



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

October 2, 2023

MEMORANDUM

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

VIA: Darryl R. Kight, CPPB, Procurement Supervisor 
Darryl Kight (Oct 3, 2023 10:26 EDT)

FROM: Leira Cruz Cáliz, NIGP-CPP, CPPB, Procurement Agent III



SUBJECT: INTENT TO AWARD
RFP 23-414-DK Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

<u>Solicitation Opening Date:</u>	2:00 PM, Wednesday, August 16, 2023
<u>Solicitation Notifications View Count:</u>	1025 Vendors
<u>Solicitations Downloaded by:</u>	51 Vendors
<u>Solicitations Submissions:</u>	4 Vendors

Firms:

Bentley Group, Inc.
Longwood, FL 32750

Jones, Edmunds & Associates, Inc.
Gainesville, FL 32641

Kimley-Horn and Associates, Inc.
Orlando, FL 32801

*Yuro & Associates, LLC
Ponte Vedra, FL 32081

* Yuro & Associates, LLC. not included in the second phase of the evaluation process.

RECOMMENDATION:

The board approve the Evaluation Committee’s award ranking below for RFP 23-414 Architecture and Engineering Services Kincaid Loop Trail.

1. Bentley Group, Inc.
2. Kimley-Horn and Associates, Inc.
3. Jones, Edmunds & Associates, Inc.

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 with the second-ranked firm may be undertaken in the same manner in order of ranking until an agreement is reached, and so forth.

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

TJ White

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

Oct 4, 2023

Date

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

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 23-414-DK: A&E Services for Kincaid Loop Trail

Date: October 2, 2023

Start Time: 12:06 pm

Location: County Administration Building, Third Floor Conference Room
12 SE 1st St. 3rd floor, Gainesville, FL 32601

1. Call Meeting to Order

2. RFP Process Overview for Today's Meeting

- 2.1. Good morning, 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, Ramon Gavarrete (Leader), Alison Moss, and Shane Williams.
- 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. **Third**, 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	Ramon Gavarrete	Alison Moss	Shane Williams	Total Score (Max Score 375)
Bentley Group, Inc.	361	319.5	313	331.17
Kimley-Horn and Associates, Inc.	345	324	321	330
Jones Edmunds & Associates, Inc.	325	339.5	315	326.5

- 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.
- 3.7. Motion: Shane Williams motioned to 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 with the second ranked firm may be undertaken in the same manner in order of ranking until an agreement is reached, and so

forth; Alison Moss seconded.

4. Vote 3-0 in favor.
5. Public Comments (3 minutes):
6. Motion to Approve the Meeting Minutes: Ramon Gavarrete moved to approve the Minutes; Shane Williams, seconded the motion.
Vote 3-0 in favor.
7. Meeting Adjourn at 12:22 pm.



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 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

RESPONSE DEADLINE: July 5, 2023 at 2:00 pm

Monday, October 2, 2023

SOLICITATION OVERVIEW

Project Title	Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail
Project ID	RFP 23-414-DK
Project Type	Request For Proposal
Release Date	May 10, 2023
Due Date	July 5, 2023
Procurement Agent	Darryl R Kight
Evaluators	Ramon Gavarrete, Alison Moss, Shane Williams
Project Description	<p>Purpose: Design and permit approximately 3.34 Miles of 10 FT wide multi-use path, and related stormwater improvements, on the following three corridors, also known as Kincaid Loop:</p> <ul style="list-style-type: none"> • On the west side of SE 15th Street from northern Boulware Springs entrance to SE 41st Avenue (Payne’s Prairie entrance) • On the south side of SE 41st Avenue from SE 15th Street (Payne’s Prairie entrance) to SE 27th Street • On the east side of SE 27th Street from SE 41st Avenue to SE Hawthorne Road

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 23-414-DK Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail.

EXECUTIVE SUMMARY

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Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

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

Purpose: Design and permit approximately 3.34 Miles of 10 FT wide multi-use path, and related stormwater improvements, on the following three corridors, also known as Kincaid Loop:

- On the west side of SE 15th Street from northern Boulware Springs entrance to SE 41st Avenue (Payne’s Prairie entrance)
- On the south side of SE 41st Avenue from SE 15th Street (Payne’s Prairie entrance) to SE 27th Street
- On the east side of SE 27th Street from SE 41st Avenue to SE Hawthorne Road

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

Darryl R Kight

Procurement Supervisor, CPPB, CPM

Email: drkight@alachuacounty.us

Phone: [\(352\) 374-5202](tel:(352)374-5202)

Department:

Public Works, Road & Bridge

Timeline

OpenGov Release Project Date	May 10, 2023
Question Submission Deadline	June 18, 2023, 12:01am
Solicitation Submission Deadline	July 5, 2023, 2:00pm

<p>Solicitation Opening – Teams Meeting</p>	<p>July 5, 2023, 2:00pm 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
Apr 13, 2023 3:18 PM	Draft	Theodore White
Apr 18, 2023 6:11 AM	Review	Mandy Mullins
May 4, 2023 7:37 AM	Final	Mandy Mullins
May 4, 2023 7:37 AM	Post Pending	Mandy Mullins
May 8, 2023 3:10 PM	Final	Darryl R Kight
May 8, 2023 3:11 PM	Review	Darryl R Kight
May 9, 2023 11:48 AM	Final	Darryl R Kight

