 12 on page 47 of the sample agreement are not in compliance with FL Statute 725.08 and are unenforceable. Will you agree to reword the indemnification to conform with the statute? Suggested language per FL Statute 725.08: "The design professional shall indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract."

Sep 26, 2023 9:47 AM

Answered by Thomas Rouse: This can be modified as needed during the negotiation of the agreement

Sep 27, 2023 9:23 AM

3. No subject

Sep 28, 2023 11:04 AM

Question: Is there a page limit for responses? If so, what is that limit?

Sep 28, 2023 11:04 AM

Answered by Darryl R Kight CPPB, CPM: There is no page limit for responses.

Oct 6, 2023 6:47 AM

4. No subject

Sep 28, 2023 11:26 AM

Question: Who will be on the selection committee for this project?

Sep 28, 2023 11:26 AM

Answered by Darryl R Kight CPPB, CPM: The RFP Evaluation Committee is being finalized for evaluation of this RFP.

Oct 6, 2023 6:48 AM

ADDENDA & NOTICES

ADDENDA ISSUED:

No Addenda issued.

NOTICES ISSUED:

Notice #1

Oct 18, 2023 2:16 PM

Please see the attached Bid Tabulation.

Notice #2

Nov 1, 2023 4:07 PM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Tuesday, December 5, 2023 @ 9:00 am**, to discuss and update of the proposals for competitive solicitation for RFP 23-425-MM Alachua County Safe Streets and Roads for All (SS4A) Action Plan. The final recommendations will be sent to the Board of County Commissioners.

Location: Alachua County Administration Building
Third Floor Conference Room
12 SE 1st Street, Gainesville, FL 32601

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 290 349 596 296

Passcode: qp7DRH

Or call in (audio only)

[+1 469-998-7938,,899088863#](#) United States, Dallas

Phone Conference ID: 899 088 863#

These meetings are subject to change and/or cancellation. If you have any questions regarding these meetings, please call 352.384.3090. All persons are advised that, if they decide to contest any decision made at any of these meetings, they will need a record of the proceedings and, for such purpose, they may need to ensure that verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. If any accommodations are needed for persons with disabilities, please contact the County's Equal Opportunity Office at (352)374-5275 or (TTD) (352)-374-5284.

EVALUATION

PHASE 1

EVALUATORS

Name	Title	Agreement Accepted On
Ben Chumley	Principal Planner	Nov 27, 2023 11:48 AM
Mari Daniels	Director	Oct 26, 2023 2:13 PM

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Name	Title	Agreement Accepted On
Chris Dawson	Transportation Planning Manager	Nov 28, 2023 1:48 PM
Ramon Gavarrete	Public Works Director	Oct 26, 2023 8:34 AM
Alison Moss	Sr Transportation Planner	Oct 4, 2023 4:42 PM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability of Professional Personnel	Points Based	70 (34.1% of Total)

Description:

- A. Do the resumes of the key staff, including Project Manager and other project team professionals, support the firm’s competency in doing this type of work (bicycle/pedestrian or active transportation planning)?
- B. Has the firm done this type of work in the past ?
- C. Does the project manager have consistent experience with projects comparable in size and scope?
- D. Is any of this work to be subcontracted? If so, do the team members have experience with comparable projects?
- E. Is the team makeup appropriate for the project?
- F. Based on questions above, award points as follows:
 - 1. 21-40 points - Exceptional Experience
 - 2. 11-20 points - Average Experience
 - 3. 0-10 points - Minimal Experience
- G. Has the company or key staff recently (within the past 5 years) done this type of work for the County, the State, local government, or for a large university in the past?
 - 1. If the work was acceptable, award up to ten (10) points.
 - 2. If the firm has not done this type of work, award zero (0) points.
 - 3. If the work was unacceptable, deduct up to ten (10) points and note why.
- H. Are there factors, such as unique abilities, which would make a noticeable (positive) impact on the project?
 - 1. If the answer is yes, award from one (1) to twenty (20) points and note reasons.
 - 2. If the answer is no, award zero (0) points.

