

RFP_2020_004
 ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING
 DUE DATE: 5/29/2020, 2:00 P.M.
 BID TAB REVIEW

VENDOR	USB	SIGNATURE FORM	ACKNOWLEDGEMENT OF ADDENDA	ETHICS CLAUSE	FINANCIAL STABILITY	LITIGATION	CERTIFICATE OF LIABILITY INS OR EVIDENCE	DRUG FREE WORKPLACE FORM	CONFLICT OF INTEREST DISCLOSURE STATEMENT	NON-COLLUSION AFFIDAVIT	REFERENCES	MINORITY BUSINESS	COPIES OF LICENSES	AUTHORIZED TO TRANACT BUSINESS IN ST OF FL	RESPONSIVE
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	
DEWBERRY	YES	YES	NO	YES	NO	NO	YES	YES	YES	YES	YES	NO*	YES	YES	
NORTH FLORIDA PROFESSIONAL SERVICES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	
WGI, INC	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO*	YES	YES	
CONNELLY & WICKER INC.	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	
KIMLEY-HORN AND ASSOCIATES, INC	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	
DRMP	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	

NON-RESPONSIVE

*TEAMING PARTNER IS A MINORITY BUSINESS ENTERPRISE

PROPOSAL LOG

PROPOSAL: RFP_2020_004 – CR347

DATE BOARD APPROVED PROPOSAL:

DUE DATE/TIME: 5/29/2020, 2:00 PM

AWARDED TO:

COMPANY	COMPANY INITIALS	DATE/TIME RECEIVED	STAFF INITIALS
North Florida Pro.	GGB	5/28/20 11:00 AM	AT
Dewberry	WM	5/28/20 10:42 AM	AT
DRMP	WJ	5/28/20 1:46 PM	AT
WGI	WJ	5/29/20 10:33 AM	AT
Kimley Horn	A	5/29/20 11:45 AM	AT
Connelly & Wicker	Fedex	5/29/20 11:58 AM	AT
Wood	CA	5/29/20 11:59 AM	AT

LEWIS COUNTY BOARD OF COUNTY COMMISSIONERS
 PROPOSAL ATTENDANCE SHEET

DATE: 5/29/2020

TIME: 2:00 P.M.

PROPOSAL IDENTIFIER: RFP_2020_004

STAFF IN ATTENDANCE:

PRINT NAME	SIGNATURE	DEPARTMENT
Alicia Tretheway	Alicia Tretheway	Procurement
Alice Lalonde	Alice Lalonde	Road Dept.

BIDDERS IN ATTENDANCE:

PRINT NAME	SIGNATURE	COMPANY

PUBLIC IN ATTENDANCE:

PRINT NAME	SIGNATURE

RFP_2020_004

ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING

EVALUATION SCORES

TOTAL SCORE	COMPANY NAME
93	DRMP
90	WGI
89	NFPS
86	Connelly & Wicker
77	Kimley Horn
72	WOOD
69	Dewberry

*INITIAL EVALUATION SCORES

Levy County

RFP No. 2020_04 - CR 347 WIDENING AND RESURFACING

SUBMITTED TO: LEVY COUNTY BOCC ON MAY 29, 2020

CONTACT: GREGORY G. BAILEY, PE
NORTH FLORIDA PROFESSIONAL SERVICES, INC.
1450 SW STATE ROAD 47
LAKE CITY, FL 32025
(386) 752-4675 P | (386) 752-4674 F





NFPS



PO BOX 3823
LAKE CITY, FL 32056



PHONE (386) 752-4675
FAX (386) 752-4674



www.nfps.net

May 27, 2020

Procurement Department
Levy County Board of County Commissioners
P.O. Box 310
Bronson, Florida 32621-0310

**SUBJECT: LETTER OF INTEREST FOR RFP 2020 – 004
ENGINEERING SERVICES FOR CR 347 WIDENING AND RESURFACING**

Dear County Commissioners and Evaluation Committee:

North Florida Professional Services, Inc. (NFPS) is very pleased to provide our response to your Request for Proposals for Engineering Services for the CR 347 Widening & Resurfacing Project. We understand the County will require an engineering team who will provide prompt, reliable and quality service at a reasonable cost, that leads to the successful completion of this project. We employ experienced and motivated principals, project engineers and support personnel that will attend to Levy County's resurfacing project as a top priority and in a timely manner.

NFPS, a full-service engineering firm, is headquartered in Lake City, Florida. NFPS is registered as a Small Business Enterprise with the Florida Department of Transportation (FDOT) and is pre-qualified by FDOT in the following categories:

- | | |
|---|---|
| 3.1 Minor Highway Design | 7.3 Signalization |
| 3.2 Major Highway Design | 10.1 Roadway Construction Engineering Inspection |
| 3.3 Controlled Access Highway Design | 13.5 Sub Area/Corridor Planning |
| 7.1 Signing, Pavement Marking & Channelization | 13.6 Land Planning/Engineering |

We offer in-house surveying for our clients to aid with expediting projects and to provide cost savings. We will partner with a highly respected subconsultant to provide supplemental services like geotechnical analysis.

Understanding Levy's Goals and the Consultant Scope of Services

We have reviewed the Scope of Services listed under Part II of the RFP and are very familiar with the project site and the County's goals. Through our preliminary studies, field inspection and direction in the RFP, we understand that the County is seeking engineering analysis, design, plans preparation, development of bid documents and specifications, surveying, permitting with the Water Management District and FDOT, testing as required, minor planning activities, constructability reviews, preparation of estimated schedules for design and construction, preparation of cost estimate updates at major design milestones, strong management and coordination activities to keep the project on schedule and under budget and to ensure that the Commissioners and other County staff are kept up to date with frequent status reports, and any other related services as needed for the Project and for compliance with any state and federal regulations.

Mr. James H. Pitman, our Transportation Director, will serve as the Project Manager, Engineer of Record and will also be the point of contact for all questions. His contact information is:

1450 SW State Road 47	(386) 752-4675 (P)
Lake City, FL 32025	(386) 752-4674 (F)
JPitman@nfps.net	(386) 628-7855 (C)

The NFPS team will use best-practices and current policies and procedures to deliver the features described in the Scope of Services, but always looking to apply a practical design philosophy to save time and money. We know that good communication will be critical to the success of this project and we will work closely with County staff during the design and construction phases. We will also be meeting with and speaking to internal and external stakeholders to ensure that we are aware of any concerns that they have and see that they are properly vetted through the County.

We have visited the project site and explored the corridor and the results of our review and our site observations indicate that the project is a good candidate for using a base reclamation operation (mixing in place) for improving the structural strength of the roadway, improving the riding surface and it would complement the widening operations. We anticipate extending or replacing existing cross drain culverts and providing safety end treatments to all drainage pipe. We will evaluate the critical design elements for the corridor and make improvements where desired by the County. We have collected the old plans and R/W maps from the FDOT for this old State Secondary roadway.

NFPS Qualifications and Ability to Perform

Our team has extensive experience providing engineering, design, permitting and construction inspection experience for rural road construction projects in the north Florida area. Mr. Greg Bailey and Mr. Pitman, two of the senior professional engineers with the firm, bring more than 70 years of combined roadway design experience to the firm and have been the Engineer of Record for dozens of roadway projects similar to this one. Our firm is currently the Engineer of Record for Hamilton, Suwannee, Dixie, Columbia, Union, Baker and Gilchrist County where we have engineered resurfacing projects very similar to this SCRAP project.

Mr. Pitman and several of the key team members for this project were once key leaders of the FDOT Design Department and they have outstanding relationships with DOT staff, especially the Local Programs office. These relationships have been instrumental in understanding what FDOT wants in terms of documentation and design preferences. We have also been able to secure additional funding for many projects that were originally underfunded.

Familiarity with Local Conditions

Our principals have been in partnership in North Florida since 1995, and our team is very familiar with the Levy County area and the unique needs of this region. Jim Pitman was the Engineer of Record on the on-going CR 339 over Little Waccasassa River Realignment Project as well as the Mastadon Bridge Replacement Project in Inglis, FL.

North Florida Professional Services, Inc. is very interested in providing Levy County with professional Engineering Services as well. NFPS will always be available to provide immediate response to the County's engineering needs throughout the life of the project. Our corporate office in Lake City, FL, is approximately an hour from the project site, giving us the mobility to provide a face to face response promptly to meet County needs.

The mission of our firm has been to provide exceptional, dedicated service to this region while maintaining the beauty of rural living. An overwhelming majority of our NFPS staff hail from or have lived & worked in this region for a substantial amount of time and have a dedication to this area that is unparalleled to any firm who commutes in for your business and leaves to reside elsewhere. We take pride in our projects because they directly affect our communities, our families and our neighbors.

Finally, we are committed to be a proactive, hands-on partner for Levy County. If selected as your engineering firm for this project, we will make ourselves available when you need us, attend County Commissioner meetings and proactively research innovative design trends and grant opportunities that could benefit the County. We look forward to working with Levy County.

Sincerely,



James H. Pitman, PE
Transportation Engineering Director



TAB 1

TEAM ORGANIZATION, MANAGEMENT & GENERAL QUALIFICATIONS

General Qualifications



Firm's History

North Florida Professional Services, Inc. (NFPS) was founded in 1990 providing professional engineering services to the public and private sectors in under the name of B&B Engineering. In 1995, they expanded the company to better assist client needs by providing surveying and mapping services when they acquired WC Hale & Associates, a local surveying firm. With this acquisition, B&B Engineering transitioned into the full-service engineering, surveying and planning firm, Bailey Bishop & Lane, Inc.

In 2010, the principals expanded their array of professional services to include grant acquisition and administration, as well as water and sewer plant management services. At that time, the company stopped offering surveying services and changed its name to North Florida Professional Services, Inc. Our firm began offering surveying services again in 2020 for our projects to provide expedited services.

Contract Services

North Florida Professional Services, Inc. is dedicated to providing quality services on each project from concept to completion. The breadth of our services for our continuing services clients include utilities engineering, transportation engineering, construction inspection engineering, site development, traffic engineering and studies, and more. All these services, combined with our expertise, commitment and our partnership with clients, lead to meeting and exceeding our clients' goals.

OUR SERVICES INCLUDE:

- Transportation Engineering
- Site Planning & Design
- Water, Sewer & Natural Gas
- Utilities Planning & Design
- Grant Writing & Administration
- General Engineering Services
- Environmental Services
- Construction Management
- Infrastructure Improvements
- Land Development
- Permits & Licenses
- Stormwater Management

As engineering professionals, NFPS embraces challenges and works with our clients and fellow professionals to provide solutions for all projects. Our staff listens carefully and our project managers lead methodically. Our quality services allow us to remain within scope, budget and schedule on every project every time.

Our vision is to be a world-class engineering firm that assists our clients in achieving and exceeding their goals while continuing to be a community leader – and we aim to do this, every day for every client.

Firm Size

North Florida Professional Services, Inc. (NFPS) is a well-established professional engineering firm with proven expertise in civil engineering. NFPS employs 32 talented full time staff members including professional engineers, inspectors, CAD designers, grant acquisition and administration specialists serving North Florida and South Georgia. Our principals have been providing Professional Engineering services in a variety of specialized fields since 1995.

Similar Past and Current Assignments

1. Baker County – Engineering Design, Surveying & Permitting for Turner Cemetery Road - provide Engineering/Surveying Services for paving +- 3.0 mile of an existing dirt road along with replacing 85ft one lane wooden bridge
2. Baker County – Engineering Services for the Design & Permitting for the Paving of 3 Miles of OC Horne Rd - provide Engineering/Surveying Services for the paving and resurfacing of ±3 miles of OC Horne Road which is an existing unpaved road.
3. Baker County – Engineering Services for the Design, Surveying & Permitting of a new access road for Woodstock Industrial Park - provide Engineering/Surveying Services for a new +- 0.5 mile 2 lane undivided rural road with 5 feet paved shoulders, an at grade rail road crossing over CSX right of way and US Hwy 90
4. Baker County – Engineering Services for CR 125 North Widening & Resurfacing - provide Engineering Services for the Resurfacing and Widening for 5.5 miles of CR-125 North
5. City of Lake City – Lake Shore Hospital Road Design - provide three (3) alternative conceptual designs, including construction cost estimates pertaining to the development of an emergency access road
6. Columbia County – Herlong Road Resurfacing - Design for the resurfacing of Herlong Road from CR 131 to US Highway 441
7. Dixie County – Kate Green Road Resurfacing from CR 55A to US 19
8. Dixie County – Upholstery Rd Resurfacing from Willow Hole Rd to Wilderness Rd
9. Gilchrist County – CR 340 Resurfacing from SR 47 to Alachua Gln
10. Hamilton County – Design Engineering & Construction Engineering Inspection Services for road reconstruction of SW 90th Boulevard from CR 249 to US 41
11. Hamilton County – Love’s Bypass Road Construction - New road construction on SR 51 (US 129) east of I-75 to alleviate traffic congestion caused by the opening of Love’s Travel Stop
12. Hamilton County – Widening & Resurfacing of 104th Ave - Design for the widening and resurface NW 104th Ave and only resurface NW 35th Dr, NW 103rd PL, and Chan Bridge Road from US 129 to US 129

Project Team



Proposed Project Team

The NFPS Proposed Project Team brings a expert perspective to this project developed by our extensive design and construction experience with similar projects. The proposed staff has been judiciously selected to provide key technical expertise and local experience specific to this project. Our interdisciplinary staff of engineers, inspectors, designers, project managers and grant coordinators provide collaborative and comprehensive solutions to benefit Levy County's citizens and economy.

This section outlines a brief overview of the Proposed Project Team and an organized chart illustrating each team member's position.



JAMES H. PITMAN, PE
Transportation Director
Career Experience: 35+

Experience

Jimmie Pitman, PE will serve as Project Manager & Chief Engineer. Mr. Pitman has been a licensed professional engineer in the state of Florida for over 30 years.

During his long tenure with the Florida Department of Transportation, Mr. Pitman held the positions of Roadway Design Squad Leader, District Roadway Design Engineer and for the last ten years he served as the District Design Engineer. As the Chief Design Engineer for FDOT's District 2, he was responsible for managing the Design resources and producing hundreds of Work Program projects that included billions of dollars of design and construction.

Project Responsibilities

Jimmie Pitman, PE will serve as Project Manager & Chief Engineer in charge of design for this project.

- A. ENGINEERING SERVICES**
- B. PLANNING AND SERVICES**



GREGORY G. BAILEY, PE
Project Manager
NFPS
Career Experience: 35+

Experience

Mr. Bailey has over 30 years of experience in the areas of water distribution systems and wastewater collection and treatment systems. During his career, Mr. Bailey served as District Permits Engineer for District II.

His duties in this position included preparation of permits for the Environmental Protection Agency, Army Corps of Engineers, St. Johns River Water Management District, Suwannee River Water Management District, Florida Department of Environmental Regulation, Florida Department of Natural Resources and other local regulatory agencies.

Project Responsibilities

Mr. Bailey will serve as Senior Project Manager. He will manage the team and be the primary contact. Mr. Bailey will be supported by the NFPS Corporate office as he also serves as administrator and QA/QC of the design, permitting and construction management.

- A. ENGINEERING SERVICES**
- B. PLANNING AND SERVICES**
- H. OTHER SERVICES**

Project Team



R. P. (PHIL) BISHOP, JR., PE
Construction Engineering
Director
NFPS
Career Experience: 35+

Experience

R. P. (Phil) Bishop, Jr., PE will perform Construction Services and Feasibility Reviews for Levy County and in a supervisory role to his Inspectors on all constructibility aspects of projects. Mr. Bishop has over thirty-five (35) years of experience in the areas of civil engineering, structural inspection, structural design, roadway design, residential and commercial design, construction engineering and inspection (CEI) management, contract administration, and materials engineering. Mr. Bishop has extensive knowledge of all levels of CEI projects and excellent contacts within FDOT. He will prove an asset to the team.

Project Responsibilities

- C. CONSTRUCTION/FEASIBILITY REVIEWS**
- D. CONSTRUCTION SCHEDULING**
- H. OTHER SERVICES**



BRIAN PITMAN
Project Manager
Career Experience: 10+

Experience

Mr. Pitman will be the and direct the daily design efforts. He will be the lead Project Manager and coordinate the efforts of the design team. Brian graduated from the University of Florida with a bachelors degree in Civil Engineering and is a registered Professional Engineer. He has six years of experience in roadway design, site development layouts, environmental permitting, Specs on the Web and CADD-based plans preparation. Brian has just successfully completed FDOT projects 437405-1 and 211728-1, which were a new alignment project and a rural bridge replacement project, both in Levy County. He also is completing two LAP design projects for the FDOT and about to finish two projects that involve paving a County-owned dirt road.

Project Responsibilities

- A. ENGINEERING SERVICES**
- B. PLANNING AND SERVICES**
- E. VALUE ANALYSIS**
- H. OTHER SERVICES**



SHANNON WILLIAMS
Grant Administration
NFPS
Career Experience: 10

Experience

Since joining NFPS in 2015, Ms. Williams has successfully applied her technical and grant writing skills to help secure several proposals submitted by the Grants Department. Ms. Williams serves as Grant Coordinator for NFPS, facilitating grant services for the continuing services Counties and Municipalities under contract with the firm. Ms. Williams is responsible for researching all funding sources and grant programs available to NFPS's clients. Shannon has been very successful in securing needed grants and other funding opportunities as well as maintaining the guidelines of various Federal, State and Local grant funds.

Project Responsibilities

- F. GRANT AND LOAN SERVICES**
- G. ADMINISTRATIVE SERVICES**
- H. OTHER SERVICES**

Organizational Chart



Experience.
Quality.
Commitment.



PRIME CONSULTANT / CIVIL ENGINEERING
NORTH FLORIDA PROFESSIONAL SERVICES, INC.

LEAD PROJECT MANAGER

JAMES H. PITMAN, PE
Director of Transportation
Senior Project Manager
NFPS
B.S. Civil Engineering,
University of Florida
Career Experience: 35

A. Engineering Services
B. Planning and Services

QUALITY CONTROL

GREGORY G. BAILEY, PE
QA/QC Management
NFPS
B.S. Civil Engineering,
Georgia Institute of Technology
Career Experience: 35+

A. Engineering Services
B. Planning and Services
H. Other Services

QUALITY CONTROL

R. P. (PHIL) BISHOP, JR., PE
Construction Inspection Engineer
NFPS
B.S. Civil Engineering,
Auburn University
Career Experience: 35+

C. Construction/
Feasibility Reviews
D. Construction Scheduling
H. Other Services

SURVEYING SERVICES

NAT COMBASS
Professional Surveyor
and Mapper
ALICE GEIGER
Senior Technician

GEOTECHNICAL SERVICES

If needed NFPS will partner with a local firm recommended by the County in an effort to expend some funds for this project locally.

ROADWAY DESIGN

BRIAN PITMAN, PE
Senior Designer
NFPS
B.S. Civil Engineering,
University of Florida
Career Experience: 10+

A. Engineering Services
B. Planning and Services
E. Value Analysis
H. Other Services

ADMINISTRATION

SHANNON WILLIAMS
Administrative Services
NFPS
B.S., Technical Education,
University of West Florida
M.S. Information
Florida State University
Career Experience: 10+

F. Grant and Loan Services
G. Administrative Services
H. Other Services

Project Team Commitment



May 26, 2020

Levy County Board of County Commissioners
P.O. Box 310
310 School Street
Bronson, FL 32621

SUBJECT: Key Staff Member Participation

Dear County Commissioners and Evaluation Committee:

The staff presented on this proposal will be the staff assigned to this project. This proposed staff will be conducting the work on this project and will be available throughout the duration of this project. No substitutions will be made without the consent of the County.