Date	Changed To	Changed By
May 9, 2023 11:48 AM	Post Pending	Darryl R Kight
May 10, 2023 6:00 AM	Open	OpenGov Bot
Jul 5, 2023 2:00 PM	Pending	OpenGov Bot
Jul 10, 2023 7:17 PM	Evaluation	Mandy Mullins

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Bentley Group, Inc.	Shannon McKenzie marketing@baeonline.com	Jun 28, 2023 11:54 AM
Submitted	Jones Edmunds & Associates, Inc.	Kristen Farrell marketing@jonesedmunds.com (352) 377-5821	Jun 30, 2023 6:30 PM
Submitted	Kimley-Horn and Associates, Inc.	Erin Athas florida.marketing@kimley-horn.com (321) 754-0910	Jul 5, 2023 10:21 AM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	May 10, 2023 7:31 AM
No Bid	Southern Roofing Co., Inc.	Michele Gannon bids@southroof.com (813) 251-5252 Ext: 111	May 11, 2023 2:23 PM
No Bid	Transportation Control Systems, Inc.	Josh Lambrecht estimating@tcstraffic.com	May 10, 2023 8:04 AM
Excluded	Yuro & Associates	Susannah Gordon sgordon@mjyuro.com (904) 342-5199	Jun 27, 2023 1:22 PM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Bentley Group, Inc.	Jones Edmunds & Associates, Inc.	Kimley-Horn and Associates, Inc.	Network Craze
Corporate Resolution Granting Signature	Pass	Pass	Pass	No Response
Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.	Pass	Pass	Pass	No Response
State Compliance	Pass	Pass	Pass	No Response

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Question Title	Bentley Group, Inc.	Jones Edmunds & Associates, Inc.	Kimley-Horn and 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
Drug Free Workplace	Pass	Pass	Pass	No Response
Vendor Eligibility		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	Pass	No Response
Request for Proposal Submittal Documentation	Pass	Pass	Pass	No Response
You have reviewed and completed all the required submittal requirements..	Pass	Pass	Pass	No Response

Question Title	Southern Roofing Co., Inc.	Transportation Control Systems, Inc.	Yuro & Associates (Excluded)
Corporate Resolution Granting Signature	No Response	No Response	Pass
Acknowledge that you have reviewed all Addendum(s) issued with this solicitation.	No Response	No Response	Pass
State Compliance	No Response	No Response	Pass

Question Title	Southern Roofing Co., Inc.	Transportation Control Systems, Inc.	Yuro & Associates (Excluded)
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response
Drug Free Workplace	No Response	No Response	Pass
Vendor Eligibility	No Response	No Response	Pass
NON-SBE Subcontractors	No Response	No Response	Pass
Responsible Agent Designation	No Response	No Response	Pass
Conflict of Interest	No Response	No Response	Pass
Request for Proposal Submittal Documentation	No Response	No Response	Pass
You have reviewed and completed all the required submittal requirements..	No Response	No Response	Pass

QUESTIONS AND ANSWERS

Approved, Unanswered Questions

Approved, Answers Provided

1. LIGHTING PRODUCTS

May 10, 2023 10:00 AM

Question: We can provide lighting recommendations for either Led Lights and or ALL IN ONE Solar Led lights using Earth Maps. Would this be acceptable? We are Suppliers of Led Lights, we cannot quote on installation. Please reply

May 10, 2023 10:00 AM

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Answered by Theodore White: Thank you for your question, please follow the scope of service in the RFP.

May 16, 2023 3:06 PM

2. Additional available documentation

May 18, 2023 3:42 PM

Question: Are there any existing trail studies available for the proposed trail? If so, could you please provide?

May 18, 2023 3:42 PM

Answered by James Flegert: None are available.

May 19, 2023 4:30 AM

3. Trail Alignment

May 18, 2023 3:43 PM

Question: Has the trail alignment already been determined, or will this task be part of the design scope?

May 18, 2023 3:43 PM

Answered by James Flegert: No, it will be part of the scope.

May 19, 2023 4:30 AM

4. Indemnification

May 26, 2023 9:22 AM

Question: As currently worded, we believe that the indemnity provision section 4.12 on pages 12 and 13 of the proposal and Section 13, pages 38 and 39 of the sample contract, is not in compliance with FL Statute 725.08 and is unenforceable. Would the County please consider rewording same to conform with the statute? Suggested language per FL Statutes 725.08: "The Consultant 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 Consultant and other persons employed or utilized by the design professional in the performance of the contract." Furthermore, note that the indemnification language in our contract with the County (RFP 18-800) complies with Florida Statute 725.08.

May 26, 2023 9:22 AM

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RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Answered by Michelle Guidry: A sample contract is attached to solicitations as a benefit to the parties. However, the form is a sample and is subject to negotiations. During the negotiation period, the County generally works with an awarded vendor to mutually agree to terms.

Jun 23, 2023 9:58 AM

5. Requirements and Organization

May 30, 2023 9:06 AM

Question: Are we to include staff resumes in Tab 3, Consultant's Qualifications and Staff, or Tab 4, Ability of Consultant's Professional Personnel? Both tabs mention the inclusion of resumes on page 21 of the RFP.

May 30, 2023 9:06 AM

Answered by Darryl R Kight: Per the RFP, please include the resumes in appropriate sections/tabs.