EXECUTIVE SUMMARY

RFP No. RFP 23-425-MM

Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.4% of Total)

Description:

Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	40 (19.5% of Total)

Description:

- A. Was proposal organization per the RFP?
- B. Did the proposal indicate a thorough understanding of the project?
- C. Is the appropriate emphasis placed on the various work tasks?
- D. Based on questions above, award points as follows:
 - 1. 40 points - Exceptional Understanding
 - 2. 20 points - Average Understanding
 - 3. 0 points - Minimal Understanding

Criteria	Scoring Method	Weight (Points)
Project Approach	Points Based	40 (19.5% of Total)

Description:

- A. Did the firm develop a workable approach to the project?
- B. Did the firm convey reasonable approach to the complex interagency coordination required by the project?
- C. Did the firm develop an innovative approach to the project, particularly maximizing value where resources (e.g., quantitative and/or qualitative data) may be lacking?
- D. Did the firm develop a strong public engagement strategy, including a multifaceted approach and meaningful engagement of 'historically disadvantaged communities'?
- E. Does the proposal specifically address the County's needs or is it "generic" in content?
- F. Based on questions above, award points as follows:
 - 1. 40 points - Exceptional Approach
 - 2. 20 points - Acceptable Approach

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3. 0 points - Inadequate Approach 40

Criteria	Scoring Method	Weight (Points)
Capability to Meet Time and Budget Requirements	Points Based	50 (24.4% of Total)

Description:

- A. Does the level of key staffing and their percentage of involvement, the use of subcontractors (if any), office location, and/or information contained in the transmittal letter indicate that the firm will, or will not, meet time and budget requirements?
- B. Are the hours assigned to the various team members for each task appropriate?
- C. Is the proposed schedule reasonable based on quantity of personnel assigned to the project?
- D. Based on questions above, award points as follows:
 - 1. If highly confident that time and budget requirements can be met, award up to ten (50) points.
 - 2. If somewhat confident that time and budget requirements can be met, award up to ten (25) points.
 - 3. If not confident that time and budget requirements can be met, award up zero (0) points.

AGGREGATE SCORES SUMMARY

Vendor	Ben Chumley	Mari Daniels	Chris Dawson	Ramon Gavarrete
Kittelson & Associates, Inc.	170	195	190	158
Kimley-Horn and Associates, Inc.	171	191	176	170
Toole Design Group, LLC	145	175	195	160
TJKM Transportation Consultants	150	175	160	161
DDEC LLC	170	170	140	165

Vendor	Alison Moss	Total Score (Max Score 205)
Kittelson & Associates, Inc.	194	181.4
Kimley-Horn and Associates, Inc.	182	178
Toole Design Group, LLC	175	170

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Vendor	Alison Moss	Total Score (Max Score 205)
TJKM Transportation Consultants	155	160.2
DDEC LLC	145	158

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Ability of Professional Personnel Points Based 70 Points (34.1%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.4%)	Understanding of Project Points Based 40 Points (19.5%)	Project Approach Points Based 40 Points (19.5%)
Kittelson & Associates, Inc.	61.2	5	36.4	36.6
Kimley-Horn and Associates, Inc.	62.4	1	36.4	36.2
Toole Design Group, LLC	61.2	5	35.6	34.2
TJKM Transportation Consultants	56.8	5	32.2	30.2
DDEC LLC	57.6	5	30.2	28.2

Vendor	Capability to Meet Time and Budget Requirements Points Based 50 Points (24.4%)	Total Score (Max Score 205)
Kittelson & Associates, Inc.	42.2	181.4
Kimley-Horn and Associates, Inc.	42	178
Toole Design Group, LLC	34	170
TJKM Transportation Consultants	36	160.2
DDEC LLC	37	158

INDIVIDUAL PROPOSAL SCORES

DDEC LLC

Ability of Professional Personnel | Points Based | 70 Points (34.1%)

Ben Chumley: 55

For H, 10 points was given for project team experience in Alachua County, familiarity with local conditions and stakeholders, and experience with SS4A in Florida.