Thank you,

James H. Pitman, PE



TAB 2

INDIVIDUAL QUALIFICATIONS

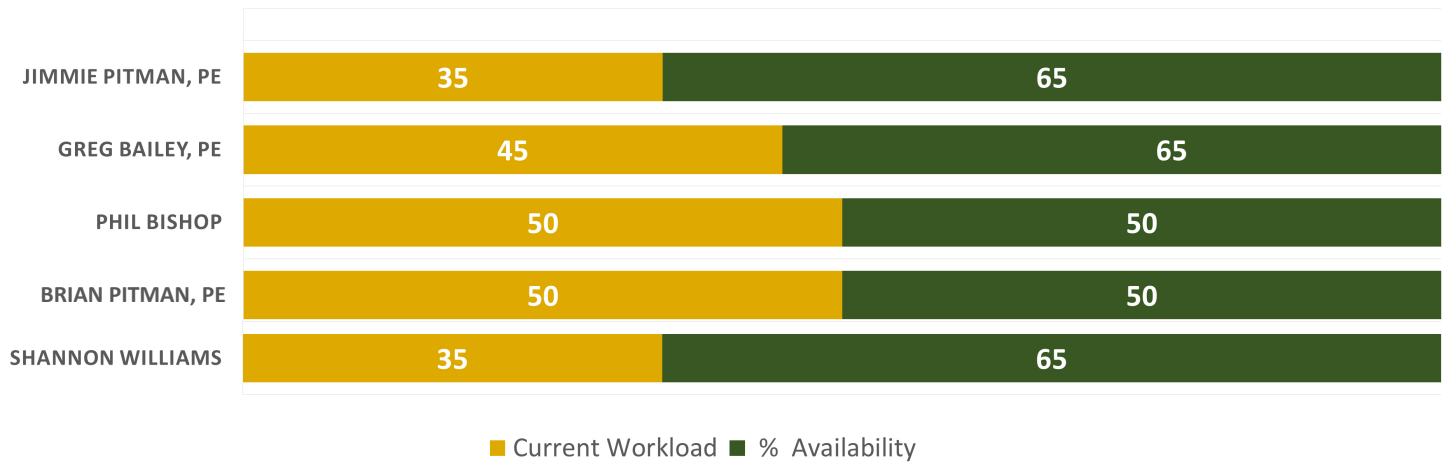
STAFF AND MANAGEMENT AVAILABILITY



KEY STAFF AVAILABILITY

At NFPS, our team has adequate resources and schedule availability to ensure the successful completion of the engineering, design, planning, surveying, permitting, administrative and related services for the widening and resurfacing existing lanes on CR 347 (NW 30th Ave) from US 19 to SR 500 on time and within budget. We have ample staff and resources to perform this work without adversely affecting our current projects. The chart below provides an estimate of our key team members' percentage of availability for Levy County's SCRAP engineering project.

KEY TEAM MEMBERS' AVAILABILITY



CURRENT AND FUTURE WORKLOAD

NFPS has an experienced and highly professional staff that is accustomed to the responsibility entailed by being awarded SCRAP, SCOP, LAP and CIGP projects. Our current workload primarily consists of County related projects incurred by our continuing services contracts with Suwannee, Hamilton, Dixie, Columbia, Baker, Lafayette, Taylor and Gilchrist Counties. These include continual short-term resurfacing projects for the counties.

It is the goal of NFPS to implement and adhere to a quality control plan that ensures a successful project. The entire process of developing and completing a project must have a continuous thread of quality control to ensure the type of success and continuity we've experienced serving numerous counties and local governments concurrently. NFPS has the staff and availability to extend our superior engineering services to Levy County with the assurance that we can provide a quality product with the project assigned.

QUALITY/COST CONTROLS

NFPS will merge the best practices of each partner's approved QA/QC process, one that has been used on previous DOT/County work, and create a comprehensive review and communication process that takes advantage of the experience of multiple team members who have over 30 years of design, plans preparation and construction experience.

The QA/QC process will incorporate front checking, back checking and constructability reviews. We will document how we address comments from the County or other invested parties. Our process will focus on delivering construction documents that will be biddable, constructible and of high quality.

Our team kick-off meeting will emphasize a working culture where quality and attention to detail is paramount. A high level of quality control, provided by Engineers with many years of similar experience, will greatly reduce the chances of issues during construction that cause cost and time overruns. Mr. Pitman and Mr. Bailey have provided recent CEI oversight on local projects, where they enforced the requirements of the plans, specs and budget.



JAMES H. PITMAN, PE



Education

B.S. Civil Engineering,
University of Florida

Accomplishments

- Professional Engineer
No. 42035, FL

Areas of Expertise

- Street and Highway Design
- Drainage & Stormwater System
- Project Management
- Maintenance of Traffic
- Public Involvement

Years of Experience

- 35+

Professional Experience

Mr. Pitman has over 35 years of extensive experience in Civil Engineering including field surveying, site development, design of all types of transportation facilities, project management and cost estimating and has been a long-term member of the Florida Greenbook Committee as well as a voting member for Plans Preparation Manual updates. During his long tenure with the Florida Department of Transportation, Mr. Pitman held the positions of **Roadway Design Squad Leader, District Roadway Design Engineer** and for the last ten years he served as the **District Design Engineer**.

Mr. Pitman served as Engineer of Record for over 50 projects, ranging in complexity from sidewalk jobs to multi-lane reconstruction projects and has managed a Design work group that included over 100 people, in the areas of drainage, utility coordination, R/W mapping, surveying, roadway design, structures design and consultant project management. As **Chief Design Engineer** for FDOT District II, he was responsible for managing the Design resources and producing hundreds of Work Program projects that included billions of dollars of design and construction. Mr. Pitman has served as Engineer of Record on dozens of resurfacing projects all over District II. Over the last three years, Mr. Pitman has been the EOR for 41 projects, including County SCOP/SCRAP and FDOT LAP projects. He is currently the EOR for 2 FDOT Bridge replacement projects in Levy County.

Project Experience

FDOT, I-10 DRAINAGE IMPROVEMENTS IN COLUMBIA COUNTY, FL– North Florida Professional Services, Inc. partnered with Anderson Columbia Co., Inc. on this project. Our team was responsible for all investigation, design, permitting, coordination, final approved construction documents and activities necessary for the construction of drainage modifications on Interstate I-10 in Columbia County from west of SR 25/US 41 (MP 6.486) to the County Road 250 Overpass (MP 13.799). Mr. Pitman served as Senior Design Engineer for this project. Improvements included the construction of drainage culverts, raising the road profile on I-10 and raising an existing bridge (290073) crossing at Forest Road 236.

Financial Project ID: 432641-1-52-01

FDOT, PD&E CR 339 LITTLE WACCASASSA RIVER BRIDGE #340049, LEVY COUNTY, FL – Mr.

Pitman is serving as Design and PD&E Engineer for this bridge replacement project in Levy County. The overall scope of work for the Project Development & Environmental phase of this project is to investigate replacement options and then develop construction plans for the selected option. The major activities on this project include coordinating survey, environmental, cultural resources, utilities, permitting, right-of-way, geotechnical and full design plans.

This FDOT project takes place in two phases. Phase I is the PD&E Study and Phase II is the Design. PD&E tasks are expected to include Traffic Counts, Forecasts & Analysis, Alternative Analysis, Environmental Analysis, Pond Siting/Drainage Analysis, Bridge Hydraulic Report (BHR), Concept Development, Data Review/Analysis, Report Summarizing Data Collection and Findings and Public Involvement Support. Work on Phase II, Design Phase has now commenced. **Reference: David Tyler, PE FDOT Project Manager, (386) 752-3778**

POE SPRINGS ROAD MULTI-USE TRAIL LAP PROJECT IN ALACHUA COUNTY – Mr. Pitman served as Engineer of Record for this LAP project. NFPS was tasked with providing the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. The scope of this project called for the design of a 10' wide asphalt bicycle/walking trail for 3.203 miles on the north right-of-way of Poe Springs Road (CR 340) from the entrance of Poe Springs Park to US 27 / S Main Street (SR45). A 6' concrete sidewalk was constructed for 0.259 miles on the west right-of-way of US 27 / S Main Street (SR 45) from Poe Springs Road (CR 340) to SW 5th Avenue, in Alachua County. The project had a total cost of \$1,600,000.00. Mr. Pitman also provided quality control throughout the project. Financial Project ID: 433990-2-38-01

CR 152 FROM MADISON COUNTY LINE TO US 41 LAP PROJECT IN HAMILTON COUNTY – Mr. Pitman served as Engineer



of Record for this LAP project. This project included the design of safety improvements along CR152, including the addition of a 4' paved shoulder and new signs and pavement markings in Hamilton County. NFPS designed approximately 13.4 miles of shoulder widening with some drainage improvements and finalized plans and provided cost estimate with quantities. **Financial Project ID: 436009-1-38-01**

CR 252 FROM US 441/41 TO MILL CREEK COURT LAP PROJECT IN COLUMBIA COUNTY – Mr. Pitman served as Engineer of Record for this LAP project. This project was for the design of a five-foot-wide sidewalk, crosswalk, signs and pavement markings along CR 252 from US 441/41 to Mill Creek Court in Columbia County. **Financial Project ID: 433994-2-38-01**

SW WILSON SPRING RD FROM SW PLYMOUTH AVE TO SW CULLEN AVE LAP PROJECT IN COLUMBIA COUNTY – Mr. Pitman served as Engineer of Record for this LAP project. This project scope called for the design of a 5' wide sidewalk, crosswalk, signs and pavement markings along SW Wilson Spring Road from SW Plymouth Avenue to SW Cullen Avenue in Columbia County. **Financial Project ID: 433992-2-38-01**

CR 209 FROM HENLEY ROAD TO CR 315B AT CR 739B (STANDRIDGE RD.) INTERSECTION LAP PROJECT IN CLAY COUNTY – Mr. Pitman served as Engineer of Record for this LAP project. This project scope called for the design of safety improvements along CR 209, including the addition of a 4' paved shoulder, westbound left turn lane at CR 739B, guardrail replacement along bridge to current standards east of Hands Drive and new signs and pavement markings within the limits of the shoulder and turn lane widening. **Financial Project ID: 439511-1-38-01**

OLD DIXIE HIGHWAY FROM SOUTHSIDE PARK TO SR 55/JEFFERSON STREET LAP PROJECT IN TAYLOR COUNTY – Mr. Pitman served as Engineer of Record for this LAP project. This project scope called the design of a 5' wide concrete sidewalk for 1.56 miles along the west right-of-way of Old Dixie Highway from Southside Park to SR 55/Jefferson Street in Taylor County. **Financial Project ID: 435683-2-38-01**

CR 218 FROM CLAY HILL ELEMENTARY TO TAYLOR RD LAP PROJECT IN CLAY COUNTY – Mr. Pitman served as Engineer of Record for this LAP project. This project scope called the design and construction of approximately 0.5 miles of 5' and 8' wide concrete sidewalks along the northern and southern right-of-ways of CR 218; from approximately 130 feet west of CR 217 to John Wilkinson Road (north right-of-way) and from Clay Hill Elementary School to Taylor Road (southern right-of-way). The project had a total cost of \$651,400.00. **Financial Project ID: 437350-1-38-01**

DISTRICT-WIDE LOCAL PROGRAMS EXPERIENCE – For many years, Mr. Pitman was actively involved in the preliminary development of the SCRAP and SCOP projects in District II. His responsibilities included the review of submitted applications, performing field reviews of each candidate and preparing the initial scope documents and conceptual cost estimates. As the District Design Engineer, he provided quality assurance functions and direction on design criteria application. In recent years, he has been heavily involved in the planning, designing, and administration of local programs for most of the REDI counties in District II. He attends many of the BOCC meetings and has strong relationships throughout the Suwannee Valley. He works closely with the District II Local Programs Office to help program and deliver SCOP, SCRAP, CIGP, and LAP projects.

RELEVANT DESIGN EXPERIENCE – During Mr. Pitman's 30 years of design experience, he has been the Engineer of Record for a variety of projects. For the last several years, he was responsible for the approval of all typical section packages and pavement designs for all projects in District II. He has extensive experience in the design, plans preparation and quality assurance reviews for all types of off-system projects. For the last 12 years, he has been a voting member of the Florida Greenbook Committee, which provides the design criteria for off-system projects. While working for FDOT, Mr. Pitman was heavily involved in the delivery of 14 off-system projects that were a part of the American Recovery and Reinvestment Act of 2009 (ARRA). These projects were delivered on extremely aggressive schedules, using innovative data collection and cost-effective plans formats. Mr. Pitman was an integral part of the fast-paced coordination efforts with local government officials and Road Superintendents. These projects were highly successful and measured well against extensive federal oversight and audits. These projects had a combined construction cost estimate of over \$21 million.



Education

B.S. Civil Engineering, Georgia Institute of Technology

Accomplishments

- Professional Engineer No. 43858, FL
- Professional Engineer No. 002687, GA
- Professional Engineer No. 32942, AL

Areas of Expertise

- Drainage & Stormwater System Design
- Street & Highway Design
- Permitting
- Land Development and Design
- Utility System Design Planning
- Public Infrastructure Design

Years of Experience

- 35

Professional Experience

Mr. Bailey has over 30 years of experience in the areas of planning, transportation design, access management, site development, land development, water distribution systems, wastewater collection and treatment systems, recreational design, hydrological studies and environmental studies. He has managed hundreds of development projects, from the planning stages through completion for a wide variety of both public and private clients.

From 1982 through 1987, Mr. Bailey, PE was employed with the Florida Department of Transportation (FDOT) in the PD&E Department. Also, while at FDOT, Mr. Bailey, PE served as District Permits Engineer for District II. During the permitting process, Mr. Bailey, PE coordinated with the various agencies to negotiate any mitigation measures required for impacts. Any measures required by the permit were then designed under his direction. These included stormwater management facilities and wetland mitigation. He also conducted public hearings related to projects and conducted traffic studies and analysis.

His duties in this position included preparation of permits for the Environmental Protection Agency, Army Corps of Engineers, St. Johns River Water Management District, Suwannee River Water Management District, Florida Department of Environmental Regulation, Florida Department of Natural Resources and other local regulatory agencies.

Related Experience

POE SPRINGS ROAD FROM POE SPRINGS TO US 27 (MAIN STREET) LAP PROJECT IN ALACHUA COUNTY – For this project, NFPS was tasked with providing the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. The project had a total cost of \$1,600,000.00 and is expected to be completed by December of 2018. Mr. Bailey served as QA/QC manager for this multi-use trail & sidewalk LAP project.

CR 252 FROM US 441/41 TO MILL CREEK COURT IN COLUMBIA COUNTY – This project was for the design of a five-foot-wide sidewalk, crosswalk, signs and pavement markings along CR 252 from US 441/41 to Mill Creek Court in Columbia County. NFPS was tasked with the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and project management.

CR 152 FROM MADISON COUNTY LINE TO US 41 LAP PROJECT IN HAMILTON COUNTY – This project included the design of safety improvements along CR152, including the addition of a 4' paved shoulder and new signs and pavement markings in Hamilton County. Mr. Bailey served as QA/QC manager this 13.4-mile shoulder widening project. NFPS provided the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and project management.





SW WILSON SPRING RD FROM SW PLYMOUTH AVE TO SW CULLEN AVE LAP PROJECT IN COLUMBIA COUNTY – This project consisted of the design of a 5' wide sidewalk, crosswalk, signs and pavement markings along SW Wilson Spring Road from SW Plymouth Avenue to SW Cullen Avenue in Columbia County. NFPS was

responsible for the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. Mr. Bailey served as QA/QC for this project.

CEI SERVICES FOR SR 200 (US 301) RESURFACING, FDOT, DISTRICT II – This three-part State road project in Bradford County includes resurfacing and improvements at SR 200 (US 301) from Andrews Street to NW 219th, SR 200(US 301) from CR 100A to SR 100, and SR 200(US 301) from SR 100 to Andrews Street. Mr. Bailey provides project administration for this project as QA/QC Manager conducting Quality Assurance Reviews to ensure compliance with the requirements of the Agreement. As QA/QC Manager, Mr. Bailey evaluates the adequacy of materials, processes, documentation, procedures, training, DocuSign Envelope guidance, and staffing included in the execution of this Agreement. Quality Assurance Reviews have been developed and are performed to achieve compliance with specific QA provisions contained in the Agreement.

I-95/OLD ST. AUGUSTINE ROAD INTERCHANGE IMPROVEMENTS, FDOT, DISTRICT II – Improvements for this FDOT project consisted of the construction of auxiliary lanes on I-95 (SR 9) in Duval County from the Old St. Augustine Road interchange to 0.8 miles South of I-295, as well as safety modifications to the I-95/Old St. Augustine Road interchange. Mr. Bailey provided project administration for this project as principal-in-charge. The contract also included milling and resurfacing of existing lanes, shoulder treatment, drainage improvements, curb and gutters, traffic signals, barrier wall, guardrail, signing and pavement markings and other incidental construction on I-95 (SR 9). NFPS was responsible for the CEI services on this large scale FDOT project.

LOVE'S GAS MAIN EXTENSION PROJECT, HAMILTON COUNTY & CITY OF JASPER, FL – This economic development project was a joint project between the City of Jasper and Hamilton County. The City's portion of the project involved CDBG Economic Development funded installation of more than 5 miles of 6" HPDE gas pipe, natural gas odorization system and regulator station to facilitate the economic development project for location of Loves Truck Stop at the US HWY 129 and I-75 interchange. Mr. Bailey provided engineering for this project as County Engineer. NFPS provided planning services, design and permitting, Construction Inspection and management services for the main extension. The County's portion involved FDOT required turn lanes on US Hwy 129 and a paved access roadway for ingress and egress to the Loves Truck Stop site. NFPS completed the OTTED grant applications and secured the \$250,000 in Rural Infrastructure Funds for the County's portion of the project. Project Timeline: Design: 90 Days. Construction: 180 days.

BASCOM NORRIS BYPASS ROAD, COLUMBIA COUNTY BOCC & CITY OF LAKE CITY, FL – FDOT studied, beginning in the early 1970's, where to place a bypass road around Lake City. Due to expansive growth in the area, in 1998, Columbia County and The City of Lake City implemented these plans. Our firm planned, designed and prepared detailed construction plans for this extensive project. Mr. Bailey, PE, as Principal-In-Charge, evaluated a potential route to efficiently move traffic between the southern and eastern parts of the City, the western business district area, and the northern part of the City. Our firm evaluated traffic conditions, potential development areas, and desired destinations to determine the most economical route for this new roadway. The selected alignment for Bascom Norris Drive connects US 441, US 41, State Road 47, State Road 247, and US 90. This route provides a corridor that connects the major activity centers of Lake City. This project ended in 2015.

SR 9A FROM I-95 TO BEACH BOULEVARD, DUVAL COUNTY – Mr. Bailey, PE performed traffic studies and analysis to update an alignment approved by EIS in 1973 due to changes in wetland regulations. A new highway route through undeveloped and developed areas was being established. Mr. Bailey performed studies to determine the impact to wetlands, transportation systems, and to determine how to connect to I-95, US-1, and Butler Blvd. He also conducted and led multiple public hearings to address the concerns of the residents of the area, the County, and the general traveling public.

CR 135 RESURFACING, HAMILTON COUNTY, FL – This FDOT SCRAP Project included the resurfacing of CR 135 from mile post 3.5 to CR 6 and widening Bridge #320015. NFPS performed Design & CEI for this project which included the widening and resurfacing of a two-lane rural roadway, widening of the existing two-lane bridge structure over Hunter Creek and MOT plans for bridge widening and entire project. This 11.9-mile project also consisted of new approach slabs, additional pilings, construction of a new bridge barrier wall and deck widening, extending existing culverts, constructing headwalls, grassing all disturbed areas, and replacement of all signs & pavement markings within project limits. Mr. Bailey served as the Project Manager for the project.