Jun 5, 2023 12:19 PM

6. Sample Agreement Consequential Damages

Jun 1, 2023 10:30 AM

Question: Consequential Damages. Article 4B of the Sample Agreement states that the Professional will be responsible for consequential damages arising from the Professional's failure to meet the Professional's standard of care. Will the County consider deleting the last portion of this Article that states, "and Professional shall be responsible for any and all consequential damages to the County arising from the deficiency."? Consequential damages could subject the Professional to liability that may be greatly disproportionate to the value of services associated with the Agreement. The County has the Professional's professional liability insurance available should the County's damages exceed the cost of the Professional's correction of deficiencies.

Jun 1, 2023 10:30 AM

Answered by Darryl R Kight: Good evening. We will be releasing an addendum by weeks end, addressing our indemnification questions. Thank you for your patience.

Jun 20, 2023 5:32 PM

7. Sample Agreement Jobsite Safety

Jun 1, 2023 10:31 AM

Question: Jobsite Safety. The second sentence in Article 7 of the Sample Agreement requires that the Professional be responsible for all safety precautions while on County property. Jobsite safety normally—and rightly—is the primary responsibility of the site's owner or general contractor, who has actual (physical) control of its employees, the equipment, and of the site, and is usually the overall

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Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

coordinator of the work at the jobsite. The Professional's standard of care regarding site safety is limited to knowing the owner's or contractor's safety program and making sure the Professional's employees follow it, in addition to the Professional's site safety plan. Agreeing to assume safety responsibility more than ordinary standard practice increases risk; the required professional liability insurance will not cover design professionals for such increased exposure. Delegating site safety to the Professional requires responsibility for something over which the engineer has no control. Will the County consider the following revision to the second paragraph of Article 7? "The Professional shall exercise precaution at all times for the safety of its employees and will comply with applicable be responsible for initiating, erecting, and maintaining safety precautions, programs and materials in connection with the Services on County Property, including any industry, federal, state or local standards and requirements in accordance with the Professional's standard of care set forth in Article 4B."

Jun 1, 2023 10:31 AM

Answered by Darryl R Kight: Please follow this RFPs Scope of Services, and Sample Contract as presented for Alachua County.

Jun 5, 2023 6:33 PM

8. Agreement Reuse of Deliverables

Jun 1, 2023 10:32 AM

Question: Reuse of Deliverables. Article 8 of the Sample Agreement states that all project deliverables and documents will be the sole property of the County. Will the County consider adding a clause regarding reuse of the Professional's deliverables to the end of this Article? Changes made by others who are unaware of the various factors and assumptions taken into consideration by the original design professional may cause a design to fail. If changes are made to a professional's deliverables without the professional's consent, the professional should not become liable for damages that result from such unauthorized changes. "In the event that County makes use of said documents on a project or projects not covered under this Agreement, without Professional's express written consent, such use shall be at the sole discretion, liability, and risk of County."

Jun 1, 2023 10:32 AM

Answered by Darryl R Kight: Please follow this RFPs Scope of Services, and Sample Contract as presented for Alachua County.

Jun 5, 2023 6:34 PM

9. Indemnification

Jun 1, 2023 10:31 AM

Question: Indemnification. Would the County be willing to change the indemnification language in RFP Section 4.12 and Sample Agreement Article 13 to language that complies with Section 725.08, Florida Statutes, regarding design professionals that enter into professional service agreements with public

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

agencies? It is in the best interest of all parties not to jeopardize insurance coverage. We suggest the following replacement language which complies with Article 725.08: "To the extent allowed by Section 725.08, Florida Statutes, the Professional shall indemnify and hold harmless the County 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 Professional and other persons employed or utilized by the Professional in the performance of this Agreement."

Jun 1, 2023 10:31 AM

Answered by Darryl R Kight: Good evening. We will be releasing an addendum by weeks end, addressing our indemnification questions. Thank you for your patience.

Jun 20, 2023 6:52 PM

10. CCNA Staff Schedule

Jun 1, 2023 1:42 PM

Question: The RFP requests "the level of key staffing and their percentage of involvement" as part of Tab 5, Ability to Meet Time and Budget Requirements. Are you requesting we submit our staff availability chart or a chart displaying how much time each person will be working on the project?

Jun 1, 2023 1:42 PM

Answered by Darryl R Kight: see above question number eight, thanks. d.

Jun 20, 2023 6:55 PM

ADDENDA & NOTICES

ADDENDA ISSUED:

Addendum #1

May 17, 2023 12:23 PM

Added to Section 9. Evaluation Phases, Oral Presentations (Optional).

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addendum #2

Jun 7, 2023 3:26 PM

Extended Opening Date

Question Submission Deadline: June 18, 2023, 12:01am

Solicitation Submission Deadline: June 28, 2023, 2:00pm

Solicitation Opening – June 28, 2023, 2:00pm

Please use the [See What Changed](#) link to view all the changes made by this addendum.