Mari Daniels: 70

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Subcontractor familiar with Alachua County's current policies

Chris Dawson: 45

Ramon Gavarrete: 58

Alison Moss: 60

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.4%)

Ben Chumley: 5

No payments

Mari Daniels: 5

No payments

Chris Dawson: 5

No payments

Ramon Gavarrete: 5

No payments

Alison Moss: 5

No payments

Understanding of Project | Points Based | 40 Points (19.5%)

Ben Chumley: 35

Mari Daniels: 30

Chris Dawson: 25

Ramon Gavarrete: 36

Alison Moss: 25

Proposal not per RFP, jumbled. Within tasks, discussions were too general, non-specific.

Project Approach | Points Based | 40 Points (19.5%)

Ben Chumley: 30

Mari Daniels: 25

Approach covered all areas but cut and paste from other applications or boilerplate language, why emphasis on sporting events in rural area and City of Alachua was unclear for community engagement.

Chris Dawson: 25

Ramon Gavarrete: 36

Alison Moss: 25

Proposal is disorganized and hard to follow. Task discussions do not clearly and concisely describe work needed to accomplish them.

Capability to Meet Time and Budget Requirements | Points Based | 50 Points (24.4%)

Ben Chumley: 45
Mari Daniels: 40
Chris Dawson: 40
Ramon Gavarrete: 30
Alison Moss: 30

Unrealistic schedule

Kimley-Horn and Associates, Inc.

Ability of Professional Personnel | Points Based | 70 Points (34.1%)

Ben Chumley: 55

For H, 10 points was given for local presence/local project experience and proposed use of online community engagement tools.

Mari Daniels: 70

Local presence, completed similar project in Tallahassee with similar traffic issues. Familiar with the County's policies.

Chris Dawson: 60

Ramon Gavarrete: 62

Alison Moss: 65

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.4%)

Ben Chumley: 1

\$445,780.98

Mari Daniels: 1

\$445,780.98

Chris Dawson: 1

\$445,780.98

Ramon Gavarrete: 1

\$445,780.98

Alison Moss: 1

\$445,780.98

Understanding of Project | Points Based | 40 Points (19.5%)

Ben Chumley: 35

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Mari Daniels: 40

Chris Dawson: 35

Ramon Gavarrete: 36

Alison Moss: 36

Proposal is per RFP and includes some additional customization/thought

Project Approach | Points Based | 40 Points (19.5%)

Ben Chumley: 35

Mari Daniels: 40

Chris Dawson: 35

Ramon Gavarrete: 36

Alison Moss: 35

Approach is reasonable, but not very fleshed out, only accounting for 10% of overall proposal.

Capability to Meet Time and Budget Requirements | Points Based | 50 Points (24.4%)

Ben Chumley: 45

Mari Daniels: 40

Chris Dawson: 45

Ramon Gavarrete: 35

Alison Moss: 45

Confident that they can meet time and budget requirements. Appreciate the development of schedule alternatives.

Kittelson & Associates, Inc.

Ability of Professional Personnel | Points Based | 70 Points (34.1%)

Ben Chumley: 55

For H, 5 points was given for potential positive impact of marketing/communications subcontractor on the project.

Mari Daniels: 70

Staff appears well qualified. Equity component seemed to have slightly less experience.

Chris Dawson: 60

Ramon Gavarrete: 53

Alison Moss: 68

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Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Very strong experience in this area, leader in the field, authoring guidebooks and developing transformative projects.

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.4%)

Ben Chumley: 5

No Payments

Mari Daniels: 5

No Payments

Chris Dawson: 5

No Payments

Ramon Gavarrete: 5

No Payments

Alison Moss: 5

No Payments

Understanding of Project | Points Based | 40 Points (19.5%)

Ben Chumley: 35

Mari Daniels: 40

Chris Dawson: 40

Ramon Gavarrete: 29

Alison Moss: 38

Proposal is per the RFP and team went above and indicates exceptional understanding of the project goals and needs.

