

2011

Jefferson County Board of Commissioners

Request for Qualifications (RFQ) Mine Consultant Services

Jefferson County is seeking to retain a Mine Consultant from qualified professionals for the purpose of improving production, upgrading efficiency, training mine workforce, disposing of stone by-products, negotiating inter-local agreements with surrounding units of government, creating, review MSHA activities and other such services as may be required from time to time.

Jefferson County Coordinators Office
450 W Walnut St.
Monticello, Fl. 32344
June 8, 2011



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1. INTRODUCTION:

Jefferson County is seeking to retain Mine Consultant services from qualified professionals for the purpose of improving production, upgrading efficiency, reducing unit cost, securing necessary equipment, planning future activities, training mine workforce, reporting operational improvements, disposing of stone by-products, negotiating inter-local agreements with surrounding units of government, creating enterprise activities, review MSHA activities and other such services as may be required from time to time.

The contract term shall be for one (1) year with options for renewal month by month. Competitive sealed proposals will be received at the address noted above until 11:00 am EDT, on, July 18, 2011.

All interested and qualified firms and/or parties are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm or individual and must be submitted in the time, manner and form prescribed. Individuals/Firms that wish to join in a consortium must designate one individual/firm as principal or lead individual/firm. Consortia will be evaluated according to the same requirements as a single individual/firm.

No reimbursement will be made by Jefferson County for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation.

All Corporations must provide the corporate seal and a copy of the Secretary of State's Certificate of Incorporation.

Jefferson County reserves the right to accept, reject, or negotiate all or parts of the bids.

BACKGROUND

Jefferson County owns and operates a 100 acre rock mine in the southern part of the County, on Goose Pasture Road. The primary purposes of the County's Rock Mine is the production of lime rock base and other aggregates intended to be used on County roads.

ELIGIBILITY CRITERIA

The individual/firm:

- A. Shall have ten years experience in mine management;
- B. Shall possess experience of successful planning and design consultancy of a similar rock mining projects;
- C. Shall have at least five years of experience with local governmental policy making and budget processes;
- D. Shall have a current Florida Blasters License and Users Permit;
- E. Shall have a minimum of ten years experience marketing stone and stone by-

- products;
- F. Shall be experienced in various methods of road improvements;
 - G. Shall have a minimum of five years experience in economic development and grant opportunities; and
 - H. Other skills as the job may require.

2. SCOPE OF SERVICES:

Those services include:

- A. Redesign mine operations plan;
- B. Develop a five (5) budget and strategic plan ;
- C. Oversee the acquisition and installation of equipment required;
- D. Determine production flexibility needs for enhanced profitability;
- E. Market excess product to surrounding units of government;
- F. Delivery of "inter-local agreements" to Jefferson County;
- G. Find and deliver transportation grants to Jefferson County;
- H. Train mine workforce;
- I. Review MSHA activities; and
- J. Other such services as may be required from time to time.

3. RESPONSE CONTENTS:

Jefferson County, FL, will receive proposals to provide mine consultant services for the County Rock Mine until 11:00 am EDT, on, July 18, 2011

Proposals shall be submitted (one (1) original and seven (7) copies) by either mailing to the attention of the County Coordinator, 450 W. Walnut St, Monticello, FL, 32344, or delivered to the Department's office. Proposals should be in sealed envelope and clearly marked on the outside as Mine Consultant Services RFQ and date.

The individuals/firms responding to this RFQ are required to prepare a proposal package containing the information described in the following outline:

- Proposal Cover Sheet - Include title, proposal number, and the name of Prime contractor that will manage the work;
- Documentation of the minimum qualifications;
- Project Understanding - Provide scope of work and project approach. Describe in detail the individual's/firm's approach to providing consulting services;
- Subcontractors Information and Performance – Provide related experience and expertise of the subcontractor over the past 3 years. Highlight specialized expertise and resources with concise explanations of their value and relevance to the Scope of Services;
- Proposed revisions, if any; and

Jefferson County assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason.

An official authorized to bind the proposer must sign the submittal. Any submittal received after this time and date will not be considered and will be returned unopened to the individual/firm.