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

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Addendum #3

Jun 23, 2023 12:43 PM

Solicitation Opening – July 5, 2023, 2:00pm

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Yuro & Associates	X	May 18, 2023 2:00 PM	Heather Kelley
Bentley Group, Inc.	X	Jun 28, 2023 9:23 AM	Shannon McKenzie
Jones Edmunds & Associates, Inc.	X	Jun 29, 2023 7:43 AM	Kristen Farrell
Kimley-Horn and Associates, Inc.	X	Jun 12, 2023 2:23 PM	Erin Athas

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
Yuro & Associates	X	Jun 12, 2023 1:24 PM	Heather Kelley
Bentley Group, Inc.	X	Jun 28, 2023 9:23 AM	Shannon McKenzie
Jones Edmunds & Associates, Inc.	X	Jun 29, 2023 7:43 AM	Kristen Farrell
Kimley-Horn and Associates, Inc.	X	Jun 12, 2023 2:23 PM	Erin Athas

Addendum #3

Proposal	Confirmed	Confirmed At	Confirmed By
Yuro & Associates	X	Jun 26, 2023 12:06 PM	Heather Kelley
Bentley Group, Inc.	X	Jun 28, 2023 9:23 AM	Shannon McKenzie
Jones Edmunds & Associates, Inc.	X	Jun 29, 2023 7:43 AM	Kristen Farrell
Kimley-Horn and Associates, Inc.	X	Jul 3, 2023 11:26 AM	Erin Athas

NOTICES ISSUED:

Notice #1

Jul 6, 2023 8:48 AM

See document attached

Notice #2

Jul 17, 2023 4:00 AM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Thursday, August 10, 2023 @ 11:00 am**, to discuss and update of the proposals for competitive solicitation for RFP 23-414-DK: A&E Services for Kincaid Loop Trail. The final recommendations will be sent to the Board of County Commissioners.

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

-
Topic: Public Notice of Evaluation Committee Meeting for RFP 23-414-DK: A&E Services for Kincaid Loop Trail
Time: Thursday, **August 10, 2023** @ 11:00 am Eastern Time (US and Canada)
Location: Alachua County Public Works Department
Conference Room B
5620 NW 120 Lane, Gainesville, FL 32653

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 235 928 772 546

Passcode: FHb8FZ

Or call in (audio only)

[+1 469-998-7938,,33107283#](#) United States, Dallas

Phone Conference ID: 331 072 83#

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.

Notice #3

Jul 18, 2023 9:49 AM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Monday, August 21, 2023 @ 11:00 am**, to discuss and update of the proposals for competitive solicitation for RFP 23-414-DK: A&E Services for Kincaid Loop Trail. The final recommendations will be sent to the Board of County Commissioners.

-
Topic: Public Notice of Evaluation Committee Meeting for RFP 23-414-DK: A&E Services for Kincaid Loop Trail
Time: Monday, **August 21, 2023** @ 11:00 am Eastern Time (US and Canada)
Location: Alachua County Administration Building
Third Floor Conference Room
12 SE 1st Street, Gainesville, FL 32653

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 235 928 772 546

Passcode: FHb8FZ

Or call in (audio only)

[+1 469-998-7938,,33107283#](#) United States, Dallas

Phone Conference ID: 331 072 83#

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

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

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.

Notice #4

Aug 21, 2023 2:12 PM

Evaluation Committee Meeting Minutes and Recording

Notice #5

Aug 24, 2023 11:53 AM

During the evaluation meeting on Monday, the detailed scoring results for RFP 23-414-DK were shared on the screen. Would the County please make those available for us to review?

Attachment Phase I Evaluation.

Notice #6

Sep 15, 2023 12:58 PM

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Thursday, September 21, 2023 @ 4:00 pm**, to discuss and update of the proposals for competitive solicitation for RFP 23-414-DK: A&E Services for Kincaid Loop Trail. The final recommendations will be sent to the Board of County Commissioners.

-

Topic: Public Notice of Evaluation Committee Meeting for RFP 23-414-DK: A&E Services for Kincaid Loop Trail

Time: Thursday, **September 21, 2023 @ 4:00 pm** Eastern Time (US and Canada)

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

Microsoft Teams meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 253 526 287 658

Passcode: 2KtQ2L

[Download Teams](#) | [Join on the web](#)

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.

Notice #7

Sep 20, 2023 4:03 PM

Public meeting scheduled for Thursday, **September 21, 2023 @ 4:00 pm** Eastern Time (US and Canada) has been rescheduled.

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Public Notice of Evaluation Committee Meeting for RFP 23-414-DK: A&E Services for Kincaid Loop Trail

Alachua County Procurement announces a public meeting to which all persons are invited to attend an Evaluation Committee Meeting on **Monday, October 2, 2023 @ 12:00 pm**, to discuss and update of the proposals for competitive solicitation for RFP 23-414-DK: A&E Services for Kincaid Loop Trail. The final recommendations will be sent to the Board of County Commissioners.

Topic: Public Notice of Evaluation Committee Meeting for RFP 23-414-DK: A&E Services for Kincaid Loop Trail

Time: **Monday, October 2, 2023 @ 12:00 pm** Eastern Time (US and Canada)

Location: Alachua County Administration Building

Third Floor Conference Room

12 SE 1st Street, Gainesville, FL 32601

Microsoft Teams meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 253 526 287 658

Passcode: 2KtQ2L

[Download Teams](#) | [Join on the web](#)

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 2

EVALUATORS

Name	Title	Agreement Accepted On
Ramon Gavarrete	Public Works Director	Aug 21, 2023 5:18 AM
Alison Moss	Sr Transportation Planner	Jul 18, 2023 11:25 AM
Shane Williams	Stormwater Engineer	Jul 17, 2023 9:10 AM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability of Professional Personnel	Points Based	50 (13.3% of Total)

Description:

- A. Resumes of the key staff support the firm's Competency in doing this type of work? Key staff includes the Project Manager, and other project team professionals.
- B. Has the firm done this type of work in the past?
- C. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?
- D. Based on questions above, award points as follows:
 - 1. 21-30 points - Exceptional Experience
 - 2. 11-20 points - Average Experience
 - 3. 0-10 points - Minimal Experience
- E. Has the company or key staff recently done this type of work for the County, the State, or for local government 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.
- F. 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 ten (10) points and note reasons.
 - 2. If the answer is no, award zero (0) points.