Project Approach | Points Based | 40 Points (19.5%)

Ben Chumley: 35

Mari Daniels: 40

Has done some preliminary work that will be helpful

Chris Dawson: 35

Ramon Gavarrete: 35

Alison Moss: 38

Firm went above and beyond in terms of crafting a thoughtful and customized approach -- with this section comprising 40% of the overall proposal.

Capability to Meet Time and Budget Requirements | Points Based | 50 Points (24.4%)

Ben Chumley: 40

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Mari Daniels: 40

Chris Dawson: 50

Ramon Gavarrete: 36

Alison Moss: 45

Realistic schedule and appropriate staffing

TJKM Transportation Consultants

Ability of Professional Personnel | Points Based | 70 Points (34.1%)

Ben Chumley: 45

For H, zero points were given.

Mari Daniels: 65

Not as much Florida experience but overall technical experience is good.

Chris Dawson: 60

Ramon Gavarrete: 54

Alison Moss: 60

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.4%)

Ben Chumley: 5

No Payments

Mari Daniels: 5

No Payments

Chris Dawson: 5

No Payments

Ramon Gavarrete: 5

No Payments

Alison Moss: 5

No Payments

Understanding of Project | Points Based | 40 Points (19.5%)

Ben Chumley: 30

Mari Daniels: 35

18 projects, two per city in County would be all projects within cities, wasn't clear

Chris Dawson: 30

Ramon Gavarrete: 36

EXECUTIVE SUMMARY

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Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Alison Moss: 30

Proposal is mostly per the RFP, but some discussions are a bit weak. Additionally, they missed Task 9 (Evaluation & Reporting) entirely.

Project Approach | Points Based | 40 Points (19.5%)

Ben Chumley: 30

Mari Daniels: 30

Chris Dawson: 25

Ramon Gavarrete: 36

Alison Moss: 30

Ok, but not exceptionally strong, project approach. Discussion of the following tasks a bit weak: Community Engagement, Crash Analysis, and Project Development/Prioritization.

Capability to Meet Time and Budget Requirements | Points Based | 50 Points (24.4%)

Ben Chumley: 40

Mari Daniels: 40

Chris Dawson: 40

Ramon Gavarrete: 30

Alison Moss: 30

Unrealistic schedule

Toole Design Group, LLC

Ability of Professional Personnel | Points Based | 70 Points (34.1%)

Ben Chumley: 45

For H, 10 points were given due to the overall firm's creation of the Safer Streets Priority Finder and authorship of several federal safety guidance documents, which indicate high level transportation safety project experience.

Mari Daniels: 70

Chris Dawson: 65

Ramon Gavarrete: 58

Alison Moss: 68

Very strong experience in this area, leader in the field, authoring guidebooks and developing transformative projects.

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (2.4%)

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Ben Chumley: 5

No Payments

Mari Daniels: 5

No Payments

Chris Dawson: 5

No Payments

Ramon Gavarrete: 5

No Payments

Alison Moss: 5

No Payments

Understanding of Project | Points Based | 40 Points (19.5%)

Ben Chumley: 30

Mari Daniels: 40

Chris Dawson: 40

Ramon Gavarrete: 36

Alison Moss: 32

Proposal was per RFP and some additional details provided

Project Approach | Points Based | 40 Points (19.5%)

Ben Chumley: 30

Mari Daniels: 35

Chris Dawson: 35

Ramon Gavarrete: 36

Alison Moss: 35

Project approach is very workable and considering TDG's expertise, I am confident they would develop a solid approach, but proposal is a bit underdeveloped/generic.

Capability to Meet Time and Budget Requirements | Points Based | 50 Points (24.4%)

Ben Chumley: 35

Mari Daniels: 25

Did not see a proposed schedule

Chris Dawson: 50

Ramon Gavarrete: 25

Alison Moss: 35

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Alachua County Safe Streets and Roads for All (SS4A) Action Plan

No schedule proposed








ITA 23-425-MM Alachua County Safe Streets and Roads for All (SS4A) Action Plan

Final Audit Report

2023-12-06

Created:	2023-12-05
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAArzqTGy4r-ZXL5jyOD5yq2Vl1fiWyYpgS

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