R.P. (PHIL) BISHOP, JR., PE



Education

B.S. Civil Engineering, Auburn University

Accomplishments

- Professional Engineer No. 38546, Florida (1987)

Areas of Expertise

- Structural Design
- Structural Inspection
- Stormwater Management
- Construction Engineering & Inspection (CEI)
- Public Infrastructure Design

Years of Experience

- 3+

Professional Experience

Mr. Bishop has over thirty-six (36) years of experience in the areas of civil engineering, structural inspection, structural design, roadway design, residential and commercial building design, construction engineering and inspection (CEI) management, contract administration, and materials engineering. Mr. Bishop has coordinated the contract administration activities, as well as supervised as many as five inspection teams that included Inspectors and material testing consultants, for numerous roadway widening and/or resurfacing construction projects in Columbia, Hamilton, and Dixie Counties.

Project Experience

Before founding North Florida Professional Services, Mr. Bishop worked for the Florida Department of Transportation (FDOT) for over fifteen (15) years. He supervised the inspection and certification of precast drainage structures, concrete pipe and pre-stressed concrete bridge components used on FDOT projects. Other duties during his six-year tenure in the District Materials Office included supervision of the materials testing laboratory, budget preparation for the Materials Office, and management of consultant contracts. He also coordinated several special research projects and investigations involving soils, and pavement. He served three (3) years as the Director of Transportation Operations, where he was responsible for all construction, maintenance, traffic ops, and material testing activities in District II.

While at FDOT, Mr. Bishop served five (5) years as a construction project engineer and later as a Resident Engineer. As a Project Engineer, Mr. Bishop supervised the construction of many projects ranging from small highway capacity improvements to multimillion-dollar bridge and building projects. His responsibilities as Project Engineer included assuring compliance with all plans, specifications and contract documents by the contractor and providing clarification and interpretation of the plans and specifications for the contractor. He and his staff of inspectors handled all inspection duties, material certifications, shop drawing reviews, progress payments and final estimates. As the Resident Construction Engineer, Mr. Bishop

supervised a staff of forty-two (42) engineers, inspectors and other support personnel. He was responsible for the construction, engineering and inspection (CEI) of FDOT projects in an eight (8) county area.

Related Experience

NOBLES FERRY BRIDGE (CR 249) ACROSS THE SUWANNEE RIVER, SUWANNEE COUNTY – Served as Assistant Project Engineer during the last year of construction of the bridge. This bridge substructure was supported by a combination of drilled shafts and conventional prestressed pile bents.

I-10 RESURFACING PROJECTS, BAKER COUNTY – Managed the resurfacing of I-10 from the Columbia County Line to the Duval County Line. These projects involved the milling of defective pavement and resurfacing to meet heavier traffic loads.

I-10 REST AREA PROJECTS, COLUMBIA AND SUWANNEE COUNTIES – Managed the reconstruction to two rest areas along I-10. This project involved the construction of new buildings, water and sewage plants, and resurfacing of the existing parking area.

I-10 BRIDGE SAFETY WIDENING – Was the Project Engineer in charge of managing the Construction Inspection and Contract Administration activities required to widen all interstate bridges on I-10 in Columbia and Suwannee Counties. This work was necessary to provide for 10' emergency shoulders on the outside of the travel lane.

CR 751 BRIDGE REPLACEMENT, HAMILTON COUNTY – Managed the construction of the Alapaha River bridge and over one mile of new roadway construction. During this project, numerous foundation problems involving subsoil conditions were encountered and resolved by Mr. Bishop and his inspectors.



R.P. (PHIL) BISHOP, JR., PE

HORSESHOE BEACH CITY STREET PAVING, DIXIE COUNTY – This project consisted of a boundary and topographic surveying of all streets located within the city limits which consisted of approximately 30,000 LF of right of ways. Horizontal and vertical control was established using GPS and the topographic features were located with both GPS and traditional surveying methods. Control surveying and right of way mapping were implemented in this project. Mr. Bishop's team also provided complete engineering design to resurface and refinish about 30 local streets. Our team was able to create plans that reclaimed base and pavement of existing roads and reused them for base material, which saved the Town money by giving them new streets with recycled materials. Construction Cost was approximately \$750,000. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began May 2007 and was completed August 2008.

TOWN OF SUWANNEE SEAWALL, DIXIE COUNTY – Due to consecutive storm events during the spring of 2008, the banks of Salt Creek were severely eroded in the right of way of CR 349, which is the Town's only evacuation route for the approx. 800 residents of the unincorporated town of Suwannee. In order to keep Salt Creek from undermining the road, NFPS was asked by Dixie County to research funding sources to correct the erosion problems. NFPS initiated the grant process with USDA NRCS by facilitating an on-site meeting to show the NRCS Staff the severity of the problem. Subsequently, NRCS awarded the County \$1.1 Million in funding to construct a seawall with concrete cap to correct the erosion problems and provided for minor repairs to the roadway. NFPS provided design, permitting, construction inspection, and grant services for this project. The project was funded through USDA NRCS Emergency Watershed Protection (EWP) Program. Because of the 210-day deadline imposed by NRCS, NFPS worked very quickly to successfully complete the project. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began August 2008 and was completed May 2009.

DIXIE COUNTY ENGINEER OF RECORD – Principal in Charge and CEI manager for engineering projects for Dixie County from April 2007 to October 2014. Projects include: 14 road design projects totaled approximately \$16.6 Million, Seawall Reconstruction Project, Emergency Operations Center, Senior Center and consulting as needed. Mr. Bishop also helped the County acquire \$1.2 Million in additional funding on some of these projects. The roadway projects Mr. Bishop was the responsible CEI Engineer are as follows:

CR 353 SCRAP RESURFACING FROM CR351N TO CR 349N – Construction Cost was \$1,407,586. Services rendered included: Roadway Design, Drainage Design, Bid Preparation & Negotiation, Construction Contract Administration, Signing and Marking of Roadway, CEI Services, As-Built Certification, and Grant Contract Closeout. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began April 2007 and was completed August 2007.

CR 358 LOOP ROAD SCRAP RESURFACING FROM US 19N AT LYDIA BAPTIST CHURCH TO US 19N AT JENA ROAD – Due to the condition and age of the surface treatment DOT road, it was necessary to do a mix in place of the existing base and roadway in order to have a cohesive, uniform base to lay new asphalt. This caused the project to need additional funds and NFPS was successful in acquiring additional funds of \$267,596 for the project and a second supplemental agreement of \$24,413 for replacing 3 648" pipes for a drainage way. Total Construction Cost was \$1,628,140. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began April 2007 and was completed December 2007.

GORNTO SPRINGS ROAD SCRAP RESURFACING FROM SR 349 TO END OF PAVEMENT – Construction cost was \$380,160. Services rendered include: Roadway Design, Drainage Design, Bid Preparation & Negotiation, Construction Contract Administration, Signing and Marking of Roadway, CEI Services, As-Built Certification, and Grant Contract Closeout. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began October 2007 and was completed May 2008.

CR 358 (JENA ROAD) SCOP WIDENING AND RESURFACING FROM US 19 TO END OF PAVEMENT – This project included two box culverts within the first two miles of the road that needed to be widened to keep a uniform road and eliminate need for additional guardrail. NFPS was able to help secure a supplemental agreement to pay for the additional costs of widening the box culverts which totaled \$668,237. Total Construction Cost was \$2.37 Million. Services rendered included: Roadway & Drainage Design, Bid Preparation & Negotiation, Construction Contract Administration, Signing and Marking of Roadway, CEI Services, As-Built Certification, and Grant Contract Closeout. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began April 2007 and was completed February 2008.



BRIAN PITMAN, PE



Education

B.S. Civil Engineering, University of Florida

Areas of Expertise

- Roadway Design
- Project Management
- Drainage & Stormwater System
- Site Development
- Permitting

Years of Experience

- 5+



Hogan Road

Professional Experience

Mr. Pitman attended the University of Florida where he graduated in December of 2014 with high honors. He has extensive experience in roadway design, permitting, and intelligent transport systems. He been in the engineering field for over five years and has a range of project experience that allows him to apply his skills in innovative and professional ways allowing for organized project management.

Related Experience

POE SPRINGS ROAD MULTI-USE TRAIL LAP PROJECT IN ALACHUA COUNTY – This project consisted of the design of a multi-use trail and sidewalk that connects the Poe Springs State Park entrance to an existing sidewalk at NW 183rd Ave in High Springs, FL. The purpose of the project is to allow for better access to Poe Springs State Park for locals who would prefer alternative methods to vehicular travel. The multi-use path and sidewalk are a continuation of an already large series of interconnected sidewalks through the city of High Springs and surrounding areas. These sidewalk networks begin at the intersection of US 41/Main St and US 441/N Santa Fe Blvd and run throughout town. This project will connect an existing sidewalk that runs southwest along US 41/Main St. from the US 41-US441 intersection, 0.08 miles to NW 183rd Ave. This design will continue that sidewalk southwest to Poe Springs Road/CR 340 where it will turn into a 10-foot-wide asphalt trail and run west 0.39 miles to the Poe Springs State Park entrance. The trail will be for pedestrian and cyclist use only.

For this project, NFPS was tasked with providing the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. The project had a total cost of \$1,600,000.00 and is expected to be completed by December of 2018. James H. Pitman, PE, was the engineer of record and provided quality control throughout the project. Mr. Brian Pitman performed the majority of the work.

HOGAN ROAD RESURFACING AND RECONSTRUCTION, SCOP FUNDED FROM FDOT, SUWANNEE COUNTY, FLORIDA – Mr. Pitman served as the project manager and designer on this FDOT SCOP funded project to reconstruct and resurface Hogan Road from CR 137 to CR 136 in Suwannee County. The

scope of this FDOT SCOP funded project included the overlaying and resurfacing of the existing asphalt, grassing disturbed areas, and replacement of all signs within the project limits. Services provided by Mr. Pitman and NFPS included engineering design, permitting, construction plans, and CEI services.

SW 79TH AVENUE WIDENING AND RESURFACING, FDOT FUNDED, HAMILTON COUNTY, FLORIDA – Mr. Pitman served as the project manager and designer on this FDOT funded widening and reconstructing project located in Hamilton County, Florida. Services included were engineering design, permitting, construction plans production, and post-design services.

BEACON 42 AND BIO-LAB BOAT RAMPS, U.S. FISHING & WILDLIFE SERVICE FUNDED, MERRITT ISLAND, FLORIDA – Mr. Pitman served as the component designer for these federally funded boat ramp repairs. The project included design, permitting, and construction of concrete push slab boat ramps, boardwalks, and an ADA compliant kayak launch.

REMOVAL AND REPLACEMENT OF CULVERT BRIDGE, FOREST SERVICE FUNDED, CHATTAHOOCHEE-OCONEE NATIONAL FOREST, FLORIDA – Mr. Pitman served as a designer on this USDA Forest Service funded project. Services provided were engineering design, construction plans, permitting, and project management.

LOXAHATCHEE WASTEWATER FACILITY, LOXAHATCHEE, FLORIDA – Mr. Pitman served as a designer for the replacement of a 4,000 gallon per day wastewater treatment facility and absorption field servicing the Arthur R. Marshall Loxahatchee National Wildlife Refuge near Boynton Beach, Florida.



SHANNON C. WILLIAMS



Education

B.S., Technical Education,
University of West Florida, 2008

M.S. Information,
Florida State University, 2018

Graduate Certificate
Information Architecture
Florida State University, 2018

PhD in Information,
Florida State University, Ongoing

Certifications

- FDOT Construction Math
- FDOT Final Estimates
- FDOT Contract Plans Reading
- FDOT Maintenance Specification Package Preparation
- FDOT Guardrail Installation & Inspection

Areas of Expertise

- Grant & Technical Writing
- Land Use Planning
- Grant Administration
- Adobe Illustrator
- Adobe InDesign
- Adobe PhotoShop
- AutoCAD

Professional Experience

Since joining NFPS in 2015, Ms. Williams has successfully applied her technical and grant writing skills to help secure several proposals submitted by the Grants Department. Ms. Williams serves as Grant Coordinator for NFPS, facilitating grant services for the continuing services Counties and Municipalities under contract with the firm.

Ms. Williams is responsible for researching all funding sources and grant programs available to NFPS clients. Shannon has been very successful in securing needed grants and other funding opportunities. Ms. Williams brings a strong background in various software applications to enhance application packages with visual graphics as well as a graduate level education in project organization and heads the Marketing Division of NFPS researching proposal opportunities and maintaining the company's various media requirements.

Ms. Williams has a master's in information studies through Florida State University which gives her the expertise to process data with a focus on the relationship between information, people, and technology. Ms. Williams is now enrolled in FSU's PhD program in Information.

Current Project Experience

COLUMBIA COUNTY HAZARD MITIGATION GRANT – Ms. Williams completed the Hurricane Irma Hazard Mitigation Grant (HMGP) application on behalf of Columbia County. The successful application awarded the County \$1.2 million in funding to perform acquisition and demolition of resident properties subject to repetitive flooding. This work included door-to-door visits to interview qualified citizens and document repetitive damage due to severe flooding, organizing public meetings to obtain information from affected citizens and a detailed application process including the operation of the BCA Toolkit to determine the cost benefit of projects identified through the interview process. Ms. Williams is now administering the grant and maintaining close relationships to the affected citizens.

COLUMBIA COUNTY CDBG-DR GRANT – Ms. Williams has recently assisted Columbia County in applying for the Community Development Block Grant – Disaster Recovery Hurricane Irma funding. The County was awarded the funding along with 11 other counties and municipalities. This funding is to be used to support the County's Repetitive Loss Home Buyout initiative. The information gathering phase of this grant opportunity required in depth community engagement to garner awareness and interest in the project including advertised public meetings and door-to-door canvassing.

BAKER COUNTY FLORIDA BOATING IMPROVEMENT PROGRAM GRANT – Ms. Williams wrote the application and Baker County was approved to reconstruct the Saint Marys Cove boat ramp facility. The scope of work is to improve the Saint Marys Cove Public Boat Ramp facility at the end of Steel Bridge Road in the western portion of Baker County off State Road 121. During the ramp replacement, the ramp will be realigned with the access road for continuity allowing for safer and easier use of the ramp for boaters.

The County will also construct an asphalt paved parking area for approximately 10 trucks with boat trailers and leveled grassed parking for approximately 25 additional trucks and trailers. The access road is partially paved, ending in a graded dirt road causing a large amount of sediments and sand to be washed from the road down the ramp and into the riverbed. Engineer's assessments have also documented sediment and sand due to the erosion of retaining walls breaking away from the river shoreline. To correct this problem, dredging will occur to remove the sediments, paving the full access road and replacing the retaining walls.



TOWN OF FORT WHITE – MAYOR’S PARK HISTORICAL PARK EXHIBIT SIGNS – Ms. Williams assisted the Town of Fort White by writing an historical grant application for the creation of 8 exhibit signs to be placed at the Town’s Mayor Park to highlight the history of railway in the Town. The Town was awarded the funds and Ms. Williams is currently administering the grant on behalf of the Town and creating the graphics for the signs.

BAKER COUNTY – SANDERSON FIRE STATION COMMUNITY DEVELOPMENT BLOCK GRANT – Ms. Williams wrote proposals to apply for and administer the FFY 2019 CDBG grant. The County intends to use the funds to erect a new fire station in the Sanderson area. NFPS was awarded the opportunity to write the grant and to also provide engineering and construction inspection services. The grant application required extensive surveying to meet the CDBG LMI requirement. Ms. Williams conducted public meetings and CATF meetings on behalf of the County as well.

UNION COUNTY – CDBG-MIT APPLICATION – The U.S. Department of Housing and Urban Development (HUD) announced that \$633 million in first-of-its-kind funding would be available to the state of Florida for disaster mitigation projects in areas impacted by presidentially declared disasters in 2016 and 2017. These funds are available through HUD's newly created Community Development Block Grant - Mitigation (CDBG-MIT) and will be used to fund disaster mitigation programs to better protect Florida from future disasters.

Union County selected NFPS to write the grant application for the critical hardening of its EMS building by designing a new ADA compliant layout for the building to include ADA compliant restrooms, new flooring throughout, repairing wood rot damage at the base of walls and door jambs, relocating open pipes, key card or pin number locks for doors, addressing slick flooring in ems bays, addressing heating and ventilation issues in ems bays, addition of perimeter fencing, safety lighting and cameras, steel doors and additional security in area storing sensitive items, new rafters/trusses to meet hurricane safety standards, addressing roof leaks and fire sprinkler system throughout.

HAMILTON COUNTY FLORIDA BOATING IMPROVEMENT PROGRAM GRANT – Ms. Williams wrote the application and Hamilton County was approved to reconstruct the Five Hole Springs boat ramp facility. The scope of work is to enhance and improve boating access and provides a benefit to boaters by replacing and expanding the existing boat ramp with a standardized concrete boat ramp.

The improvements will also include an increase in retaining wall coverage, add 5 paved parking spaces for boat trailers, 9 grassed standard parking spaces and 4 paved standard parking spaces. Additionally, the project will include a 140’ floating dock system with pylons and dredging to expand the width of the canal at the boat ramp. These upgrades will improve boat access to the Suwannee River and allow for faster and more efficient launching and recovery of vessels.

COLUMBIA COUNTY SPORTS & RECREATION ADVISORY COUNCIL – Ms. Williams provides grant consulting services to the Richardson Community Center/Annie Mattox North recreation centers. These community centers are a part of Columbia County’s Sports and Recreation program and are located in disadvantaged communities. Ms. Williams attends Advisory Council meetings to determine the ever-changing needs of these low-income communities and locates funding to support programs such as after school care and STEM programs.



TAB 3

WORK PLAN



WORK PLAN AND UNDERSTANDING OF THE SCOPE OF SERVICES

NFPS has reviewed the Scope of Services as described in Part II of RFP 2020-004, Request for Proposals for Engineering Services for CR 347 Widening & Resurfacing. We understand the County seeks a professional, reliable engineering firm to provide the project management and engineering design services necessary to bring the construction of this project to a successful completion, within schedule and budget, and with minimal effort required by the County staff.

Our anticipated scope of services would include the following elements:

- A. **Engineering Services:** collect existing data for the corridor like accident data, old plans, straight-line diagrams and R/W maps. Many of these documents are available from FDOT, because the road was built by the DOT under the old State Secondary system, as section 34550. Survey the corridor and collect topographic features and R/W information; prepare typical section package and pavement design package and submit to the County for approval; perform engineering analysis and design; perform plans preparation using CADD tools and a format that is preferred by County staff; develop of bid documents and specifications, permitting with the Water Management District (we anticipate an exemption under the "Dusty Roads" program) and FDOT for any approval required to work within State R/W.
- B. **Planning Services:** Plan and coordinate services needed for the project that may be provided by sub-consultants, like geotechnical analysis, pavement cores or surveying. Establish a project design schedule that will provide the team, and the County staff, with timelines for project activities, and to ensure that we stay on the agreed upon schedule.
- C. **Constructability / Feasibility Reviews:** Our CEI division will perform constructability reviews of the 90% plans and the final plans package to ensure the project is biddable and contains the pay items and quantities needed to build the project; attend bid opening and provide analysis of bids received; provide post-design services during construction; provide detailed reviews of any construction documents related to the construction of the Project. According to RFP section RP-01 C, Construction Engineering and Inspection services for the Project will be procured by the County under a separate selection process.
- D. **Construction Scheduling:** We will prepare a design schedule that includes project activities and expected durations which will coincide with calendar dates for each; we will prepare an estimate of construction time based on expected production rates of the contractor, taking into account potential holidays and weather days.
- E. **Value Analysis:** We will evaluate project elements and their associated costs at the main phase submittals and discuss the cost / benefit with County staff. We will use this type of value analysis to fine tune the plan details.
- F. **Grant and Loan Services:** We do not anticipate any additional grant services for this project, but if we need to seek additional funding from the FDOT, we have great relationships with the District 2 Local Programs office staff, and have successfully garnered additional funds on many recent SCOP/SCRAP projects. We also have a grants department that is very successful in getting approved for many other types of grants and funding programs.
- G. **Administrative Services:** Complete management and reporting services for the Project; appearance at and participation in meetings of County staff and the Board of County Commissioners; provide documentation for invoicing and reimbursement actions; provide support for public involvement if needed; provide frequent status reports to County Staff and / or the Board of Commissioners.
- H. **Other Services:** Any other services related to the Project as requested by the County.