Criteria	Scoring Method	Weight (Points)
Capability to Meet Time and Budget Requirements	Points Based	20 (5.3% 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. To your knowledge, has the firm met or had trouble meeting time and budget requirements on similar projects?

- C. Have proof of insurability and other measures of financial stability been provided?
- D. Are time schedules reasonable?
- E. Current Workload.
- F. This factor is designed to determine how busy a firm is by comparing all Florida work against Florida personnel.
 - 1. If the work was acceptable, award up to ten (20) 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.**

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (1.3% of Total)

Description:
Points Provided by Procurement.

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	25 (6.7% of Total)

- Description:
- A. Did the proposal indicate a thorough understanding of the project?
 - B. Is the appropriate emphasis placed on the various work tasks?
 - 1. If the work was acceptable, award up to twenty-five (25) 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.**

Criteria	Scoring Method	Weight (Points)
Project Approach	Points Based	25 (6.7% of Total)

- Description:
- A. Did the firm develop a workable approach to the project?
 - B. Does the proposal specifically address the County's needs or is it "generic" in content?

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	10 (2.7% of Total)

Description:

- A. Does the project manager have experience with projects comparable in size and scope?
- B. Does the Project Manager have a stable job history? Have they been with the firm long, or have there been frequent job changes?

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	20 (5.3% of Total)

Description:

- A. Was a project team identified?
- B. Is the team makeup appropriate for the project?
- C. Do the team members have experience with comparable projects?
- D. Are there any sub contracted firms involved? Will this enhance the project team?
- E. Are the hours assigned to the various team members for each task appropriate?

Criteria	Scoring Method	Weight (Points)
Project Schedule	Points Based	10 (2.7% of Total)

Description:

- A. Is the proposed schedule reasonable based on quantity of personnel assigned to the project?
- B. Are individual tasks staged properly and in proper sequence?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (2.7% of Total)

Description:

- A. Was proposal organization per the RFP?
- B. Was all required paperwork submitted and completed appropriately?

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	50 (13.3% of Total)

Description:

- A. Did the presentation indicate a thorough understanding of the project? Is the appropriate emphasis placed on the various work tasks?
- B. Was the presentation more specific to the County's project or a "generic" presentation?
- C. Did the firm develop a workable approach to the project?

Scoring Method: Points Based

Weight (Points): 50 (25% of Total)

Criteria	Scoring Method	Weight (Points)
Responsiveness to Questions	Points Based	40 (10.7% of Total)

Description:

- A. Were questions answered directly or evasively?
- B. Were answers to questions clear and concise or scrambled and verbose?

Scoring Method: Points Based

Weight (Points): 40 (20% of Total)

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	50 (13.3% of Total)

Description:

- A. Did the project team participate?
- B. Was project team plan of action presented and how specifically did it address the project?
- C. Was there participation from any subcontracted firms? What was the impact of their participation?

Scoring Method: Points Based

Weight (Points): 50 (25% of Total)

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	50 (13.3% of Total)

Description:

- A. Does the project manager have experience with responsibility for projects of comparable size and scope? Did he/she have a good understanding of this project?
- B. Did the project manager participate in the presentation? How effectively did he/she communicate ideas and respond to questions?

Scoring Method: Points Based

Weight (Points): 50 (25% of Total)

Criteria	Scoring Method	Weight (Points)
Other	Points Based	10 (2.7% of Total)

Description:

- A. Award additional points for unique experience or abilities; organization of approach; understanding of "why it is to be done", as well as, "what is to be done," etc. Do not award points for excessive boilerplate, excessive participation by "business development", and use of "professional" presenters.
- B. The Other Factors to be considered, but not limited to, are those items, such as Small Business Enterprise status, past performance, and previous amount of work for Alachua County. Fee proposals, when requested and deemed appropriate, are also to be considered in the evaluation process, where the request for such fees is in accordance with the County's Procurement Code.

Scoring Method: Points Based

Weight (Points): 10 (5% of Total)

AGGREGATE SCORES SUMMARY

Vendor	Ramon Gavarrete	Alison Moss	Shane Williams	Total Score (Max Score 375)
Bentley Group, Inc.	361	319.5	313	331.17
Kimley-Horn and Associates, Inc.	345	324	321	330
Jones Edmunds & Associates, Inc.	325	339.5	315	326.5
Yuro & Associates Excluded	88	92	93	91

VENDOR SCORES BY EVALUATION CRITERIA

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Vendor	Ability of Professional Personnel Points Based 50 Points (13.3%)	Capability to Meet Time and Budget Requirements Points Based 20 Points (5.3%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (1.3%)	Understanding of Project Points Based 25 Points (6.7%)
Bentley Group, Inc.	39.3	16	5	18.7
Kimley-Horn and Associates, Inc.	42.3	16.3	0	22.3
Jones Edmunds & Associates, Inc.	42	16	0	22.7
Yuro & Associates Excluded	23.3	10.3	0	14.3

