

MALCOLM PAGE  
District 1MARK WIGGINS  
District 2LONNIE HOUCK  
District 3RUDOLPH PARKER  
District 4PATRICIA PATTERSON  
District 5

# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
Post Office Box 620  
Perry, Florida 32348  
(850) 838-3506 Phone  
(850) 838-3549 FaxJACK R. BROWN, County Administrator  
201 East Green Street  
Perry, Florida 32347  
(850) 838-3500, extension 7 Phone  
(850) 838-3501 FaxCONRAD C. BISHOP, JR., County Attorney  
Post Office Box 167  
Perry, Florida 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

## NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS

The Taylor County Board of County Commissioners is soliciting sealed statements of qualifications for *Professional Surveying and Mapping Services*.

Qualified firms or individuals desiring to provide the required services must submit five (5) packages in a sealed envelope or similar package marked "Sealed SOQ for Professional Surveying and Mapping Services" to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347 or P.O. Box 620, Perry, Florida 32348, to arrive no later than 4:00 P.M., local time, on September 21, 2010. **All SOQs MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** SOQs will be opened and respondents announced at 6:15 P.M. local time, or as soon thereafter as practical, on September 21, 2010, in the Taylor County Administrative Complex, 201 East Green Street, Perry, Florida 32347.

SOQ information may be obtained from the Clerk of Court, 1st. Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347, (850) 838-3506 or downloaded from the Taylor County web site: <http://www.taylorcountygov.com/bids.html>.

The County reserves the right, in its sole and absolute discretion, to reject any or all Proposals, to cancel or withdraw this solicitation at any time and waive any irregularities in the RFQ process. The County reserves the right to award any contract to the respondent which it deems to offer the best overall service; therefore, the County is not bound to award any contract(s) based on the lowest quoted price. The County, in its sole and absolute discretion, also reserves the right to waive any minor defects in the process and to accept the proposal deemed to be in the County's best interest. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in an amount of five (5) percent of the proposal price pursuant to Taylor County ordinance No. 2003-12. **No faxed RFQ's will be accepted.**

Additional information may be obtained from:

**Taylor County Engineering Division**  
**201 East Green Street**  
**Perry, FL 32347**  
**(850) 838-3500, Ext. 104**

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, Taylor County, Florida

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## GENERAL CONSIDERATIONS

1. Qualifications must be submitted by mail or in person to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347, or P.O. Box 620, Perry, Florida, 32348 to arrive no later than 4:00 P.M., local time on the date specified.
2. Qualifications that are not delivered to the physical address of the Clerk of Court prior to the specified date and time will not be considered and will be returned to the responder unopened.
3. Once opened no Qualification may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
4. Qualified firms or individuals must complete and furnish with their Qualifications, the Florida Public Entity Crimes Statement as required by F.S. 287.133 (3) (a).
5. It is the responsibility of the responders to fully understand and follow all conditions and specifications contained in this request.
6. The Respondent shall be licensed by the State of Florida and further licensed to work in Taylor County (when applicable) on all areas of work outlined in this proposal.
7. All SOQ's submitted require General Liability and Workmen's Compensation Insurance, and must include a Certificate of Insurance showing \$1,000,000 liability insurance coverage on the Consultant, listing Taylor County as an additional insured, or a sworn statement from an insurance agent, verifying that if the prospective respondent is awarded the bid, a Certificate of Insurance will be issued to the successful respondent within thirty (30) days of the acceptance of the proposal, in the amount stated. Also include the Declaration Page from the insurance policy, showing Workmen's Compensation Insurance on all employees working on the project.
8. All SOQ's submitted require Professional Liability Insurance insuring the Consultant for errors and omissions in the performance of professional services to be rendered in an amount no less than \$1,000,000.
9. Any respondent, who does not furnish the required insurance documents within thirty (30) days after the bid award, is hereby advised that the bid will be given to the next

lowest respondent who meets all proposal specifications. Workers' Compensation exemptions will be accepted upon providing a current certificate, Articles of Incorporation, and a signed Taylor County Workers' Compensation Hold Harmless Agreement. Any responder who does not furnish the required insurance documents will not be considered.

10. Responders, who elect to send sealed SOQ's overnight express, must send them to the physical address of: Clerk of Court, 1<sup>st</sup> floor Courthouse, Suite 102, 108 North Jefferson Street, Perry, Florida 32347.
11. The contract for the requested services shall be a continuing contract as defined in Section 287.055(2)(9), Florida Statutes, for Professional Surveying Services. The contract will commence on or about October 1, 2010, and shall automatically renew unless terminated by the County in writing, for a maximum of five years. No extensions beyond this term will be approved without written consent/approval of the County.
12. Negotiation of any terms or conditions of the approved contract shall be completed ninety (45) days prior to expiration of any contract period.
13. Scope of services to include but not limited to the following:
  - a. Boundary Surveying
  - b. Topographic Surveying
  - c. Mean High Water Survey
  - d. Right-of-Way Survey
  - e. Specific Purpose Survey
  - f. Control Survey
  - g. Construction Staking Survey
  - h. As-Built Survey
  - i. Subdivision Plat Review

Such services may be for Taylor County in-house projects, Consultant designed projects, and County Commission directed Task Orders or any combination thereof.