APPROACH TO THE PROJECT

At North Florida Professional Services, we appreciate the need for cost-effective professional services imposed by budgetary constraints because we concentrate on working with rural governments in the North Florida area. Our company respects the unique aspects of implementing quality transportation services in a region with limited funding and staff resources. Also, through our special relationships with FDOT and other agencies in the region, we are uniquely positioned to pursue and potentially secure additional funding for projects like this.

The NFPS team will use best-practices and current policies and procedures to deliver the features described in the Scope of Services. Good communication will be critical to the success of this project and we will work closely with County staff during the

NFPS Work Plan Approach



design and construction phases. We will also be meeting with and speaking to internal and external stakeholders to ensure that we are aware of any concerns that they have and see that they are properly vetted through the County.

We are anticipating that the critical issues will be as follows: 1) maintenance of traffic during the widening operations - so we will provide detailed temporary traffic control plans that provide for safe travel through the work zone without severely restricting the contractor's operations, 2) the connection to the State highways at each end of the project need to be evaluated for safety and good deceleration, especially at the horizontal curve at the connection to US 19 – we will evaluate super-elevation, intersection sight distance and the use of signs, pavement markings and reflective pavement markers to delineate the travel lanes and provide abundant warning of the stop conditions, 3) there are several places where there may be some potential subsurface irregularities or base failure – we will do the proper exploratory work to determine probable causes and recommend repair actions, 4) based on our recent history with similar project, we could potentially have a funding shortfall that will restrict the scope of work – we will work with County staff to do a value analysis to stretch the work as far as it can go, without sacrificing good quality. We will also support the County in any requests for additional funds from the DOT District 2 Local Programs office.

Our approach to the design and management of this project will follow a traditional methodology but with a practical design approach that enhances opportunity for cost savings and time efficiencies. This approach facilitates keeping the project on time and within budget, and with the proper level of coordination/communication with County staff and project stakeholders. Our project approach will include the following elements:

- Project kickoff Meeting with County staff to finalize the project scope and schedule and to establish constraints for working times and lane closure restrictions.. We will work with key personnel of the County to establish the lines of communication and roles of responsibility.
- Phase I Roadway Analysis and Plans Preparation where the key tasks will be typical section analysis and selection, pavement design analysis and selection, roadside safety analysis, evaluation of the 13 critical design elements and preparation of a Design Report, evaluation of drainage, establishing need for permits and making initial utility contacts.
- Phase II Roadway Analysis and Plans Preparation where the development of plans continues based on the decisions made in Phase I. Plans components will include, but are not limited to key sheet, typical sections, miscellaneous details, notes, quantity sheets, plan sheets, cross sections, special details, temporary traffic control plans, stormwater pollution prevention plans and signing and pavement markings plans. Any necessary permits will be applied for at this time. When the required components are complete, a Phase II review will be held with County staff and select stakeholders.
- Phase III Roadway Plans Preparation will include the completion of roadway geometrics and plan details and the calculation of quantities. A preliminary construction cost estimate will be created and compared with the allocated funding. Our CEI staff will conduct an extensive constructability review to ensure that assumed methods and phasing are efficient and logical.
- Phase IV Plans Preparation will include the completion of the plans, quantities, specifications and bid documents. A Phase IV plans review will be held with County staff and select stakeholders.
- Finally, during the Bidding Phase, NFPS will assist the County with advertising for construction bids. We will attend the bid opening and then review all received bids for responsiveness. Based upon the extensive review of the bids received, we will recommend the lowest, responsive, responsible bidder to the County for the construction of the project. Additionally, our Engineer of Record will be readily available during the construction phase to provide post-design services and support.



TAB 4

EXPERIENCE AND REFERENCES

NFPS Overview



NFPS is well-qualified to meet the engineering needs of Levy County as defined in RFP 2020_004 throughout the duration of this SCRAP contract. Our firm specifically provides services for rural area governments in the North Central Florida area. Years of serving various government agencies has afforded us a valued understanding that each City, Town and County is unique and should not be standardized. NFPS has already dedicated a Senior Engineer and Project Manager to Levy County who currently attend meetings to address transportation needs. Your engineer and project manager serves as an extension of your staff and is available for consultation without the need of additional fees or task work orders. We have been under similar service contracts for many years with cities, counties & schools in the surrounding area and we know through experience that every service is not billable because a quick call to your engineer for advice is not quantifiable.

CONTINUING SERVICES IN OTHER COUNTIES & MUNICIPALITIES

Our firm has completed hundreds of transportation engineering design projects including paving and resurfacing, safety improvements, trails/sidewalks, site planning, construction engineering inspection (CEI), recreation and parks projects, stormwater, flood studies, environmental projects, and planning studies under continuing service contracts. This vast experience gives our clients an advantage when it comes to engineering projects with NFPS because we can make recommendations for the most cost effective management of the client's project needs.

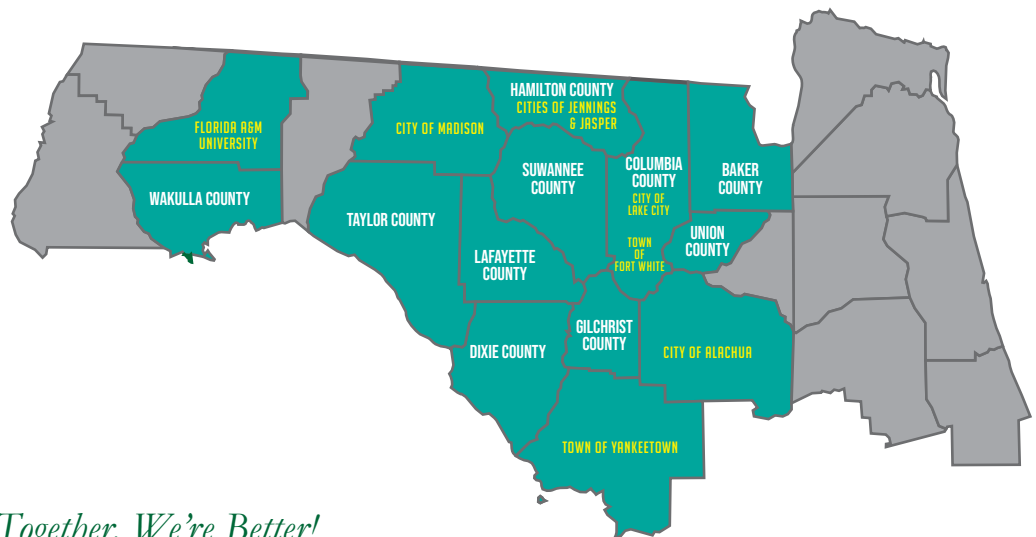
In addition to our technical engineering qualifications, NFPS is uniquely qualified to help Levy County when seeking funding for the projects that are prioritized by the County. Once priority projects have been identified, our in-house grants coordinator, Shannon Williams, can assist the Board with identifying funding sources and completing necessary grant applications. Ms. Williams has been highly successful in helping our clients maximize their budgets through the acquisition of grants.

Our experienced NFPS staff has provided engineering, planning, and/or grant services to many municipalities, counties, special districts and state agencies. North Florida Professional Services, Inc. currently represents the following local governments as well as others:

CORPORATE OFFICE:
North Florida Professional Services, Inc.
1450 SW State Road 47
Lake City, Florida 32025
(386) 752-4675 (Phone)
(386) 752-4674 (Fax)

PROJECT MANAGER
James H. Pitman, PE
1450 SW State Road 47
Lake City, Florida 32025
JPitman@nfps.net
(386) 628-7855 (Cell)

PRESIDENT
Gregory G. Bailey, PE
1450 SW State Road 47
Lake City, Florida 32025
GBailey@nfps.net
(386) 397-3627 (Cell)



Together, We're Better!

NFPS is a small business ready to make a big impact by providing Levy County with quality service deserving of a growing County with outstanding leadership. Our size, location and commitment to quality provides the optimal platform for success in this industry. The hands-on and personal approach of North Florida Professional Services, Inc. benefits the interests of both Levy County and the outcome of the projects we share. As a business we are

known for our accountability and responsiveness. We pride ourselves on our prompt reply to emails, phone calls and general inquiries as well as personal attendance for local government meetings concerning our projects.

Unlike some of the larger firms – all of our clients are a priority – irrespective of size. Your project is just as important to us, as it is to you.

Levy County will work directly with senior staff throughout the life of each project. North Florida Professional Services, Inc. has long recognized the importance of continuous, strategic leadership during all stages of development.

As a consultant who has successfully maintained professional engineering services for clients throughout the North Florida region, we possess the depth of experience and understanding unrivaled by other consultancies and we ensure our knowledge and experience benefits every project.



COUNTY ROAD 351 ROADWAY CONSTRUCTION

PROJECT DESCRIPTION

This FDOT SCRAP & SCOP funded project was for the widening and resurfacing of CR 351 in Dixie County from Horseshoe Beach to CR 137. This 11.8 mile project included replacing cross drain pipes at various locations, erecting guardrail, replacement of roadway signs, and pavement markings along the length of this project. In addition to designing and permitting for this project, NFPS performed final construction inspections (including sampling and testing), prepared as-built plans, prepared a final acceptance letter, assured all permit requirements were met, and submitted final invoices on time and within budget.

TOTAL CONTRACT FUNDING

The total FDOT contract amount for this Small County Road Assistance Program (SCRAP) and Small County Outreach Program (SCOP) funded project including design, construction and inspection is approximately:

\$4,059,000.00

PERFORMANCE PERIOD

180 CALENDAR DAYS

DAYS 1-30

- MOBILIZATION
- MAINTENANCE OF TRAFFIC
- TEMPORARY SIGNAGE

DAYS 31-90

- CLEARING & GRUBBING
- CULVERT & HEADWALL WORK
- EROSION CONTROL

DAYS 91-150

- CROSS DRAIN INSTALLATION
- ASPHALT PAVING OPERATIONS
- GUARDRAIL INSTALLATION

DAYS 151-180

- FINAL STRIPING
- SIGNS & PAVEMENT MARKINGS
- RUMBLE STRIPS
- GRASSING & SODDING

CLIENT REFERENCE

Dixie County
Board of County Commissioners
214 NE Hwy 351
Cross City, FL 32628

Contact: Tim Alexander
County Manager
P (352) 498-1426
F (352) 498-1277
tim.alexander@dixie.fl.gov

PROJECT MANAGER

Chad McCormick
Project Manager
P (386) 752-4675
F (386) 752-4674
cmccormick@nfps.net

SERVICES PROVIDED

- Roadway Design
- Drainage Design
- Permitting
- Signing & Pavement Marking
- Bid Preparation & Negotiation
- Construction Inspection
- Contract Management



DIXIE COUNTY CDBG ROAD PAVING GRANT SERVICES



PROJECT DESCRIPTION

NFPS was selected by the Dixie County Board of County Commissioners to perform the Grant Administration Services for the CDBG road paving project in Dixie County, Florida. The County intended to pave three existing dirt roads in the Old Town Hammocks area known as Cooper Road and Thompson Road.

Services provided by NFPS include Grant Administration, Bidding and Contract Negotiation, and Construction Engineering Inspection (CEI) Services.

TOTAL CONTRACT FUNDING

The total contract amount for this Community Development Block Grant (CDBG) funded project including design, construction and inspection is approximately:

\$1,650,000.00

PERFORMANCE PERIOD

190 CALENDAR DAYS

DAYS 1-30

- MOBILIZATION
- MAINTENANCE OF TRAFFIC
- SEDIMENT BARRIER

DAYS 31-90

- INLET PROTECTION SYSTEM
- CLEARING & GRUBBING
- REGULAR, BORROW, AND SUBSOIL EXCAVATION
- STABILIZING ROADWAY & SHOULDER

DAYS 91-150

- TURNOUT CONSTRUCTION
- ASPHALT PAVING OPERATIONS
- PIPE, CULVERT & MANHOLE INSTALLATION
- CONCRETE CURB & GUTTER
- RIP RAP, RUBBLE, F&I, DITCH LINING

DAYS 151-190

- UTILITY & FIRE HYDRANT INSTALLATION
- SIGNS & PAVEMENT MARKINGS
- PERFORMANCE TURF & SOD

CLIENT REFERENCE

Dixie Board of County Commissioners
214 NE Hwy 351
Cross City, FL 32628

Contact: Tim Alexander
County Manager
P (352) 498-1426
F (352) 498-1277
tim.alexander@dixie.fl.gov

PROJECT MANAGER

Chad McCormick
Project Manager
P (386) 752-4675
F (386) 752-4674
cmccormick@nfps.net

SERVICES PROVIDED

- Grant Administration
- Bidding Preparation & Negotiation
- Contract Negotiation & Administration
- Construction Engineering Inspection (CEI)



SALT CREEK SEAWALL TRANSPORTATION DESIGN PROJECT

PROJECT DESCRIPTION

As the Dixie County Engineer, NFPS was tasked with assisting the County in finding funding to construct a seawall between the Salt Creek Canal and CR 349 in the Town of Suwannee. NFPS staff worked diligently to find a funding source and coordinated with the USDA NRCS regional office to procure an Emergency Watershed Protection Grant of \$1.1 million. The project was funded on an "emergency need" basis and was given a 220 day time limit. Thus, NFPS had to expedite the engineering design, permitting, and construction bidding processes to maintain the rigid schedule. NFPS worked with the NRCS staff and the County Manager to progress through the project and maintain all federal grant reporting and financial procedures.

TOTAL CONTRACT FUNDING

ANTICIPATED COST

\$1,150,000.00

ACTUAL COST

\$1,100,000.00

PERFORMANCE PERIOD

220 CALENDAR DAYS

DAYS 1-30

- CONTRACT SIGNING
- MOBILIZATION
- MAINTENANCE OF TRAFFIC

DAYS 31- 90

- SURVEY
- PLANS PREPARATION
- BARRIER STABILIZATION

DAYS 91 - 120

- CLEARING
- CONSTRUCTION ACTIVITIES

DAYS 121 -220

- FINAL CONSTRUCTION
- LANDSCAPING
- CLEAN-UP

CLIENT REFERENCE

Dixie County
Board of County Commissioners
214 NE Hwy 351
Cross City, FL 32628

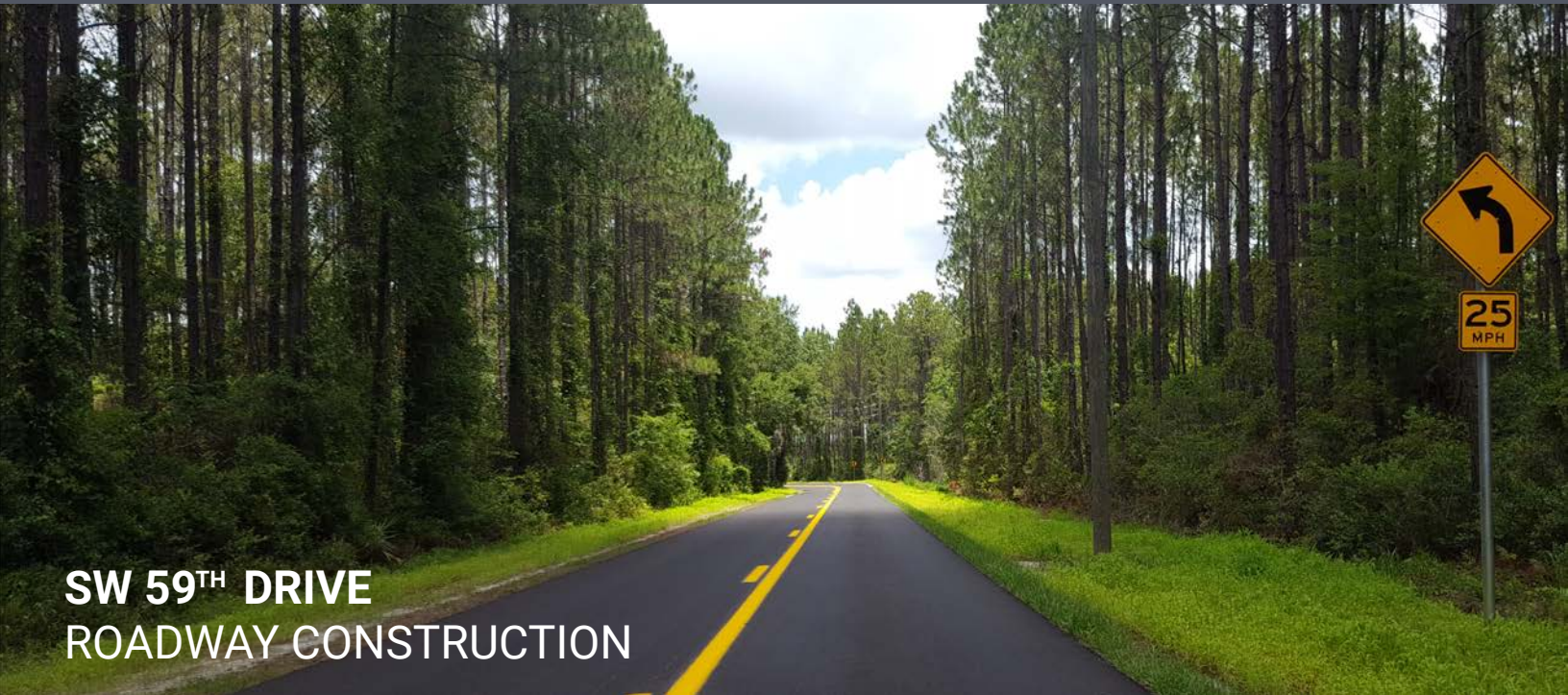
Contact: Tim Alexander
County Manager
P (352) 498-1426
F (386) 792-6808
tim.alexander@dixie.fl.gov

PROJECT MANAGER

Gregory G. Bailey, PE
President
P (386) 752-4675
F (386) 752-4674
gbailey@nfps.net

SERVICES PROVIDED

- Permitting
- Design
- Construction Plans
- Grant Management
- Construction Inspection
- Bid Preparation & Negotiation



SW 59TH DRIVE ROADWAY CONSTRUCTION

PROJECT DESCRIPTION

SW 59th Drive, in south central Hamilton County, is a two-lane rural collector road that serves as an important east-west corridor connecting CR 158 at two points creating a loop.

NFPS provided the design and permitting for the widening and resurfacing to convert 1.72 miles the existing dirt road to a paved road and improved drainage and resurface 1.87 miles of existing paved road.

Major items of work included: environmental permitting, clearing and grubbing, major earthwork, drainage structures, base and asphalt construction and signing and pavement markings.