Vendor	Project Approach Points Based 25 Points (6.7%)	Project Manager Points Based 10 Points (2.7%)	Project Team Points Based 20 Points (5.3%)	Project Schedule Points Based 10 Points (2.7%)
Bentley Group, Inc.	19.7	8.7	16.7	9
Kimley-Horn and Associates, Inc.	21.3	8.7	17.3	9
Jones Edmunds & Associates, Inc.	23.3	9	17.3	6
Yuro & Associates Excluded	12.7	7.3	12	5.3

Vendor	Proposal Organization Points Based 10 Points (2.7%)	Understanding of Project Points Based 50 Points (13.3%)	Responsiveness to Questions Points Based 40 Points (10.7%)	Project Team Points Based 50 Points (13.3%)
Bentley Group, Inc.	8.3	48.3	37	47.3
Kimley-Horn and Associates, Inc.	8.7	45	37.7	46
Jones Edmunds & Associates, Inc.	7.7	45	37	45.3
Yuro & Associates Excluded	5.7	0	0	0

Vendor	Project Manager Points Based 50 Points (13.3%)	Other Points Based 10 Points (2.7%)	Total Score (Max Score 375)
Bentley Group, Inc.	49	8.2	331.17

Vendor	Project Manager Points Based 50 Points (13.3%)	Other Points Based 10 Points (2.7%)	Total Score (Max Score 375)
Kimley-Horn and Associates, Inc.	48.7	6.7	330
Jones Edmunds & Associates, Inc.	47.7	7.5	326.5
Yuro & Associates Excluded	0	0	91

INDIVIDUAL PROPOSAL SCORES

Bentley Group, Inc.

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 48

Office in Longwood, FL. Very Good proposal. Well organized. Obvious proposer studied the project and provided insight.

Alison Moss: 40

Shane Williams: 30

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 18

Good Schedule with phases.

Alison Moss: 15

Shane Williams: 15

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 5

Alison Moss: 5

Shane Williams: 5

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 23

Obvious proposer studied the project and provided insight.

Alison Moss: 15

Shane Williams: 18

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 24

Obvious proposer studied the project and provided insight.

Alison Moss: 15

Shane Williams: 20

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 17

Alison Moss: 17

Shane Williams: 16

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 7

Shane Williams: 10

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 7

Shane Williams: 8

Understanding of Project | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 50

Alison Moss: 48

Shane Williams: 47

Responsiveness to Questions | Points Based | 40 Points (10.7%)

Ramon Gavarrete: 38

Alison Moss: 38

Shane Williams: 35

Project Team | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 49

Alison Moss: 48

Shane Williams: 45

Project Manager | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 49

Alison Moss: 48

Shane Williams: 50

Other | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8.5

Shane Williams: 6

Jones Edmunds & Associates, Inc.

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 45

Local firm.

Alison Moss: 44

Shane Williams: 37

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 15

Did not find a project schedule in proposal.

Alison Moss: 18

Shane Williams: 15

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 22

Alison Moss: 23

Excellent project understanding. Obviously a lot of time and effort went into understanding this site, as well as relevant opportunities and constraints.

Shane Williams: 23

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 23

Alison Moss: 23

Shane Williams: 24

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 9

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 17

Alison Moss: 18

Shane Williams: 17

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 2

Did not find a project schedule in proposal. Did mention keeping up with schedule in proposal.

Alison Moss: 9

Shane Williams: 7

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 6

Did not find a project schedule in proposal.

Alison Moss: 9

Shane Williams: 8

Understanding of Project | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 48

Alison Moss: 45

R/W acquisition will likely be untenable.

Shane Williams: 42

Responsiveness to Questions | Points Based | 40 Points (10.7%)

Ramon Gavarrete: 38

Alison Moss: 38

Shane Williams: 35

Project Team | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 45

Alison Moss: 48

Shane Williams: 43

Project Manager | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 45

Alison Moss: 48

Shane Williams: 50

Other | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 9

Alison Moss: 7.5

Shane Williams: 6

Kimley-Horn and Associates, Inc.

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 48

Good project understanding and included public involvement and schedule. Aware of challenges. Well established team.

Alison Moss: 42

Shane Williams: 37

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 18

Alison Moss: 16

Shane Williams: 15

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 24

Good project understanding and included public involvement and schedule. Aware of challenges. Well established team.

Alison Moss: 20

Shane Williams: 23

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 23

Alison Moss: 20

Shane Williams: 21

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 18

Alison Moss: 17

Shane Williams: 17

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 9

Shane Williams: 8

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8

Shane Williams: 8

Understanding of Project | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 45

Alison Moss: 45

Would like to have heard a bit more regarding specific utility coordination strategies.

Shane Williams: 45

Responsiveness to Questions | Points Based | 40 Points (10.7%)

Ramon Gavarrete: 38

Alison Moss: 38

Shane Williams: 37

Project Team | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 45

Alison Moss: 48

Shane Williams: 45

Project Manager | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 48

Alison Moss: 48

Shane Williams: 50

Other | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 8

Alison Moss: 5

Shane Williams: 7

Yuro & Associates

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

(Excluded)

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 20

Office in Ponte Vedra, FL. Proposal mentions JEA, but not clear what role in team. Small firm. With the exception of Yuro, rest of the team has 4 or less years of experience.