For additional information, contact:

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## QUALIFICATION CHECK-LIST

### Check Items Included With Qualification Statement

- \_\_\_\_\_ 1. Written Qualification and Questionnaire
  
- \_\_\_\_\_ 2. Certificate of Professional and General Liability Insurance or Agent Statement as outlined in the General Considerations (**MUST BE INCLUDED WITH QUALIFICATION STATEMENT**)
  
- \_\_\_\_\_ 3. Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State or executed Hold Harmless, Release and Indemnity Agreement (**MUST BE INCLUDED WITH QUALIFICATION STATEMENT**)
  
- \_\_\_\_\_ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) (**AFFIDAVIT ENCLOSED WITH QUALIFICATION STATEMENT**)

This Qualification Check-List **must be included with the submitted Qualification Statement.**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
for \_\_\_\_\_
2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)  
  
Whose business address is \_\_\_\_\_  
  
\_\_\_\_\_ and  
  
(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_,  
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn  
statement: \_\_\_\_\_.)
3. My name is \_\_\_\_\_ and my relationship to the entity  
name above is \_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287-133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(g)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989 AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_,  
(Name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

**HOLD HARMLESS, RELEASE AND INDEMNITY AGREEMENT**

COMES NOW, \_\_\_\_\_, and after having obtained a State of Florida's Workers' Compensation Certificate, a copy of which is attached hereto and marked Exhibit "A" and in Consideration of Taylor County having accepted the said Worker's Compensation exemption and Taylor County having agreed for me to proceed with the following project, to wit:

*Professional Surveying and Mapping Services  
Taylor County, Florida*

*For the period of  
October 1, 2010 through September 30, 2015 (if fully renewed)*

1. I hereby agree to indemnify, hold harmless and defend Taylor County, Florida from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, attorney fee, settlement or judgment as a result of my being injured while performing the above project. I will not allow anyone to subcontract and no other person will be allowed on the job site.

2. I also hereby indemnify, hold harmless and release Taylor County, from any liability, claim, demand, action, cause of action, suit, loss, damage, expense, cost, settlement or judgment for any medical, dental, orthopedic, surgery or any expense as a result of any injury on said project.

3. I hereby release Taylor County from liability of whatever kind of nature as a result of any injury on the above project.

4. I hereby agree that venue of any litigation, as a result of this Hold Harmless Release and Indemnity Agreement shall be exclusively in Taylor County, Florida and the laws of the State of Florida shall govern.

5. I hereby agree that I have relied on the legal advice of my attorney and that I fully understand this agreement and I have voluntarily executed same.

DONE AND EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WITNESS:

PROPERTY OWNER:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF TAYLOR

I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, \_\_\_\_\_, to me well known and known to me to be the individual described in and who executed the foregoing, and acknowledged before me that they executed the same freely and voluntarily for the purpose therein expressed.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:\_\_\_\_\_

Accepted by Taylor County, Florida this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_.

## PROFESSIONAL SURVEYING AND MAPPING SERVICES

### QUESTIONNAIRE

I. Background of Firm

- A) Name of Firm.
- B) Location of principal office and office designated to work with County Staff.
- C) Length of time in business.
- D) Firm ownership structure (individual, partnership, corporation, joint venture, other)
- E) Full name of principals:
  - 1) Are the principals actively engaged as full time professionals in your firm?
  - 2) Are the principal members registered Florida Surveyors and Mappers?
- F) Annual total project volume for the last five years (as Surveyors and Mappers)
  - 1) Number of projects (separate each calendar year)
    - a. Total
    - b. Survey and Mapping related and percentage to total projects
    - c. Summary of scope of Survey and Mapping related projects
  - 2) Dollar Volume (separate each calendar year)
    - a. Total
    - b. Surveying and Mapping related and percentage of total dollar volume
- G) Please indicate the scope of professional services provided by your firm by placing a check in the appropriate column.

	<b>In-House</b>	<b>Consultants</b>
1) Field Data Collection		
2) Drafting		
3) GIS/Mapping		
4) Reproductions/Printing		
5) Records Research		
6) Chapter 177, F.S. Plat review		

- H) Provide a performance record, which details your firm's ability to meet project budget and schedules. Specifically, address design schedules, construction schedules, estimated versus actual construction cost and change orders as a percentage of construction.
- I) Describe the circumstances and outcome of any litigation your firm has been involved in during the last five years. Please state the type and amount of liability insurance you carry.

## II. Personnel

- A) Please provide resumes of the Registered Professional Surveyors in your firm, including principals.
- B) Please provide resumes of the members of your staff that will work directly with County Staff. Include:
  - 1. Role in this project/contract
  - 2. Professional credentials
  - 3. Years of experience with your firm
  - 4. Related project experience
- C) Please provide resumes for external consultants you intend to use on this project. Include:
  - 1. Role in this project/contract
  - 2. Professional credentials
  - 3. Previous experience working with your firm
  - 4. Related project experience

## III. Project Approach

- A) Do you provide a registered PLS on-site during data collection or construction layout? If so, please answer the following:
  - 1. What are the responsibilities of the on-site representative?
  - 2. Is this service part of your basic fee structure? If not, describe your fee structure for such work.
  - 3. How do you insure continuity of project activities?
- B) Describe your firm's method of cost control.
- C) Describe your firm's method of quality control.
- D) Describe typical approach to completing assigned tasks from initiation to completion. Use more than one type of project example and specifically address timeframes, scope of work reviews, cost estimates, deliverables and method of addressing corrections and/or revisions.