TOTAL CONTRACT FUNDING

The total FDOT contract amount for this Small County Outreach Program (SCOP) funded project including design, construction and inspection is approximately:

\$1,212,000.00

PERFORMANCE PERIOD

240 CALENDAR DAYS

DAYS 1-30

- MOBILIZATION
- MAINTENANCE OF TRAFFIC
- SEDIMENT BARRIER

DAYS 31-120

- CLEARING & GRUBBING
- REGULAR & BORROW EXCAVATION
- MILLING OPERATIONS
- TURNOUT CONSTRUCTION

DAYS 121-210

- PIPE & CULVERT INSTALLATION
- ASPHALT PAVING OPERATIONS

DAYS 211-240

- SIGNS & PAVEMENT MARKINGS
- PERFORMANCE TURF & SOD

CLIENT REFERENCE

Hamilton County
Board of County Commissioners
207 NE First Street
Jasper, FL 32052

Contact: Louie Goodin
County Coordinator
P (386) 792-6639
F (386) 792-6808
hamiltoncounty@windstream.net

PROJECT MANAGER

James H. Pitman, PE
Transportation Director
P (386) 752-4675
F (386) 752-4674
jpitman@nfps.net

SERVICES PROVIDED

- Roadway Design
- Drainage Design
- Environmental Permitting
- Signing & Pavement Marking
- Bid Preparation & Negotiation
- Post Design Services



CR 135 ROADWAY CONSTRUCTION

PROJECT DESCRIPTION

NFPS provided design and construction inspection services for the resurfacing of CR 135 in Hamilton County. This 11.9 mile project consisted of resurfacing CR 135 from mile post 3.5 to CR 6, widening Bridge #320015, extending existing culverts, constructing headwalls, grassing all disturbed areas, and replacement of all signs and pavement markings within the project limits. Design included the widening and resurfacing of a two-lane rural roadway, widening of the existing two lane bridge structure over Hunter Creek, and MOT plans for bridge widening and the entire project.

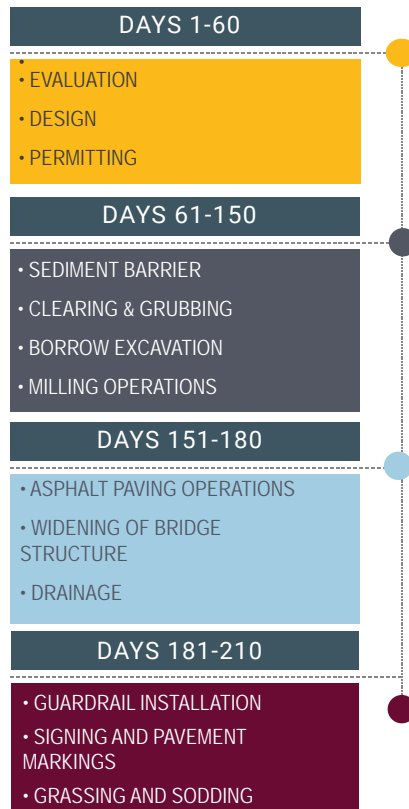
TOTAL CONTRACT FUNDING

The total FDOT contract amount for this Small County Road Assistance Program (SCRAP) funded project including design and construction:

\$2,968,502.00

PERFORMANCE PERIOD

210 CALENDAR DAYS



CLIENT REFERENCE

Hamilton County
Board of County Commissioners
1153 US Hwy 41 NW, Suite 2
Jasper, FL 32052

Contact: Louie Goodin
County Coordinator
P (386) 792-6639
hamiltoncounty@windstream.net

PROJECT MANAGER

Gregory G. Bailey, PE
President
P (386) 752-4675
F (386) 752-4674
gbailey@nfps.net

SERVICES PROVIDED

- Roadway Design
- Drainage Design
- Environmental Permitting
- Signing & Pavement Marking
- Bid Preparation & Negotiation
- Construction Inspection
- Post Design Services



COUNTY ROAD 252 ROADWAY CONSTRUCTION

PROJECT DESCRIPTION

This FDOT SCOP funded project consisted of reclaiming, widening and resurfacing 10.01 miles of existing pavement from SR 51 east on CR 252 to SR 249/US 129. This project also consisted of constructing cross drains with end treatments, grassing all disturbed areas, and replacement of all signs within project limits.

NFPS engineers and CEI inspectors were able to provide quality services for this project on time and within budget of this critical access road for major farming industries and residents. Concentrating on citizen input and aesthetics as well as attention to cost eliminates objections and promotes public acceptance of major projects like CR 252. NFPS was responsible for both design and CEI.

NFPS staff assisted Suwannee County in securing a supplemental agreement, adding nearly \$2 million dollars in additional funding to the project. This funding extended the County Road 252 Reclamation Project from the original US 129 to CR 349 limits to include an additional 5 miles to conclude at SR 51. The funding also allowed for the paving of two additional residential side roads which provided an added benefit to this rural farming community.

TOTAL CONTRACT FUNDING

The total contract amount for this FDOT Small Counties Outreach Program (SCOP) funded project including design, construction and inspection was approximately:

\$3,260,437.00

PERFORMANCE PERIOD 230 CALENDAR DAYS

DAYS 1-30

- MOBILIZATION
- MAINTENANCE OF TRAFFIC

DAYS 31-90

- PAVEMENT RECLAMATION
- LIMEROCK MATERIAL FOR BASE
- SEDIMENT BARRIER

DAYS 91-210

- CULVERT REPLACEMENT
- ASPHALT PAVING
- PERFORMANCE TURF & SOD

DAYS 211-230

- SIGNS & PAVEMENT MARKINGS
- RUMBLE STRIPS

CLIENT REFERENCE

Suwannee County
Board of County Commissioners
13150 80th Terrace
Live Oak, FL 32060

Contact: Debbie Vickers
Administrative Assistant
P (386) 362-3992
F (386) 362-1032
debbiev@suwgov.org

PROJECT MANAGER

James H. Pitman, PE
Transportation Director
P (386) 752-4675
F (386) 752-4674
jpitman@nfps.net

SERVICES PROVIDED

- Roadway Design
- Permitting
- Signing & Pavement Marking
- Contract Management
- Construction Inspection



MT. CARRIE ROAD ROADWAY CONSTRUCTION

PROJECT DESCRIPTION

Mt. Carrie Road, within the Osceola National Forest in eastern Columbia County, is a two-lane rural collector road that serves as an important access route for residents and Forest Service activities.

NFPS provided design and permitting to convert the existing dirt road to a paved road and improve shoulders and drainage.

Major items of work included: major clearing and grubbing, major earthwork, drainage structures, base and asphalt construction and signing and pavement markings.

The NFPS Design Team took great care in acknowledging and following the design criteria provided by the USDA on this to protect our natural resources.

TOTAL CONTRACT FUNDING

The total contract amount for this special project funded by Colubia County including design, construction and construction engineering inspection was approximately:

\$1,295,000.00

PERFORMANCE PERIOD 120 CALENDAR DAYS



CLIENT REFERENCE

Columbia County
Board of County Commissioners
135 NE Hernando Ave, Ste 203
Lake City, FL 32056

Contact: Kevin Kirby,
Assistant County Manager
P (386) 758-1019
F (386) 758-2148
kevin_kirby@columbiacountyfla.com

PROJECT MANAGER

James H. Pitman, PE
Transportation Director
P (386) 752-4675
F (386) 752-4674
jjpitman@nfps.net

SERVICES PROVIDED

- Roadway Design
- Drainage Design
- Environmental Permitting
- Signing & Pavement Marking
- Bid Preparation & Negotiation
- Post Design Services



PERIMETER ROAD CONSTRUCTION ENGINEERING INSPECTION

PROJECT DESCRIPTION

NFPS' role in this project included providing the Construction Engineering Inspection (CEI) of the stabilizing and paving of an existing dirt road, and adding a new roadway between US Hwy 90 and NE 72nd Trace. This project also consisted of 24' paved roadway surface, grassed shoulders, and roadside ditches. The total project length was 2.5 miles.

NFPS provided the CEI services for this new construction project through the woods, which serves as a bypass route for trucks on the eastern side of Live Oak. During construction, our team identified several deficiencies in the plans and provided design solutions that lead to a better project. We provided a design for a flashing beacon and also had to coordinate with CSX to quickly expedite an agreement to construct a modified crossing at its intersection with US 90.

The management approach was to hold the contractor to the requirements of the plans and specs and to stay in close contact with Suwannee County Public works to expedite decisions and to keep them aware of project progress.

TOTAL CONTRACT FUNDING

The total FDOT contract amount for this County Incentive Grant Program (CIGP) funded project including design, construction and inspection is approximately:

\$3,959,630.00

PERFORMANCE PERIOD

300 CALENDAR DAYS

DAYS 1-30

- MOBILIZATION
- MAINTENANCE OF TRAFFIC
- TEMPORARY SIGNAGE
- CLEARING & GRUBBING

DAYS 31-210

- EXCAVATION
- STABILIZATION OF LIMEROCK BASE
- DITCH & SHOULDER WORK
- SEDIMENT CONTROL
- CULVERT INSTALLATION

DAYS 211-270

- PIPE & CULVERT INSTALLATION
- ASPHALT PAVING OPERATIONS
- GUARDRAIL INSTALLATION

DAYS 211-240

- FINAL STRIPING
- SIGNS & PAVEMENT MARKINGS
- GRASSING & SODDING

CLIENT REFERENCE

Suwannee County
Board of County Commissioners
13150 80th Terrace
Live Oak, FL 32060

Contact: Debbie Vickers
Public Works
P (386) 362-3992
F (386) 362-1032
debbiev@suwgov.org

PROJECT MANAGER

James H. Pitman, PE
Transportation Director
P (386) 752-4675
F (386) 752-4674
jpitman@nfps.net

SERVICES PROVIDED

- Roadway Design
- Drainage Design
- Environmental Permitting
- Signing & Pavement Marking
- Bid Preparation & Negotiation
- Post Design Services



REAL TERRACE ROADWAY CONSTRUCTION

PROJECT DESCRIPTION

Real Terrace involved the design and permitting of a new three-lane urban section roadway through the woods. It provides an important alternative corridor that allows traffic to avoid the heavily congested retail area at the emerging end of NW Bascom Norris Drive and US Highway 90 West in Lake City.

Major items of work are heavy clearing and grubbing; design and installation of water lines, gas lines, and sanitary sewer that tie into the existing City of Lake City utilities; curb inlets and storm sewer, base and asphalt construction; retention ponds and signs and pavement markings. The total project length is approximately .44 miles.

TOTAL CONTRACT FUNDING

The total contract amount for this Columbia County and City of Lake City joint funded project including design, construction and inspection is approximately:

\$1,650,000.00

PERFORMANCE PERIOD

190 CALENDAR DAYS

DAYS 1-30

- MOBILIZATION
- MAINTENANCE OF TRAFFIC
- SEDIMENT BARRIER

DAYS 31-90

- CLEARING & GRUBBING
- REGULAR & BORROW EXCAVATION
- INLET PROTECTION SYSTEM
- STABILIZING ROADWAY & SHOULDER

DAYS 91-150

- TURNOUT CONSTRUCTION
- ASPHALT PAVING OPERATIONS
- PIPE, CULVERT, MANHOLE INSTALL
- CONCRETE CURB & GUTTER
- RIP RAP, RUBBLE, F&I, DITCH LINING

DAYS 151-190

- UTILITY & FIRE HYDRANT INSTALLATION
- SIGNS & PAVEMENT MARKINGS
- PERFORMANCE TURF & SOD

CLIENT REFERENCE

Columbia County
Board of County Commissioners
135 NE Hernando Ave, Ste 203
Lake City, FL 32056

Contact: Kevin Kirby
Assistant County Manager
P (386) 758-1005
F (386) 758-2182
kevin_kirby@columbiacountyfla.com

PROJECT MANAGER

James H. Pitman, PE
Transportation Director
P (386) 752-4675
F (386) 752-4674
jpitman@nfps.net

SERVICES PROVIDED

- Roadway Design
- Drainage Design
- Environmental Permitting
- Signing & Pavement Marking



I-95/OLD ST AUGUSTINE ROAD INTERCHANGE IMPROVEMENTS

PROJECT DESCRIPTION

Improvements for this FDOT funded project consisted of the construction of auxiliary lanes on I-95 (SR 9) in Duval County from the Old St. Augustine Road interchange to 0.8 miles South of I-295, as well as safety modifications to the I-95/Old St. Augustine Road Interchange.

The contract also included milling and resurfacing of existing lanes, shoulder treatment, drainage improvements, curb and gutters, traffic signals, barrier wall, guardrail, signing and pavement markings, and other incidental construction on I-95 (SR 9). As the Prime Consultant, NFPS was responsible for the CEI services on this large scale FDOT project.

TOTAL CONTRACT FUNDING

The total FDOT contract amount for this project including design, construction and inspection was approximately:

\$4,042,398.00

PERFORMANCE PERIOD

280 CALENDAR DAYS

DAYS 1-60

- MOBILIZATION
- MAINTENANCE OF TRAFFIC
- SPECIAL DETOURS
- SEDIMENT BARRIER

DAYS 61-120

- CLEARING & GRUBBING
- TEMPORARY BARRIER WALL
- REMOVAL OF EXISTING CONCRETE PAVEMENT
- ASPHALT PAVING OPERATIONS
- SPECIAL DETOURS

DAYS 121-240

- PIPE & CULVERT INSTALLATION
- CONCRETE CURB & GUTTER
- SHOULDER CONCRETE BARRIER WALL
- GUARDRAIL
- SPECIAL DETOURS

DAYS 241-280

- RUMBLE STRIPS
- PERFORMANCE TURF
- PAINTED PAVEMENT MARKINGS
- SIGNALIZATION & SIGN POSTS
- COMPLETION

CLIENT REFERENCE

Florida Department of Transportation
Palatka Construction
105 Yelvington Road
Palatka, FL 32131
P (386) 312-4826

PROJECT MANAGER

Gregory G. Bailey, PE
President
P (386) 752-4675
F (386) 752-4674
gbailey@nfps.net

PROJECT ADMINISTRATOR

Javier Castro
Project Administrator
P (386) 752-4675
F (386) 752-4674
jcastro@nfps.net

SERVICES PROVIDED

- Contract Management
- Construction Inspection

REFERENCE FORM

Use of this form for references is **OPTIONAL**, however, all proposers must provide references from current clients or former clients with whom they have provided similar services.

Proposer's Name: North Florida Professional Services, Inc. _____

Proposers are required to submit references with their response with which they have provided similar services as requested in this solicitation. Proposers may use this attachment to provide the required reference information. Attach additional sheets as necessary. Levy County reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge.

FORMER CLIENTS	
Company Name:	Hamilton County, FL
Address:	207 NE First Street, Jasper, FL 32052
Contact Name(s):	Louie Goodin, County Coordinator
Phone:	(386) 792-6639
Email:	hamiltoncounty@windstream.net
Description of Work:	Design, CEI, Continuing Services Engineering Contract
Service Dates:	Over 20 years of contiuning engineering services

Company Name:	Dixie County, FL
Address:	214 NE Hwy 351, Cross City, FL 32628
Contact Name(s):	Tim Alexander, County Manager
Phone:	(352) 498-1426
Email:	Tim.Alexander@dixie.fl.gov
Description of Work:	Design, CEI, Continuing Services Engineering Contract
Service Dates:	Since 2007

Company Name:	Suwannee County, FL
Address:	13150 80th Terrace, Live Oak, FL 32060
Contact Name(s):	Debbie Vickers
Phone:	(386) 364-3992
Email:	debbiev@suwgov.org
Description of Work:	Design, CEI, Continuing Services Engineering Contract
Service Dates:	Since 2013

Company Name:	Gilchrist County, FL
Address:	209 S.E. 1st Street, Trenton, FL 32693
Contact Name(s):	Bobby Crosby, Gilchrist County Administrator
Phone:	(352) 463-3198
Email:	bcrosby@gilchrist.fl.us
Description of Work:	Design, CEI, Continuing Services Engineering Contract
Service Dates:	Since 2015

Company Name:	Baker County, FL
Address:	55 North 3rd Street, Macclenny, FL 32063
Contact Name(s):	Sara Little, Interim County Manager
Phone:	904-259-3613
Email:	sara.little@bakercountyfl.org
Description of Work:	Design, CEI, Continuing Services Engineering Contract
Service Dates:	Since 2018

PROJECT MANAGER REFERENCE FORM

Proposer's Name: North Florida Professional Services, Inc.

Proposers are required to submit references with their response with which they have provided similar services as requested in this solicitation. Proposers may use this attachment to provide the required reference information. Attach additional sheets as necessary. Levy County reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge.

Project:	Mastadon Bridge Replacement HMGP Project
Client Name:	Town of Inglis, FL
Address:	135 Highway 40 West Inglis, Florida 34449
Contact Name(s):	The Honorable Drinda Merritt, Mayor
Phone:	(352) 447-2203
Email:	mayordrindamerritt@gmail.com
Description of Work:	Phase I of this project included the preliminary engineering designs and calculations, surveys, permitting, and notices
Service Dates:	April 2018 through October 2018

Project:	CR 339 Realignment Project in Levy County, Florida
Client Name:	Florida Department of Transportation
Address:	1109 S. Marion Avenue, Lake City, FL 32025
Contact Name(s):	David J. Tyler, P.E.
Phone:	(386) 961-7842
Email:	david.tyler@dot.state.fl.us
Description of Work:	Phase I PD&E Study and Phase II Roadway Realignment
Service Dates:	June 2016 through October 2019

Project:	CR 49 Widening & Resurfacing
Client Name:	Suwannee County Board of County Commissioners
Address:	13150 80th Terrace, Live Oak, FL 32060
Contact Name(s):	Debbie Vickers, Public Works
Phone:	(386) 362-3992
Email:	debbiev@suwgov.org
Description of Work:	The project will consist of widening and resurfacing CR 49 from US 129 to 208th Street. The existing lanes will be milled, resurfaced and widened 2 feet and the shoulders will be reworked and re-grassed. Minor drainage work, improved driveway turnouts and new signs and pavement markings will be included
Service Dates:	2017

Project:	CR 341 Widening & Resurfacing
Client Name:	Gilchrist County Board of County Commissioners
Address:	209 SE 1st Street, Trenton, FL 32693
Contact Name(s):	Bobby Crosby, Gilchrist County Administrator
Phone:	(352) 210-6269
Email:	bcrosby@gilchrist.fl.us
Description of Work:	Design and plans preparation for CR 341 Widening and Resurfacing
Service Dates:	January 2016 through August 2016



TAB 5

REQUIRED FORMS

REQUEST FOR PROPOSALS RFP_2020_003
ENGINEERING SERVICES FOR FLEXIBLE PAVEMENT RECONSTRUCTION OF CR330 FROM CR347 TO
CR336

PROPOSAL SIGNATURE FORM

The undersigned attests to his/her authority to submit this proposal and to bind the entity/firm herein named to perform in accordance with an agreement entered into with the County, if the entity/firm is awarded the agreement by the County. The undersigned further certifies that he/she has read the entire Request for Proposals package, and any other documentation relating to the Request for Proposals, and that this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

Type of Organization (please check one):

- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
- JOINT VENTURE
- LLC

Firm Name: North Florida Professional Services, Inc.

Home Office Address: 1450 SW State Road 47

City, State, Zip: Lake City, FL 32025

Address (Servicing Levy County if Different from Above): _____

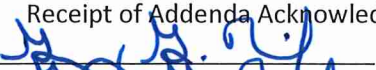



Name/Title of Levy County Rep: Gregory G. Bailey, PE

Telephone: (386) 752-4675 Fax: (386) 752-4674

Signature:  Date: 05/26/2020

As Addenda are considered binding as if contained in the original Request for Proposals, it is critical each proposer acknowledge receipt of same. The submittal may be considered void if receipt of addendum is not acknowledged.

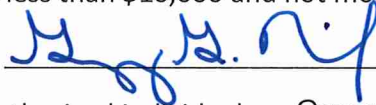
Addendum No. 1 Dated 04/28/2020
Addendum No. 2 Dated 05/04/2020
Addendum No. 3 Dated 05/12/2020
Addendum No. 4 Dated 05/20/2020

Receipt of Addenda Acknowledged:
Signature 
Signature 
Signature 
Signature 

ETHICS CLAUSE FORM

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:  Date: 05/26/2020

Name of Authorized Individual: Gregory G. Bailey, PE

Name of Proposer Company/Organization: North Florida Professional Services, Inc.