Alison Moss: 25

Shane Williams: 25

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 10

Alison Moss: 11

Shane Williams: 10

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 15

Not sure Consultant understand the public involvement that this project will require.

Alison Moss: 13

Proposal indicates inadequate understanding of project, and its opportunities and constraints, and includes reference to "water replacement project."

Shane Williams: 15

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 15

Not enough information in proposal. Not sure Consultant understand the public involvement that this project will require.

Alison Moss: 13

Shane Williams: 10

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 8

Alison Moss: 6

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 10

With the exception of Yuro, rest of the team has 4 or less years of experience.

Alison Moss: 11

Shane Williams: 15

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 5

Design phases not commensurate with public involvement requirements and does not provide for County's reviews at different phases.

Alison Moss: 6

Shane Williams: 5

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 5

Alison Moss: 7

Shane Williams: 5

Understanding of Project | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Responsiveness to Questions | Points Based | 40 Points (10.7%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Project Team | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Project Manager | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Other | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

PHASE 1

EVALUATORS

Name	Title	Agreement Accepted On
Ramon Gavarrete	Public Works Director	Aug 21, 2023 5:18 AM
Alison Moss	Sr Transportation Planner	Jul 18, 2023 11:25 AM
Shane Williams	Stormwater Engineer	Jul 17, 2023 9:10 AM

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Ability of Professional Personnel	Points Based	50 (28.6% of Total)

Description:

- A. Resumes of the key staff support the firm's Competency in doing this type of work? Key staff includes the Project Manager, and other project team professionals.
- B. Has the firm done this type of work in the past?
- C. Is any of this work to be subcontracted? If so, what are the abilities of the firm(s) to be subcontracted?
- D. Based on questions above, award points as follows:
 - 1. 21-30 points - Exceptional Experience
 - 2. 11-20 points - Average Experience
 - 3. 0-10 points - Minimal Experience
- E. Has the company or key staff recently done this type of work for the County, the State, or for local government 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.
- F. 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 ten (10) points and note reasons.
 2. If the answer is no, award zero (0) points.

Criteria	Scoring Method	Weight (Points)
Capability to Meet Time and Budget Requirements	Points Based	20 (11.4% 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. To your knowledge, has the firm met or had trouble meeting time and budget requirements on similar projects?
- C. Have proof of insurability and other measures of financial stability been provided?
- D. Are time schedules reasonable?
- E. Current Workload.
- F. This factor is designed to determine how busy a firm is by comparing all Florida work against Florida personnel.
 1. If the work was acceptable, award up to ten (20) 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.**

Criteria	Scoring Method	Weight (Points)
Volume of Previous Work (VOW) awarded by the County	Points Based	5 (2.9% of Total)

Description:

Points Provided by Procurement.

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	25 (14.3% of Total)

Description:

- A. Did the proposal indicate a thorough understanding of the project?
- B. Is the appropriate emphasis placed on the various work tasks?
 - 1. If the work was acceptable, award up to twenty-five (25) 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.**

Criteria	Scoring Method	Weight (Points)
Project Approach	Points Based	25 (14.3% of Total)

Description:

- A. Did the firm develop a workable approach to the project?
- B. Does the proposal specifically address the County's needs or is it "generic" in content?

Criteria	Scoring Method	Weight (Points)
Project Manager	Points Based	10 (5.7% of Total)

Description:

- A. Does the project manager have experience with projects comparable in size and scope?
- B. Does the Project Manager have a stable job history? Have they been with the firm long, or have there been frequent job changes?

Criteria	Scoring Method	Weight (Points)
Project Team	Points Based	20 (11.4% of Total)

Description:

- A. Was a project team identified?
- B. Is the team makeup appropriate for the project?
- C. Do the team members have experience with comparable projects?

EXECUTIVE SUMMARY

RFP No. RFP 23-414-DK

Architecture and Engineering Services (A&E) Services for Kincaid Loop Trail

- D. Are there any sub contracted firms involved? Will this enhance the project team?
- E. Are the hours assigned to the various team members for each task appropriate?

Criteria	Scoring Method	Weight (Points)
Project Schedule	Points Based	10 (5.7% of Total)

Description:

- A. Is the proposed schedule reasonable based on quantity of personnel assigned to the project?
- B. Are individual tasks staged properly and in proper sequence?

Criteria	Scoring Method	Weight (Points)
Proposal Organization	Points Based	10 (5.7% of Total)

Description:

- A. Was proposal organization per the RFP?
- B. Was all required paperwork submitted and completed appropriately?
- C. Did the proposal contain an excessive amount of generic boilerplate, resumes, pages per resume, photographs, etc.?