Address of Company/Organization: 1450 SW State Road 47

City/State: Lake City, FL 32025

Statement of Financial Stability



May 28, 2020

Levy County Board of County Commissioners
P.O. Box 310
310 School Street
Bronson, FL 32621

SUBJECT: Financial Stability

Dear County Commissioners and Evaluation Committee:

North Florida Professional Services, Inc. (NFPS) is financially stable and has been since its incorporation in 2010. NFPS has not filed for bankruptcy protection and neither of its principals have filed for bankruptcy protection either. Furthermore, NFPS has never defaulted on any loans and is in good standing with all of our banks and creditors.

NFPS also completes a financial audit each year in order to meet prequalification standards for FDOT. This audit is prepared by a Florida Registered CPA and the results of that annual audit are always clean and we have never had any audit findings.

Thank you,

James H. Pitman, PE

Summary of Litigation



May 28, 2020

Levy County Board of County Commissioners
P.O. Box 310
310 School Street
Bronson, FL 32621

SUBJECT: Litigation History

Dear County Commissioners and Evaluation Committee:

North Florida Professional Services, Inc. does not have any litigation or proceeding whereby, during the history of our firm, a court or any administrative agency has ruled against our firm in any matter related to the professional activities of the firm. This includes any class actions within our company where named, industry investigations by Attorneys General, in addition to individual cases. North Florida Professional Services, Inc. understands it has a continuing duty to inform the County of any new claims filed against our firm.

Thank you,

James H. Pitman, PE

NON-COLLUSION AFFIDAVIT

I, Gregory G. Bailey, PE of the County of Columbia

According to law on my oath, and under penalty of perjury, depose and say that:

- 1. I am President of the firm of North Florida Professional Services, Inc. providing this proposal in response to the RFP, and that I executed the said proposal with full authority to do so.
- 2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
- 3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding contracts for any services resulting from this RFP for said project.

[Signature]
Signature of Proposer Representative

05/26/2020
Date

STATE OF: Florida

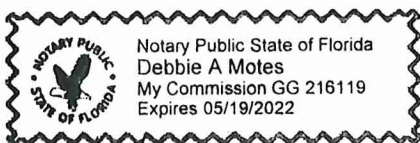
COUNTY OF: Columbia

Sworn to (or affirmed) and subscribed before me by means of physical presence or _____ online notarization, this 26th day of May, 2020, by Gregory G. Bailey, President of NFPS, who () is personally known to me or () provided _____ as proof of identification.

[Signature]

NOTARY PUBLIC

My Commission Expires: 5-19-2022



State of Florida

Department of State

I certify from the records of this office that NORTH FLORIDA PROFESSIONAL SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on February 8, 2010.

The document number of this corporation is P10000011749.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 22, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-second day of January,
2020*



Ronald R. Lee
Secretary of State

Tracking Number: 2984552255CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Minority Status



May 28, 2020

Levy County Board of County Commissioners
P.O. Box 310
310 School Street
Bronson, FL 32621

SUBJECT: Minority Designation

Dear County Commissioners and Evaluation Committee:

North Florida Professional Services, Inc. (NFPS) is not designated as a woman or minority owned business. NFPS is however designated a Small Business according to FDOT standards.

Thank you,

James H. Pitman, PE

DRUG FREE WORKPLACE FORM

The undersigned Proposer in accordance with Section 287.087, Florida Statutes, hereby certifies that the Proposer North Florida Professional Services, Inc. (name of firm or individual) does:

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

NAME OF PROPOSER:

Gregory G. Bailey, PE

Signature: 

Title: President

Date: 05/26/2020



Ron DeSantis, Governor

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

NORTH FLORIDA PROFESSIONAL SERVICES, INC.

POST OFFICE BOX 3823
LAKE CITY FL 32056

LICENSE NUMBER: CA29011

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

PITMAN JR, JAMES H

6237 SE COUNTRY CLUB ROAD
LAKE CITY FL 32025

LICENSE NUMBER: PE42035

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BAILEY, GREGORY G

PO BOX 3823

LAKE CITY FL 32056

LICENSE NUMBER: PE43858

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BISHOP, ROBERT PHILLIP JR

210 SW GERTRUDIS DRIVE
LAKE CITY FL 32024

LICENSE NUMBER: PE38546

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

PITMAN, BRIAN JAMES

17572 NW 251ST DRIVE
HIGH SPRINGS FL 32643

LICENSE NUMBER: PE87495

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Trevor Hickman Insurance 383 SW Baya Dr Lake City FL 32025		CONTACT NAME: Crystal Cantrell PHONE (A/C No, Ext): (386) 752-0006 E-MAIL ADDRESS: crystal@thinsagency.com FAX (A/C, No): 3867529806	
INSURED NORTH FLORIDA PROFESSIONAL SERVICES INC P.O. BOX 3823 Lake City FL 32056-3823		INSURER(S) AFFORDING COVERAGE INSURER A : NATIONWIDE INS CO OF AMERICA INSURER B : DEPOSITORS INSURANCE INSURER C : INSURER D : INSURER E : INSURER F :	NAIC # 25453 42587

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	ACBPPOZ5964388204	03/22/2019	03/22/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	N	ACBPPOZ5964388204	03/22/2019	03/22/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	N	ACPWCD5964388204	03/22/2019	03/22/2020	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured in regards to the General Liability policy.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hall & Company 19660 10th Ave NE Poulsbo WA 98370	CONTACT NAME: Melissa Canestro PHONE (A/C, No, Ext): 360-626-2008 E-MAIL ADDRESS: mcanestro@hallandcompany.com		FAX (A/C, No): 360-598-3703
	INSURER(S) AFFORDING COVERAGE		
INSURED North Florida Professional Services Inc PO Box 3823 Lake City FL 32056	18876	INSURER A : Argonaut Insurance Company	NAIC # 19801
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 2143670205


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab; Claims Made			121AE000041802	3/15/2020	3/15/2021	\$2,000,000 Per Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is not available on Professional Liability Policy.

CERTIFICATE HOLDER**CANCELLATION**

Florida Gateway College 149 SE College Place Lake City FL 32025	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

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CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals or bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All proposers must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All proposers must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches or affiliates. All proposers must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this RFP. All proposers are also required to include a disclosure statement of any potential conflict of interest that the proposer may have due to other clients, contracts, or interest associated with the performance of services under this RFP and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Names of Officer, Partner, Director or Proprietor who is spouse or child of Board Member:

Names of County Officer or Employee that owns 5% or more in Proposer's firm:

Names of applicable person(s) who have received compensation:

Description of potential conflict(s) with other clients, contracts or interests:

None of the above applicable:

Signature:  Printed Name: Gregory G. Bailey, PE

Proposer Name: North Florida Professional Services, Inc.

Date: 05/26/2020



LEVY COUNTY, FLORIDA

REQUEST FOR PROPOSALS

RFP_2020_004

ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS

PROCUREMENT DEPARTMENT

P.O. BOX 310

310 SCHOOL STREET

BRONSON, FL 32621

PHONE: (352) 486-5218

FAX: (352) 486-5167

EMAIL: TRETHEWAY-ALI@LEVYCOUNTY.ORG

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

RFP_2020_004

ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING

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BOARD OF COUNTY COMMISSIONERS

Levy County
P.O. Box 310
310 School Street
Bronson, FL 32621

RFP_2020_004

ADVERTISEMENT

Notice is hereby given that, in accordance with the Consultants' Competitive Negotiation Act ("CCNA"), section 287.055, Fla. Stat., that Levy County, a political subdivision of the State of Florida, is seeking the services of qualified firms or individuals to provide professional engineering and related services to meet the County's engineering, design, planning, surveying, permitting, administrative and related services for the widening and resurfacing existing lanes on CR347 (NW 30th Ave) from US 19 to SR 500, which project will be funded by Florida Department of Transportation through its Small County Road Assistance Program, as provided in section 339.2816, Fla. Stat. Levy County, Florida will be receiving sealed responses to Request for Proposals at the Office of the Board of County Commissioners, Levy County Annex Building, P.O. Box 310, 310 School Street, Bronson, Florida 32621, (352) 486-5217.

REQUEST FOR PROPOSALS

RFP_2020_004

ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING

The intent of the County is to enter into an agreement with an experienced and qualified professional individual or firm to provide engineering, design, planning, surveying, permitting, administrative and related services for the widening and resurfacing existing lanes on CR347 (NW 30th Ave) from US 19 to SR 500 as described in the Request for Proposals documents.

REQUEST FOR PROPOSALS DUE DATE: 2:00 P.M., EST, 5/29/2020

PROCUREMENT DEPARTMENT

BOARD OF COUNTY COMMISSIONERS

OF LEVY COUNTY FLORIDA

P.O. BOX 310

BRONSON, FLORIDA 32621

Documents can be obtained by contacting the Procurement Coordinator of Levy County, Florida at (352) 486-5218, or online through the DemandStar system by Onvia at www.demandstar.com. If you have any questions, please call Alicia Tretheway, Procurement Coordinator, at (352) 486-5218.

Chiefland Citizen/Gainesville Sun

Date(s): 4/30/20, 5/7/20, 5/14/20

**Levy County
Board of County Commissioners
310 School Street
Bronson, Florida 32621
(352) 486-5217**

STATEMENT OF NON-SUBMITTAL

If you **do not** intend to submit a response to the Request for Proposals, please return this form to the above address immediately or fax to (352) 486-5167. If this statement is not completed and returned, your company may be deleted from the Levy County list for this service.

We the undersigned have declined to submit a response on the **REQUEST FOR PROPOSALS ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING** for the following reason(s):

- Insufficient time to respond to the Request for Proposals.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Unable to meet proposal specifications or scope of anticipated services.
- Specifications are unclear (explain below).
- Remove us from your vendors' list for this service.
- Other (specify below).

Remarks: _____

Company Name: _____

Signature: _____

Telephone: _____ Date: _____

REQUEST FOR PROPOSALS RFP_2020_004

FOR ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING

PART I GENERAL INSTRUCTIONS

RP-01 PURPOSE:

- A. INTENT OF RFP:** It is the intent of Levy County (herein “the County”), by and through its Board of County Commissioners (herein “Board”) with issuance of this Request for Proposals (“RFP”) and in accordance with the Consultants’ Competitive Negotiation Act (“CCNA”), section 287.055, Fla Stat., to select an experienced and qualified individual or firm that clearly demonstrates the highest level of ability to furnish professional consulting services to meet the County’s engineering, design, planning, surveying, permitting, administrative and related needs for design and construction administration for widening and resurfacing existing lanes on CR 347 (NW 30th Ave) from US 19 to SR 500, which will be funded by Florida Department of Transportation Small County Road Assistance Program (“SCRAP”) as provided in section 339.2816, Fla. Stat., (herein the “Project”). The services sought through this RFP (herein sometimes referred to as “scope of services,” “Scope of Services” or “Professional Services”) shall include but not limited to: engineering, design, planning, development of bid specifications, surveying, permitting, testing, and any other related services as needed for the Project and for compliance with any state and federal regulations; and any other engineering or related services that may be needed or desired by the County in connection with the Project. This RFP is issued by the County to provide potential proposers with information, guidelines and rules to prepare and submit a proposal. Any submittal must satisfy all criteria established in the RFP to qualify for evaluation.
- B. TIME AND DUE DATE:** The County will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida. Any proposals received after the due date and time will not be opened and will not be considered. The County is not responsible for any delays in delivery of a proposal caused by any mail, package or courier services, or caused by any other occurrence.
- i. Date of Distribution: 4/28/2020
 - ii. Deadline for Questions: 5/22/2020
 - iii. Final Addendum Posting: 5/26/2020
 - iv. Proposals Due: 5/29/20, 2:00 P.M.
 - v. Professional Services Committee Review: 6/4/20*
 - vi. Shortlisted Firms Presentation/Discussions: 6/9/20*
 - vii. Board of County Commissioner’s Award: TBD

*Date(s) subject to change due to COVID-19

- C. BACKGROUND:** Levy County is a local government entity governed by a Board of County Commissioners. The Project is for the widening and resurfacing of existing lanes

on CR 347 (NW 30th Ave) from US 19 to SR 500. The Project will be funded by the Florida Department of Transportation (herein "FDOT") SCRAP grant program. Pursuant to Section 337.14(7), Fla. Stat., the entity performing design and construction engineering inspection services may not be the same entity for a project funded by SCRAP and administered by a local government. As such, construction engineering inspections services will be acquired for the Project through a selection process separate from this RFP.

RP-02 CONTRACT AWARDS: The evaluation of all responses to this RFP and awarding of an agreement to a successful proposer, if any will be done in accordance with the CCNA and the terms of this RFP. The proposed form of agreement is included as Part V of this RFP. The County may enter into an agreement with one (1) proposer that submits the proposal judged to be most highly qualified to the County that demonstrates the ability to perform the Professional Services in the time frames required (herein "selected proposer"). The County reserves the right not to enter into an agreement with the selected proposer (or any of the lower ranked proposers if negotiations fail with the selected proposer, as provided in this RFP), if the County determines at the conclusion of the process contemplated herein, in its sole discretion, that it is not in the best interests of the County to enter into an agreement with any of the proposers for the services contemplated by this RFP. The County reserves up to six (6) months after its ranking of the proposals to make the determination whether it is in the best interests of the County to enter into an agreement with a proposer for the services contemplated by this RFP. Each proposer shall remain ready to enter into an agreement with the County for the services under this RFP for such six (6) month period.

In the event the County determines that it is in the best interests to enter into an agreement in accordance with this RFP, the selected proposer (or any lower ranked proposer if negotiations fail with the selected proposer, as provided in this RFP) who enters into an agreement with the County shall sometimes be referred to hereinafter as "Contractor." Also in this event, the selected proposer shall be required to sign a formal agreement with the County. The County reserves the right to include in any such agreement any or all of the Professional Services and to divide the Professional Services into separate Task Orders, each of which may require a separate agreement or amendment to the initial agreement. In the event negotiations with the selected proposer are not successful and the parties cannot reach an agreement, the County reserves the right to cancel those negotiations and continue with the next highest ranked proposer until an agreement can be reached or until the County elects not to enter into an agreement.

Any proposer that submits a proposal in response to this RFP indicates its understanding that this RFP does not constitute an agreement or a contract between the proposer and the County. There is no contract or agreement between the proposer and the County until all proposals have been reviewed by the County and until a formal agreement is executed by the County and the selected proposer, if any.

RP-03 DEVELOPMENT COSTS: The County shall not be liable for any expense incurred in connection with preparation of a response to this RFP. Proposers should prepare a straightforward and concise description of the proposer's ability to meet the requirements of the RFP.

RP-04 INQUIRES AND ADDENDA: The County will not respond to oral or telephone inquiries. Proposers may submit written, faxed, or email inquiries regarding the RFP to the Procurement Coordinator, P.O. Box 310, 310 School Street, Bronson, FL 32621; Fax number: (352) 486-5167; email: tretheway-ali@levycounty.org. The County will respond to written, faxed or email inquiries if those inquiries are received at least five (5) working days prior to the RFP due date. Any proposer submitting a written inquiry is responsible for making sure that its inquiry reaches the County in time for a response.

The County will record its response to any inquiries. In the event any response to an inquiry requires supplemental instructions or clarification in the form of a written addendum, such addendum will be created and will be sent to all proposers who were sent the RFP by the County. Any addenda will also be available on the County's on-line DemandStar system by Onvia. It shall be the responsibility of the proposer, prior to submitting a proposal, to contact the Procurement Department to determine if any addenda or other written response to inquiries were issued, acknowledging that the proposer has read any addenda in its proposal. At the time of the opening of the proposals, each proposer will be presumed to have read and be thoroughly familiar with the provisions of this RFP, any addenda, and the Scope of Services (as described in this RFP) that will be required for the Project.

RP-05 PROPOSALS, SUBMITTAL AND WITHDRAWAL: Proposals are to have an introductory letter, typed on the applicable firm's letterhead, specifically referring to the Project and the Scope of Services. Proposals must contain all information, completed forms, and documentation required by this RFP. A proposal and all required information, forms and documentation must be submitted in one (1) original form, one (1) electronic version (USB flash drive), plus six (6) copies placed in a sealed package clearly marked on the outside "**RFP FOR ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING RFP_2020_004**" and addressed to:

Board of County Commissioners
c/o Procurement Department
P.O. Box 310
Bronson, FL 32621

Proposals received after the established deadline will not be opened or considered. A proposer may withdraw its proposal by notifying the County in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of six months to provide the County the services set forth in this RFP, or until one of the proposals

has been selected by the Board of County Commissioners pursuant to the provisions of the RFP, whichever is later.

Proposals shall contain all required forms and documentation and any information required pursuant to this RFP. Any revisions to any of the required forms or documents may constitute disqualification of a proposal.

RP-06 PROFESSIONAL SERVICES COMMITTEE/PRESENTATIONS/INTERVIEWS: The Professional Services Committee will consist of the Administrative Manager of the County Road Department, the Field Manager of the County Road Department, and the Director of the Parks and Recreation Department. The Professional Services Committee will review the proposals, and will conduct discussions with or may require presentation/interviews of no less than three (3) proposers (unless there are fewer than three proposals received) regarding their qualifications, approach to the Project, and ability to furnish the Professional Services. The Professional Services Committee will develop a recommended ranking to present to the Board. The Board may approve the Professional Services Committee's proposed ranking and may authorize negotiation of an agreement with the highest ranked proposer based on the ranking. The Board, at its option, may choose to review the proposals or may choose to conduct discussions with or require presentation/interviews with whatever proposer(s) the Board wishes, regarding their qualifications, approach to the Project, and ability to furnish the Scope of Services. If the Board opts to do its own review and/or discussions/presentation/interviews, the Board may then provide its own ranking of the proposals and authorize an agreement with the highest ranked proposer.

In the event that an agreement cannot be reached with the highest ranked proposer, the Board may authorize negotiations with the next highest ranked proposer(s), in order, until an agreement can be reached. If no agreement can be reached with any of the proposers, then the Board may reject all proposals and re-issue a request for proposals for the services for the Project.

The County shall not be responsible for any expenses incurred for discussions/presentations/interviews. Pursuant to section 286.0113(2), Fla. Stat., any portion of a meeting at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation is exempt from public meeting requirements.

RP-07 PROPOSALS RESTRICTIONS/REQUIRED FORMS AND DOCUMENTATION:

- A. GENERAL:** Proposals should be on 8 ½ x 11 paper. Proposals will be restricted to a maximum of fifty (50) pages, which should be one sided, excluding cover letter, photos, index, resumes, dividers, copies of licenses and corporation registration, and proposal signature and other required forms required by this RFP.

B. REQUIRED FORMS AND DOCUMENTATION: The following forms and documentation shall be submitted with the proposal and outlined and presented as required in Part III of this RFP.

1. Cover letter on firm letterhead with contact information and any introductory statements or firm philosophy, referencing the Project and Scope of Services.
2. All information and documentation required by section RP-22 of this RFP, including statements and information outlining and evidencing the proposer's ability to perform the Professional Services for the Project, and including any other information required in this RFP, and acknowledgement of receipt of addenda, all required forms which are attached to the RFP, including Proposal Signature Form, Non-Collusion Affidavit, Ethics Clause, Conflict of Interest Disclosure Statement, and any optional forms attached to this RFP that proposers choose to submit, including the Drug Free Workplace Form and Reference Form.
3. Resumes and experience for each individual who will be performing services, including at least three past projects involving similar to the scope of services requested in this RFP. For each project, provide the following information (attached form may be used):
 - i. Client name and address
 - ii. Contact number
 - iii. Project description
 - iv. Dates performed
4. Evidence of ability to provide required insurance coverages.
5. Copy/copies of all license(s), certification(s) or registration(s) held by individuals that proposer anticipates will perform services for the Project, which license(s), certification(s) or registration(s) are required by federal, state or local law or regulation in order to perform such services.
6. If proposer is a corporation or other entity, copy of Florida Secretary of State Corporation Registration, or other certification, registration or authorization to do business in the State of Florida.
7. Indication of whether proposer is a minority business enterprise.

RP-08 DRUG FREE WORKPLACE: Levy County is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

RP-09 PUBLIC ENTITY CRIMES STATEMENT/NO COLLUSION/CONFLICTS/SCRUTINIZED COMPANIES:

- A. PUBLIC ENTITY CRIMES STATEMENT:** A proposer shall comply with the following statement: In accordance with section 287.133(2)(a), Fla. Stat., "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public

entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Fla. Stat., for Category two, for a period of 36 months from the date of being placed on the convicted vendor list.”

- B. NO COLLUSION:** With the submittal of a proposal in response to this RFP, a proposer certifies that he/she has not divulged, discussed or compared his/her/its competitive proposal with another proposer and has not colluded with any other proposer or party to this RFP whatsoever. Any proposer must execute the attached Non-Collusion Affidavit and submit it with the response to this RFP. If it is discovered that collusion exists among any proposer, the responses of all participants in such collusion will be rejected and no participants in collusion will be considered in future selection processes for the same work.
- C. CONFLICTS OF INTEREST:** The award of any agreement pursuant to this RFP is subject to the provisions of Chapter 112, Fla. Stat. All proposals must disclose the name of any officer, director or agent who is an employee of the County, or who is a relative of any of the Board of County Commissioners or any member of a selection committee for this RFP. Further, all proposals must disclose the name of any County employee who owns, directly or indirectly, an interest in the proposer’s firm or any of its branches. A proposer is required to complete and submit the attached Conflict of Interest Disclosure Statement with its proposal.
- D. SCRUTINIZED COMPANIES AND OTHER PROHIBITED ENTITIES OR ACTIVITIES:** Any proposer that submits a proposal in response to this RFP certifies that is not ineligible to submit a bid or proposal for, or enter into a contract or renewal thereof, with any local government entity as a result of the application of Section 287.135, Fla. Stat., to such proposer. In addition, any proposer that submits a proposal under this RFP that may result in compensation of \$1,000,000 or more, if such proposer is the successful proposer in any contract awarded pursuant to this RFP, shall be deemed to have also submitted with such proposal a certification that the proposer is not on the Scrutinized Companies with Activities in Sudan List, is not on the Scrutinized Companies with Activities in the Iran Petroleum Sector List, and does not have business operations in Cuba or Syria, and is not participating in a boycott of Israel, as required by Section 287.135(5), Fla. Stat. In addition, any contract that may be awarded pursuant to this RFP in the amount of \$1,000,000 or more, by this reference, allows for termination of such contract, at the option of the County, if the successful proposer/Contractor is found to have submitted a false certification with the submission of its proposal.

RP-10 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that in any agreement entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit responses to this RFP and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All proposers are hereby notified that the Contractor must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, Levy County Resolution 2011-59, all as the same may be amended. Specifically, but not by way of limitation, by submitting a proposal, the Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin, genetics or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through an agreement entered into as a result of the RFP and the proposal submitted.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin, genetics or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.
- Contractor will, in all solicitation or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age disability, national origin, genetics or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

RP-11 COMPLIANCE WITH LAWS:

- A. The successful proposer/Contractor shall comply with all federal, state, and local statutes, laws, ordinances, rules and regulations in the performance of its obligations under any agreement entered into as a result of this RFP. Specifically, but not by way of limitation, all applicable provisions of Article VI, Chapter 2, Levy County Code, are incorporated herein as if the same were set out at length.

- B.** Notwithstanding any other provision in this RFP or any agreement resulting from this RFP to the contrary, in the event that any services to be provided by the Contractor are or may be funded by state or federal funds, or are or may be subject to reimbursement from state or federal funds, the applicable provisions of 2 CFR 200 and sections 2-207 and 2-208, Levy County Code, apply to this RFP and any resulting agreement.
- C.** In addition to compliance with any other laws required by this agreement, the successful proposer/Contractor shall comply with the public record laws of the State of Florida contained in Chapter 119, Fla. Stat., as the same may be amended. Failure to comply with the provisions of this subsection shall constitute a substantial failure to perform on the part of the successful proposer/Contractor in accordance with the terms of any agreement entered into as a result of this RFP. Specifically, but not by way of limitation, the successful proposer/Contractor shall:
- i.** Keep and maintain public records required by County to perform the service;
 - ii.** Upon request by County's custodian of public records, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - iii.** Ensure that public records that are exempt or confidential and exempt from public records disclosure requirement are not disclosed except as authorized by law for the duration of the term of any agreement entered into as a result of this RFP and following completion of the services to be provided by the successful proposer/Contractor under any such agreement if the successful proposer/Contractor does not transfer the records to County; and
 - iv.** Upon completion of the services to be provided under any agreement entered into as a result of this RFP, transfer, at no cost, to County all public records in possession of the successful proposer/Contractor or keep and maintain public records required by County to perform the services. If the successful proposer/Contractor transfers all public records to County upon completion of the services, the successful proposer/Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the successful proposer/Contractor keeps and maintains public records upon completion of the services, the successful proposer/Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

The definitions contained in Chapter 119, Fla. Stat., apply to terms used in this section unless alternate or more specific definitions for any such terms are provided in this RFP. For purposes of this RFP, the term "custodian of public records" shall mean the County Coordinator of County, or his/her designee.

IF THE SUCCESSFUL PROPOSER/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER'S/CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

TELEPHONE: (352) 486-5218

EMAIL: LEVYBOCC@LEVYCOUNTY.ORG

MAILING ADDRESS: P.O. BOX 310, BRONSON, FL 32621

RP-12 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all proposals to this RFP, to accept all or any part of a proposal, to re-advertise this RFP, to postpone or cancel this RFP process, to change or modify the RFP schedule at any time, to waive irregularities and technicalities, and to request resubmission. Any sole response received may or may not be rejected by the County, depending on available competition and timely needs of the County. The County shall be the sole judge of the proposals and the resulting agreement that is in its best interest, and its decision shall be final.

The County, in its sole discretion, may expand the Scope of Services described in this RFP to include additional requirements. The County reserves the right to investigate any proposer as it deems necessary to determine the ability of any proposer to perform the work or services requested. Any proposer, upon request, shall provide information the County deems necessary in order to make a determination.

RP-13 AGREEMENT TERM/CANCELLATION: The initial term for any agreement entered into between the County and a successful proposer shall commence upon final approval of the agreement by the Board of County Commissioners and shall be until satisfactory completion of the Project. The County will notify the Contractor of its intent to extend the original agreement for an additional term prior to the expiration of the then-applicable term. The County shall have the right to unilaterally cancel, terminate or suspend any agreement entered into as a result of this RFP and proposals submitted thereto, in whole or in part, by providing the successful proposer/Contractor thirty (30) days' written notice by certified mail of such termination.

RP-14 PAYMENT: Request for payment under any agreement must be submitted to the County Coordinator on a form approved by the County in accordance with the agreement entered into between the County and the Contractor. Price shall be net and all invoices will be subject to and payable according to the Florida Prompt Payment Act (sections 218.70 through 218.80, Fla. Stat.).

RP-15 PERFORMANCE EVALUATION: At the end of any agreement entered into as a result of this RFP and the proposals, the County Department receiving the services from the Contractor may evaluate the Contractor's performance. This evaluation will become public record.

RP-16 INSURANCE REQUIREMENTS: Prior to entering into an agreement with the County, and in addition to any provisions regarding insurance contained in the agreement, Contractor shall, at its sole cost and expense, procure and maintain throughout the term of the agreement, insurance policies in coverages and limits required below, or to the extent and in such amounts as required and authorized by Florida law. In addition, for those policies that are allowed by law to carry an additional named insured, Contractor will provide declarations pages from policies or insurance policies (or other similar evidence) of insurance executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, listing coverages and limits, expirations dates, terms of policies and all endorsements, and shall include the RFP/Project Name, and naming “Levy County, a political subdivision of the State of Florida, its elected officials, officers, employees, agents, and volunteers,” as a named, additional insured, as well as furnishing County with a certified copy, or copies, of said insurance policies. In addition, each policy required below shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverages or limits, written notice thereof shall be given to County. Any and all deductibles to any insurance policy shall be the responsibility of the Contractor. Said insurance coverages procured by Contractor as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to County, and that any other insurance, or self-insurance available to County shall be considered secondary to, or in excess of, the insurance coverage(s) procured by County as required herein.

Nothing herein shall be construed to extend County’s liability beyond that provided in section 768.28, Fla. Stat.

Coverages and limits for the insurance required herein shall be as follows:

- A. Workers’ Compensation:** Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employer’s Liability with a limit of \$3,000,000 each accident, \$1,000,000 each employee, \$1,000,000 policy limit for disease.
- B. Professional Liability Insurance:** Coverage of a minimum one million dollars (\$1,000,000) in coverage for this project.
- C. Public Liability Insurance:** Policy must include bodily injury and property damage, Combined Single Limits (CSL) of \$300,000 minimum.
- D. Commercial General Liability – Occurrence Form Required:** (Contractor/Vendor) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit it shall apply separately to this location/project in the amount of \$6,000,000. Products and completed operation aggregate shall be \$6,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from

explosion, collapse or underground (x,c,u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at a minimum of \$100,000.

- E. Commercial Automobile Liability Insurance:** (Contractor/Vendor) shall maintain automobile liability insurance with a limit of not less than \$3,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.

RP-17 INDEMNITY: A Contractor that entered into an agreement as a result of this RFP, in addition to any other provisions regarding indemnification contained in such agreement, shall defend, indemnify and hold harmless County and all of County's elected officials, officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor or its officers, agents or employees in performance or non-performance of its obligations under an agreement. Contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to County when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by County in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of the agreement entered into as a result of this RFP. Compliance with any insurance requirements required elsewhere within such agreement shall not relieve Contractor of its liability and obligation to defend, hold harmless and indemnify County as set forth in this provision.

Nothing herein shall be construed to extend County's liability beyond that provided in section 768.28, Fla. Stat.

END OF PART I

PART II – SCOPE SERVICES

RP-18 PROJECT DESCRIPTION: The County is seeking engineering, design, planning, development of bid specifications, surveying, permitting, testing, and any other related services as needed for the Project and for compliance with any state and federal regulations; and any other engineering or related services that may be needed or desired by the County in connection with the Project for widening and resurfacing existing lanes on CR 347 (NW 30th Ave) from US 19 to SR 500.

RP-19 PROJECT SCOPE/SCOPE OF SERVICES: The scope of Professional Services includes, but is not limited to:

- A. Engineering Services:** Perform preliminary design and final design, prepare specifications, provide sample bid documents for County's consideration and use, provide bid analysis, provide services during construction, project planning, permitting, and regulatory liaison services related to construction of the Project.
- B. Planning and Services:** Perform planning services as needed to facilitate programs and engineering in conjunction with the Project and any funding program all pertaining to the Project.
- C. Construction/Feasibility Reviews:** Provide an independent and detailed review of any design drawings and construction documents related to the construction of the Project.
- D. Construction Scheduling:** Evaluate scheduling requirements related to the design and construction, of the Project.
- E. Value Analysis:** Provide an independent review of design drawings and/or construction costs estimates of the Project at various stages of design.
- F. Grant and Loan Services:** Preparation and submittal of any grant or loan application and other required documentation for any local, state or federal grant or loan program on behalf of the Project; administration services related to any grant or loan program related to the Project.
- G. Administrative Services:** Complete management and reporting services for the Project; appearance at and participation in meetings of County staff and the Board of County Commissioners as requested or required by the County.
- H. Other Services:** Any other services related to the Project as requested by the County.

RP-20 QUALIFICATIONS: The successful proposer shall be capable of responding to any requirements of any state or federal regulatory agency, the County Coordinator, County staff, and the Board of County Commissioners. The successful proposer shall be capable of having its staff appear in Levy County to the Project site within three hours, if needed. Time charged to the County for the Project shall not include time spent traveling from the successful proposer's office or from some other location to Levy County.

All Professional Services under any agreement resulting from this RFP are to be performed by persons appropriately licensed or registered under state and federal laws governing the practice of the Professional Services involved, and shall be consistent with county, state, federal standards, specifications and construction requirements. Interested proposers shall be licensed pursuant to Chapter 471, Fla. Stat.

END OF PART II

PART III – PROPOSAL FORMAT & EVALUATION METHOD

RP-21 RULES FOR PROPOSALS:

- A.** The proposal must be from an engineering firm or individual licensed to provide all the required services in the State of Florida. The proposal must name all persons or entities interested in the proposal as principals. The proposal must contain all the information required to be included in this RFP. Failure to accurately address required items as outlined in this RFP may be reason to disqualify a proposal or deem the proposal non-responsive.
- B.** Any questions regarding the Project or a proposal shall be directed to the Procurement Coordinator or her designated representative for a response. There shall not be any contact between a potential proposer or proposer and any member of the Board regarding the Project or a proposal.
- C.** The Professional Services Committee will consider all responsive proposals based on a review of the proposals in light of the weighted criteria set out in RP-22. The Professional Services Committee will rank the proposals based on its review, in order of the highest score to the lowest score, 100 being the highest. The Professional Services Committee will conduct discussions with or require presentation/interviews with at least the top three (3) highest ranked proposers (unless fewer than three proposals are received) and submit its final proposed ranking to the Board. The Professional Services Committee reserves the right to include in the proposed ranking as many of the proposals as it deems to be in the County's interests. The Board will consider the recommendation of the Professional Services Committee and may take that recommendation and authorize negotiation of an agreement with the successful proposer without further review of the proposals or without conducting its own presentations/interviews of the proposers. At its option, the Board may consider the proposals based on the Board's review of the proposals in light of the weighted criteria set out in RP-22 and separately rank the proposals based on its review, in order of the highest score to the lowest score, 100 being the highest. The Board may then conduct its own discussions/presentation/interviews with the top three (3) highest ranked proposers and then make the final ranking decision. The Board reserves the right to conduct its ranking (if any) based on proposals alone and waive presentations/interviews. In the event that an agreement cannot be reached with the highest ranked proposer, the Board may authorize negotiations with the next highest ranked proposer(s), in order, until an agreement can be reached. If no agreement can be reached with any of the proposers, then the Board may reject all proposals and re-issue a request for proposals for the services for the Project. The Board reserves the right to reject any proposal, or any part of a proposal, reject all proposals, to waive any irregularities in any proposals, and to award an agreement as deemed to be in the best interests of the County. The County shall be the sole judge as to the merits of a

proposal and of any discussion/presentation/interview, and any agreement resulting from this RFP. The County's decisions in rankings and agreement award will be final.

RP-22 PROPOSAL FORMAT AND EVALUATION CRITERIA/METHOD: Each interested proposer's proposal shall not exceed fifty (50) 8 ½" x 11" single-sided pages and shall include all required forms and information. In determining the overall quality and completeness of the proposal, document presentation, organization, and format will be taken into account. Proposals should be organized in the following format listing of criteria A. through E. If any particular criterion below is not applicable, or if the proposer has no information to provide in response to the criteria category, the proposer shall indicate that it has no response to that particular criterion. The proposals shall be organized and presented in the following sequence and will include the following as a minimum:

- A. Tab 1 – Team Organization, Management and General Qualifications (Total Possible Points 30):** Proposers should indicate their team organization, management and general qualifications for the Project. Multiple firm or joint venture teams should clearly identify the roles and responsibilities of the proposed participants. Team and project management structure should be documented. The principal within the firm or prime firm responsible for the Project should be identified and a statement presented stating those persons would not be substituted without the express permission of the County. Teams should demonstrate experience in the provision of engineering and related services to meet the County's engineering, design, planning, surveying, and permitting, administrative related services for the Project.
- B. Tab 2 – Individual Qualifications (Total Possible Points 20):** The proposal should demonstrate the current financial, scheduling and staffing capacities to address the work. Proposers submit the resumes of key people. Proposers should specifically identify the project manager on the Project and his/her qualifications. Background information of the key people, project manager and any consultants should be included.
- C. Tab 3 – Work Plan (Total Possible Points 20):** Proposers submitting should demonstrate their understanding of the scope of services. Proposals should address any anticipated problems and proposed solutions. Plan should include detailed descriptions of intended approach for the Project, including outlining tasks to be performed in the design, administration, planning and plan preparation for the Project.
- D. Tab 4 – Experience and References (Total Possible Points 20):** Proposers should provide information indicative of experience of the team and team members in other projects of similar complexity. Highlight the use of innovative strategies and creative approaches. Also, include experience and capabilities of team members in providing similar services to other Florida local government entities. A reference list for each firm is required, including name, project and telephone number. A reference list for the project manager is required, including each name, project and telephone number.

E. Tab 6 – Required Forms (Total Possible Points 5): The following forms need to be included with your proposal:

1. Completed Proposal Signature Form;
2. Ethics Clause Form;
3. Statement of proposer’s financial stability, including information as to current or prior bankruptcy proceedings;
4. Summary of any litigation filed against proposer in the past five (5) years which is related to the services the proposer provides in the regular course of business. The Summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved;
5. Non-Collusion Affidavit;
6. If proposer is a corporation, copy of certification from Florida Secretary of State verifying proposer’s corporate status and good standing and, if proposer is a non-Florida corporation, evidence of authority to do business in Florida;
7. Statement of whether proposer is a minority business enterprise;
8. Completed Drug-Free Workplace Form (recommended);
9. Copies of any licenses or certification required to perform the services contemplated in this RFP; and
10. Evidence or statement of ability to provide required insurance coverages.

RP-23 ANTICIPATED SCHEDULE: The County has established a schedule for submitting proposals and for completing the ultimate selection of a proposer to provide the requested services. It will be incumbent on each proposer to understand the importance of adhering to this published schedule. The County, however, reserves the right to amend the dates, and to elect to interview proposers at any time (with reasonable notice), and to elect to choose a select number of proposers from which to request additional information in order to make the best selection in the interests of the County.

SCHEDULE	DATE/TIME
County advertises for requests for proposals	4/30/20, 5/7/20, 5/14/20
Proposals due date	5/29/20, 2:00 P.M. EST
Professional Services Committee evaluates proposals and prepares short lists for public presentation/interviews	6/4/20*
Public presentation/interviews with Professional Services Committee	6/9/20*
Board Approval of Selection and Award	(TBD)

*Date(s) subject to change due to COVID-19

END OF PART III

**PART IV – REQUIRED AND OPTIONAL FORMS
(Forms begin on following page)**

REQUEST FOR PROPOSALS RFP_2020_004
FOR ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING
PROPOSAL SIGNATURE FORM

The undersigned attests to his/her authority to submit this proposal and to bind the entity/firm herein named to perform in accordance with an agreement entered into with the County, if the entity/firm is awarded the agreement by the County. The undersigned further certifies that he/she has read the entire Request for Proposals package, and any other documentation relating to the Request for Proposals, and that this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

Type of Organization (please check one):

- INDIVIDUAL
- PARTNERSHIP
- CORPORATION
- JOINT VENTURE
- LLC

Firm Name: _____

Home Office Address: _____

City, State, Zip: _____

Address (Servicing Levy County if Different from Above): _____

Name/Title of Levy County Rep: _____

Telephone: _____ Fax: _____

Signature: _____ Date: _____

As Addenda are considered binding as if contained in the original Request for Proposals, it is critical each proposer acknowledge receipt of same. The submittal may be considered void if receipt of addendum is not acknowledged.

Receipt of Addenda Acknowledged:

Addendum No. _____ Dated _____

Signature _____

Addendum No. _____ Dated _____

Signature _____

Addendum No. _____ Dated _____

Signature _____

DRUG FREE WORKPLACE FORM

The undersigned Proposer in accordance with Section 287.087, Florida Statutes, hereby certifies that the Proposer _____ (name of firm or individual) does:

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

NAME OF PROPOSER:

Signature: _____

Title: _____

Date: _____

NON-COLLUSION AFFIDAVIT

I, _____ of the County of _____

According to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____ of the firm of _____ providing this proposal in response to the RFP, and that I executed the said proposal with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding contracts for any services resulting from this RFP for said project.