AGGREGATE SCORES SUMMARY

Vendor	Ramon Gavarrete	Alison Moss	Shane Williams	Total Score (Max Score 175)
Kimley-Horn and Associates, Inc.	161	140	137	146
Jones Edmunds & Associates, Inc.	140	153	139	144
Bentley Group, Inc.	165	129	130	141.33
Yuro & Associates	93	97	98	96

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Ability of Professional Personnel Points Based 50 Points (28.6%)	Capability to Meet Time and Budget Requirements Points Based 20 Points (11.4%)	Volume of Previous Work (VOW) awarded by the County Points Based 5 Points (2.9%)	Understanding of Project Points Based 25 Points (14.3%)
Kimley-Horn and Associates, Inc.	42.3	16.3	0	22.3
Jones Edmunds & Associates, Inc.	42	16	0	22.7
Bentley Group, Inc.	39.3	16	5	18.7
Yuro & Associates	23.3	10.3	5	14.3

Vendor	Project Approach Points Based 25 Points (14.3%)	Project Manager Points Based 10 Points (5.7%)	Project Team Points Based 20 Points (11.4%)	Project Schedule Points Based 10 Points (5.7%)
Kimley-Horn and Associates, Inc.	21.3	8.7	17.3	9
Jones Edmunds & Associates, Inc.	23.3	9	17.3	6
Bentley Group, Inc.	19.7	8.7	16.7	9
Yuro & Associates	12.7	7.3	12	5.3

Vendor	Proposal Organization Points Based 10 Points (5.7%)	Total Score (Max Score 175)
Kimley-Horn and Associates, Inc.	8.7	146
Jones Edmunds & Associates, Inc.	7.7	144
Bentley Group, Inc.	8.3	141.33
Yuro & Associates	5.7	96

INDIVIDUAL PROPOSAL SCORES

Bentley Group, Inc.	
Ability of Professional Personnel Points Based 50 Points (13.3%)	
Ramon Gavarrete: 48	
Office in Longwood, FL. Very Good proposal. Well organized. Obvious proposer studied the project and provided insight.	
Alison Moss: 40	
Shane Williams: 30	

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 18

Good Schedule with phases.

Alison Moss: 15

Shane Williams: 15

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 5

Alison Moss: 5

Shane Williams: 5

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 23

Obvious proposer studied the project and provided insight.

Alison Moss: 15

Shane Williams: 18

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 24

Obvious proposer studied the project and provided insight.

Alison Moss: 15

Shane Williams: 20

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 17

Alison Moss: 17

Shane Williams: 16

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 7

Shane Williams: 10

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 7

Shane Williams: 8

Jones Edmunds & Associates, Inc.

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 45

Local firm.

Alison Moss: 44

Shane Williams: 37

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 15

Did not find a project schedule in proposal.

Alison Moss: 18

Shane Williams: 15

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 22

Alison Moss: 23

Excellent project understanding. Obviously a lot of time and effort went into understanding this site, as well as relevant opportunities and constraints.

Shane Williams: 23

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 23

Alison Moss: 23

Shane Williams: 24

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 9

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 17

Alison Moss: 18

Shane Williams: 17

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 2

Did not find a project schedule in proposal. Did mention keeping up with schedule in proposal.

Alison Moss: 9

Shane Williams: 7

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 6

Did not find a project schedule in proposal.

Alison Moss: 9

Shane Williams: 8

Kimley-Horn and Associates, Inc.

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 48

Good project understanding and included public involvement and schedule. Aware of challenges. Well established team.

Alison Moss: 42

Shane Williams: 37

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 18

Alison Moss: 16

Shane Williams: 15

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 0

Alison Moss: 0

Shane Williams: 0

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 24

Good project understanding and included public involvement and schedule. Aware of challenges. Well established team.

Alison Moss: 20

Shane Williams: 23

Project Approach | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 23

Alison Moss: 20

Shane Williams: 21

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 18

Alison Moss: 17

Shane Williams: 17

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 9

Shane Williams: 8

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 10

Alison Moss: 8

Shane Williams: 8

Yuro & Associates

Ability of Professional Personnel | Points Based | 50 Points (13.3%)

Ramon Gavarrete: 20

Office in Ponte Vedra, FL. Proposal mentions JEA, but not clear what role in team. Small firm. With the exception of Yuro, rest of the team has 4 or less years of experience.

Alison Moss: 25

Shane Williams: 25

Capability to Meet Time and Budget Requirements | Points Based | 20 Points (5.3%)

Ramon Gavarrete: 10

Alison Moss: 11

Shane Williams: 10

Volume of Previous Work (VOW) awarded by the County | Points Based | 5 Points (1.3%)

Ramon Gavarrete: 5

Alison Moss: 5

Shane Williams: 5

Understanding of Project | Points Based | 25 Points (6.7%)

Ramon Gavarrete: 15

Not sure Consultant understand the public involvement that this project will require.

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Proposal indicates inadequate understanding of project, and its opportunities and constraints, and includes reference to "water replacement project."

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Shane Williams: 10

Project Manager | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 8

Alison Moss: 6

Shane Williams: 8

Project Team | Points Based | 20 Points (5.3%)

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With the exception of Yuro, rest of the team has 4 or less years of experience.

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Shane Williams: 15

Project Schedule | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 5

Design phases not commensurate with public involvement requirements and does not provide for County's reviews at different phases.

Alison Moss: 6

Shane Williams: 5

Proposal Organization | Points Based | 10 Points (2.7%)

Ramon Gavarrete: 5

Alison Moss: 7

Shane Williams: 5

ITA 23-414 Architecture and Engineering Services Kincaid Loop Trail

Final Audit Report

2023-10-05

Created:	2023-10-03
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-q5b6KjdW2XbwnKWKuJ9Qm-ZYLtzObR-

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✔ Agreement completed.

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