Signature of Proposer Representative

Date

STATE OF: _____

COUNTY OF: _____

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 2020, by _____, _____ of _____, who () is personally known to me or () provided _____ as proof of identification.

NOTARY PUBLIC

My Commission Expires: _____

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals or bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All proposers must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All proposers must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches or affiliates. All proposers must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this RFP. All proposers are also required to include a disclosure statement of any potential conflict of interest that the proposer may have due to other clients, contracts, or interest associated with the performance of services under this RFP and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Names of Officer, Partner, Director or Proprietor who is spouse or child of Board Member:

Names of County Officer or Employee that owns 5% or more in Proposer's firm:

Names of applicable person(s) who have received compensation:

Description of potential conflict(s) with other clients, contracts or interests:

None of the above applicable: _____

Signature: _____ Printed Name: _____

Proposer Name: _____

Date: _____

ETHICS CLAUSE FORM

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____ Date: _____

Name of Authorized Individual: _____

Name of Proposer Company/Organization: _____

Address of Company/Organization: _____

City/State: _____

REFERENCE FORM

Use of this form for references is OPTIONAL, however, all proposers must provide references from current clients or former clients with whom they have provided similar services.

Proposers Name: _____

Proposers are required to submit references with their response with which they have provided similar services as requested in this RFP. Proposers may use this attachment to provide the required reference information. Attach additional sheets as necessary. Levy County reserves the right to contact any and all references in the course of this RFP and make responsibility determination, not subject to review or challenge.

FORMER CLIENTS	
Company Name:	
Address:	
Contact Name(s):	
Phone:	
Email:	
Description of Work:	
Service Dates:	
Company Name:	
Address:	
Contact Name(s):	
Phone:	
Email:	
Description of Work:	
Service Dates:	
Company Name:	
Address:	
Contact Name(s):	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Date: _____

PART V – FORM OF AGREEMENT
AGREEMENT BETWEEN LEVY COUNTY

AND

FOR

FOR ENGINEERING SERVICES FOR CR347 WIDENING AND RESURFACING

This Agreement is made and entered into by and between LEVY COUNTY, a political subdivision of the State of Florida, P.O. Box 310, Bronson, FL 32621 (hereinafter referred to as “County”), and _____, (hereinafter referred to as “_____”) on this _____ day of _____, 2020.

WITNESSETH:

WHEREAS, County issued a Request for Proposal for engineering services for the widening and resurfacing existing lanes on CR 347 (NW 30th Ave) from US 19 to SR 500 (“RFP_2020_004”), in accordance with the provisions of Section 287.055, Florida Statutes, and applicable County procurement policies and procedures; and

WHEREAS, _____ submitted a proposal in response to RFP_2020_004, and was subsequently selected by County as the company to provide the services requested by RFP_2020_004; and

WHEREAS, County desires to acquire engineering and related services from _____, and _____ desires to provide such services in accordance with RFP_2020_004, _____ proposal, applicable provisions of the agreement between County and the Florida Department of Transportation dated October 31, 2019 (herein “FDOT Agreement”) for funding for the widening and resurfacing existing lanes on CR 347 (NW 30th Ave) from US 19 to SR 500 (herein “the Project”), and subsequent negotiations between parties;

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payment hereinafter set forth, County and _____ agrees as follows:

ARTICLE 1

INCORPORATION OF DOCUMENTS

1.1 The RFP, consisting of pages 1 through 39 and including RFP_2020_004, the Addendum to RFP_2020_004 dated _____, 2020, issued by the County, the Proposal submitted by _____ dated _____, 2020, all filed with the Procurement Department of Levy County,

the Scope of Services attached hereto, and the FDOT Agreement are hereby specifically made part of this Agreement as if same had been set forth at length herein.

In the event of any conflict between the documents constituting this Agreement, the documents shall be given precedence in the following order:

- 1) The FDOT Agreement;
- 2) This Agreement;
- 3) The Scope of Services attached hereto;
- 4) RFP_2020_004 and the Addenda issued thereto;
- 5) The Proposal submitted by _____ dated _____, 2020.

ARTICLE 2

_____’S DUTIES

2.1 _____ agrees to perform all the services and provide all the materials requested by RFP_2020_004, as described in the Scope of Services attached hereto.

_____ shall perform all the services and provide all materials in strict accordance with the provisions contained herein. _____ shall perform all services under the Scope of Services attached hereto in professional, workmanlike manner, with such professional care, technical skill, ability and diligence as required of similar engineers having the level of skill, expertise and specialized knowledge, as represented to County, both orally and in writing, to be possessed by _____.

2.2 _____ agrees to provide its services and materials in the times allowed for performance contained in the Scope of Services attached hereto.

2.3 Compliance with Laws

_____ shall comply with all federal, state and local statutes, laws, ordinances, resolutions, rules and regulations in the performance of its obligations under this Agreement.

2.4 Compliance with Chapter 119, Florida Statutes.

(a) In addition to compliance with any other laws as required by this Agreement, _____ shall comply with the public records laws of the State of Florida contained in Chapter 119, Florida Statutes, as the same may be amended. Failure to comply with the provision of this subsection shall constitute a substantial failure to perform on the part of _____ in accordance with the terms of this Agreement. Specifically, but not by way of limitation, _____ shall:

- (i) Keep and maintain public records by County to perform the service;

(ii) Upon request by County’s custodian of public records, provide County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the services to be provided by _____ under this Agreement if _____ does not transfer the records to County; and

(iv) Upon completion of the services to be provided under this Agreement, transfer, at no cost, to County all public records in possession of _____ or keep and maintain public records required by County to perform the services. If _____ transfers all public records to County upon completion of this Agreement, _____ shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If _____ keeps and maintains public records upon completion of this Agreement, _____ shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County’s custodian of public records, in a format that is compatible with the information technology systems of County.

(b) The definitions contained in Chapter 119, Florida Statutes, apply to terms used in this section, unless alternate or more specific definitions for any such terms are provided in this Agreement.

(c) For purposes of this Agreement, the term “custodian of public records” shall mean the County Coordinator of County or his/her designee.

(d) **IF _____ HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO _____’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

TELEPHONE: (352) 486-5218

EMAIL: LEVYBOCC@LEVYCOUNTY.ORG

MAILING ADDRESS: P.O. BOX 310, BRONSON, FL 32621

ARTICLE 3

ADDITIONAL SERVICES

3.1 In the event that County desires _____ to perform any additional services not specifically contained in the Scope of Services attached hereto, the parties shall enter into an addendum to this Agreement to provide for the provision of such additional services by _____ and payment therefor by County.

ARTICLE 4

TERM/TERMINATION

4.1 The term of this Agreement shall begin on the date and year first above written and shall continue until _____ completes all services and provides all products contained in the Scope of Services attached hereto and required under this Agreement, and County accepts such services and products as satisfactory, unless otherwise terminated in accordance herewith.

4.2 This Agreement may be terminated by County, with or without cause, by written notice to _____ of the intent to terminate. Such termination shall be effective thirty (30) days after receipt by _____ of such written notice of intent to terminate. However, no termination for cause will be effective unless _____ is first given ten (10) calendar days after receipt of notice of intent to terminate in which to cure the cause for termination.

4.3 In the event of termination, _____ shall be entitled to compensation for services rendered and costs incurred through the effective date of termination. All finished or unfinished documents, data, studies, surveys, analyses, sketches, tracings, specifications, plans, designs, design calculations, details, computations, drawings, maps, models, photographs, reports, and other documents prepared by _____ shall become the property of County and shall be delivered by _____ to County immediately upon the effective date of termination.

ARTICLE 5

METHOD OF BILLING AND PAYMENT

5.1 County shall pay to _____ the sums indicated for each Task or sub-Task in the Scope of Services attached hereto for those Tasks or sub-tasks actually performed by _____. The total payment to _____ shall not exceed _____ Dollars (\$ _____) for _____'s services under this Agreement, performed in accordance with the Scope of Services attached hereto and this Agreement.

5.2 Payment for services rendered by _____ shall be made on a monthly basis in proportion to the percentage completed of those services listed in the _____ Section of the Scope of Services attached hereto. Percentage of

services completed shall be subject to review and approval by the County Director or his/her designee.

5.3 _____ shall submit all billings for payment of services rendered on a monthly basis to the County Purchasing Department for processing. Billings shall be detailed as to nature of services performed and shall refer to the particular line item or _____ Section of the Scope of Services attached hereto, or services contained in RFP_2020_004, to which the services apply. Billings shall include a summary of any amounts previously billed and any credits for amounts previously paid.

5.4 _____ acknowledges that each billing must be reviewed and approved by the County _____ Director or his/her designee. Should the County _____ Director, or his/her designee, determine that the billing is not commensurate with services performed, work accomplished or hours expended, _____ shall adjust billing accordingly. However, _____ shall be entitled to payment of any portion of a billing not in dispute.

5.5 County shall pay _____'s monthly billings in accordance with Sections 218.70 through 218.80, Florida Statutes, the Florida Prompt Payment Act.

5.6 In the event budgeted funds which are sufficient for the County to pay the amounts provided for under this Agreement are not available for any upcoming fiscal period, the County shall notify the _____ of such occurrence and this Agreement shall terminate on the last day of the then current fiscal period without penalty or expense to the County.

ARTICLE 6

COUNTY'S RESPONSIBILITIES

6.1 County shall perform the responsibilities contained in this Article 6 in a timely manner so as not to delay the services of _____.

6.2 County shall furnish to _____, upon request of _____ and at County expense, all existing studies, reports and other available data pertinent to the services to be performed under this Agreement which are within the County's possession. However, _____ shall be required to evaluate all materials furnished hereunder using reasonable professional judgement before relying on such materials.

6.3 County shall provide reasonable access and entry to all public property required by _____ to perform the services described in this Agreement. All such access and entry shall be provided at County expense. County shall also use reasonable efforts to obtain permission for reasonable access and entry to any private property required by _____ to perform the services described in this Agreement.

ARTICLE 7

STANDARDS AND CORRECTIONS

7.1 _____ shall perform or furnish to County all engineering and related services for the Project to a level of technical skill, ability, and diligence as is required of design professional having the level of skill, expertise and specialized knowledge, as represented to the County, both orally and in writing, to be possessed by _____, all in accordance with the standards contained elsewhere in this Agreement and in accordance with the generally accepted standards of professional engineering practice and with the laws, statutes, ordinances, codes, rules and regulations governing _____'s profession and the services and deliverables it is required to provided pursuant to this Agreement. The same standards of care shall be required of any subconsultant or subcontractor engaged by _____.

7.2 _____ shall, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from the negligent act, error or omission of _____ or any subconsultant or subcontractor engaged by _____ under this Agreement. The foregoing shall be construed as an independent duty to correct rather than a waiver of County's rights under any applicable statute of limitations. County review of, approval of, acceptance of, or payment for any of _____'s work product, services, or materials shall not be construed to operate as a waiver of any of County's rights under this Agreement, or cause of action County may have arising out of the performance of this Agreement.

ARTICLE 8

COUNTY PROPERTY

8.1 All documents, data, studies, surveys, analyses, sketches, tracings, specifications, plans, designs, design calculations, details, computations, drawings, maps, models, photographs, reports, and other documents plans resulting from _____'s services under this Agreement shall become the property of and shall be delivered to County without restriction or limitation as to use. However, any use subsequent to or other than for the specific project for which such items were created, shall be at the sole risk of County.

ARTICLE 9

NOTICES

9.1 Any notice required or permitted to be sent hereunder shall be sent by United States first class mail, postage prepaid, or hand-delivered to the parties at the addresses listed below:

If to County:

County Coordinator
P.O. Box 310
Bronson, FL 32621

With a copy to:

(insert applicable county department and address)

If to _____:

ARTICLE 10

NO CONTINGENT FEES

10.1 _____ certifies that it has not employed or retained any company or person, other than a bona fide employee working solely for _____ to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for _____ any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, County shall the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 11

NO ASSIGNMENT

11.1 This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by _____ without prior written consent of County. Further, no portion of this Agreement may be performed by subcontractors or subconsultants without written notice to and approval of such action by County.

ARTICLE 12

CONTACT PERSONS

12.1 Upon written request of _____, the County Coordinator shall designate one or more County employees to whom all communications pertaining to the day-to-day conduct of the performance of this Agreement shall be addressed.

ARTICLE 13
COMPLIANCE WITH FDOT AGREEMENT

13.1 _____ shall comply with any and all provisions contained in the FDOT Agreement, including but not limited to any specific provisions that require compliance by a County consultant, contractor, or subcontractor, or that require the County to impose on a County consultant, contractor, or subcontractor. _____ shall comply and require any contractor, subcontractor, or subconsultant with all federal, state and local laws and regulations applicable to the Project.

13.2 _____ shall cooperate with County and provide assistance to County in any efforts County is required to make or direction County is required to follow in order for County to comply with the FDOT Agreement.

13.3. _____ shall include any provisions or obligations from the FDOT Agreement into agreements with contractors, subcontractors, or subconsultants for the Project that are required by such FDOT Agreement to be included or imposed on such contractors, subcontractors, or subconsultants, including but not limited to inclusion of all such provisions into the bid documents prepared for the Project as part of the Scope of Services.

13.4. _____ shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by _____ during the term of this Agreement. _____ shall expressly require the contractors and any subconsultants for the Project to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the contractors or subconsultants during the terms of the applicable construction contracts for the Project.

13.5. _____ shall comply with the provisions of section 20.055(5), Florida Statutes.

13.6. _____ shall permit the Florida Department of Transportation's authorized representatives to inspect all work, materials, payrolls, and records, and to audit the books, records, and accounts pertaining to the financing and development of the Project.

13.7 _____ will not discriminate against any employee employed in the performance of this Agreement, or against any applicant for employment because of age, ethnicity, race, religious belief, disability, national origin, or sex. _____ shall provide a harassment-free workplace, with any allegation of harassment given priority attention and action by management. _____ shall insert similar provisions in all contracts and subcontracts for services under this Agreement.

13.8 In addition to any indemnification provisions contained in RFP_2020_04, _____ agrees to the following indemnification provisions and agrees to include the following indemnification in all contracts with contractors/subcontractors, or consultants/subconsultants who perform work in connection with this Agreement:

To the fullest extent permitted by law, _____ shall indemnify, defend and hold harmless the County and the State of Florida, Department of Transportation, including both of their officers and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of _____, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by _____ hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Section 768.28. Nor shall the same be construed to constitute agreement by _____ to indemnify County for the negligent acts or omissions of County, its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by _____ to indemnify State of Florida, Department of Transportation for the negligent acts or omissions of State of Florida, Department of Transportation, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement.

13.9 In addition to any Workers' Compensation insurance requirements contained in RFP_2020_04, _____ shall provide Workers' Compensation Insurance for its employees in accordance with the provisions of RFP_2020_04 and all requirements of Florida's Workers' Compensation laws. If using leased employees or employees obtained through professional employer organizations ("PEOs"), then _____ shall ensure that such employees are covered by Workers' Compensation insurances through the PEOs or other leasing entities. In the event _____ uses any equipment rental agreements that include operators or other personnel who are employees or independent contractors, sole proprietorships or partners, _____ shall ensure that all such operators or other personnel are covered by insurance required under Florida's Workers' Compensation laws.

13.10 In addition to any insurance requirements contained in RFP_2020_004, _____ shall carry Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement meeting all coverages and requirements set forth in this section. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability

Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. _____ shall cause Levy County, a political subdivision of the State of Florida, its officers, elected officials, agents, employees and volunteers, and the Florida Department of Transportation to be made an Additional Insured to such insurance. Such coverage shall be on an “occurrence” basis and shall include Products/Completed Operations coverage. The coverage afforded to the County and Florida Department of Transportation as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than \$1,000,000 for each occurrence and not less than \$5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under this Agreement, and may not be shared with or diminished by claims unrelated to this Agreement. The policy/ies and coverage described herein may be subject to a deductible, and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention. Prior to the execution of this Agreement, and at all renewal periods which occur prior to final acceptance of the Project, the County and the Florida Department of Transportation shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein as well as the appropriate endorsement naming the County (as described above) and the Florida Department of Transportation as additional insureds. The County and the Florida Department of Transportation shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The County’s or the Florida Department of Transportation’s approval or failure to disapprove any policy/ies coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the County or the Florida Department of Transportation may have.

ARTICLE 14
SEVERABILITY

14.1 In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any breach of any provision, term, condition or covenant shall not be construed by the other party as a waiver of any subsequent breach.

ARTICLE 15
GOVERNING LAW/VENUE

15.1 This Agreement shall be governed and construed in accordance with Florida law. In the event litigation arises involving parties in connection with this Agreement, venue for such litigation shall be in Levy County, Florida.

ARTICLE 16
INDEPENDENT CONTRACTOR STATUS

16.1 _____ is an independent contractor and is not an employee, servant, agent, partner or joint venture of the County.

IN WITNESS WHEREOF, the parties hereto have caused the execution of these premises as of the date and year first above written.

BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FLORIDA

_____, Chair

Date: _____

ATTEST: Danny Shipp, Clerk of the
Circuit Court and Ex-Officio Clerk of
the Board of County Commissioners

Danny Shipp, Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

Anne Bast Brown, County Attorney

By: _____

Title: _____

Date: _____

ATTEST/WITNESS:

Secretary of Corporation

END OF PART V



Levy County Board of County Commissioners
Procurement Department
310 School Street
P.O. Box 310
Bronson, FL 32621
Phone: 352-486-5218

Addendum 1: RFP_2020_004

Issued: May 6, 2020

Pages: 1

Signature: *Alicia Tretheway*

Proposers shall acknowledge receipt of this Addendum on their submittal.

Questions/Clarifications/Answers:

Page 20, Section E. Tab 6 – Required Forms (Total Possible Points 5): - Should read E. Tab 5 – Required Forms (Total Possible Points 10):

1. Due to the continuing spread of COVID-19, would the County consider electronic submittal via email of upload of the proposal?
 - a. **No, not at this time**



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Addendum 2: RFP_2020_004
Issued: May 12, 2020
Pages: 1

Signature: *Alicia Tretheway*

Proposers shall acknowledge receipt of this Addendum on their submittal.

Questions/Clarifications/Answers:

1. The indemnification language in the RFP and Sample contract (page 15 and page 36 of RFP) does not comply with Florida Statute 725.08, which is the Statute that applies to Professional Services contracts such as this one. With the County agree to negotiate appropriate, mutually acceptable indemnification language with the selected consultant?
 - a. The County will be willing to negotiate the indemnification provisions contained in RP-17 of the RFP and in Article 13 of the form agreement included in the RFP in accordance with the provisions of S. 725.08, Fla. Stat., as the same may be applicable. Any negotiated language will be subject to the approval of Florida Department of Transportation.
2. Are there as-build plans available for this road?
 - a. There are no as-build plans. That will be part of the engineering job.
3. Does the FDOT already approved or suggested a widening typical section for the approved funds?
 - a. The approved funds are for engineering, CEI engineering and Construction.



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Addendum 3: RFP_2020_004

Issued: May 20, 2020

Pages: 1

Signature: *Alicia Tretheway*

Proposers shall acknowledge receipt of this Addendum on their submittal.

Questions/Clarifications/Answers:

1. Does the County have any accident records at the box culvert location?
 - a. **When the application was submitted for this grant, accident reports were not collected. They were not required as part of the application process.**
2. In Tab 1 - The Consultant has to provide Team Organization, Management and Qualifications for engineering and also engineering inspection. Does the County requires to prepare the work plan in Tab 3 including CEI services as part of the proposal?
 - a. **No, the County will put out a request for CEI services.**