Jefferson County reserves the right to accept or reject any and all responses and to waive technicalities as deemed to be in the best interest of the County. The County reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

Firms that wish to join in a consortium must designate one firm as principal or lead firm. Consortia will be evaluated according to the same requirements as a single firm. Proposer should list all components/disciplines and subcontractors required to successfully provide these services indicating the firm and the individuals responsible and the percentage worth of that component discipline to the entire contract- (Ex: Sampling -ABC Company-70%).

Proposal should include professional qualifications, specialized experience, and technical competence.. Past performance on similar projects should be documented by references and other means. References should include name of contact and phone number, and should be current. Other evaluative criteria as outlined should be addressed and the individual's/firm's abilities and compliance provided.

SUBMIT WITH PROPOSAL: Successful proposer shall provide a contract covering all the terms and conditions of this request and those agreed to in the negotiation. A sample contract should be included with proposal.

4. TERMINATION FOR CONVENIENCE CLAUSE:

The County shall have the right to terminate any contract to be made hereunder for their convenience by giving the respondent written notice of their election to do so and by specifying the effective date of such termination. The respondent shall be paid for its services through the effective date of such termination. Further, provided a contract is awarded, if a respondent shall fail to fulfill any of its obligations hereunder, the County may terminate the agreement with said respondent for such default by giving written notice to the respondent at issue. If this agreement is so terminated, the respondent shall be paid only for work satisfactorily completed.

5. WITHDRAWAL:

The respondent may withdraw his/her submitted proposal by providing a written request on company letterhead to the County Coordinator Office before the stipulated closing date and time. Withdrawal of your proposal will not cause prejudice or interfere with the right of the respondent to submit a new proposal, provided the latter is received by the predetermined date and time provided herein. No proposal may be withdrawn for a period of sixty (60) days following the closing date.

6. TIME EXTENSION:

Jefferson County, for good and sufficient reason, may extend the response deadline, in which case all known potential respondents will receive an addendum setting forth the new date and time.

7. EVALUATION CRITERIA:

Proposals will be evaluated and ranked based on the following criteria:

Item	Criteria	Percent Weight
a.	Professional qualifications, specialized experience and technical competence of the firm and its subcontractors necessary for satisfactory performance of required services.	30%
b.	Proposers understanding of the work to be performed, technical approach, and quality of the submittal package.	30%
c.	Past performance on contracts with government agencies, private agencies and private industry in terms of cost control, quality work, and compliance with performance schedules. Document by references and other means.	30%
d.	Proximity of provider’s office (ie. prime contractor) to Jefferson County Fee	10%

8. SELECTION PROCESS:

All responses submitted in response to this RFQ will be reviewed by a committee made up of a County Commissioner, County staff member(s), and County Engineer; and appointed by the Jefferson County Board of County Commissioners. Based upon the background information reported in the response, the Committee will determine whether the proposer is qualified or unqualified. The selection committee will then rank the qualified firms based on the data submitted. Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation. The top ranked firm (or firms) will be contacted for final negotiation. If negotiations are not mutually successful, the second choice firm will be called to negotiate and so on. The recommended firm will receive final approval from the Jefferson County Board of County Commissioners.

9. INDEMNIFICATION AND INSURANCE:

INDEMNIFICATION: Consultant assumes and agrees to be responsible for all claims for damages for injuries to persons or property arising out of the performance of its contract, whether due to its own default or negligence, negligence of its sub-consultants, defective conditions of the premises, negligence of Jefferson County or otherwise; provided, however, that consultant shall not be liable for any damage due solely to the affirmative negligent acts of Jefferson County committed in the performance by Jefferson County of any work on the premises. Consultant agrees to indemnify Jefferson County on account of such claims and further

agrees that it will indemnify Jefferson County fully against any damages, fines, penalties or forfeitures of any kind which may be imposed upon or levied against Jefferson County as the result of the consultant's violation or failure to comply with any valid law, ordinance or regulation of the United States, State of Florida, or Jefferson County, including the Federal Occupational Safety and Health Act of 1970 as amended from time to time or any federal regulation adopted pursuant thereto. To further assure the performance of the covenant, the contractor shall procure and constantly maintain in force, at its expense, the liability insurance required.

INSURANCE: The proposer shall possess and maintain **general liability** coverage of at least \$1,000,000 combine single limit with \$1,000,000 general aggregate per occurrence covering all premises and operations including bodily injury, personal injury, and property damage. Policy shall be endorsed to name Jefferson County as an additional insured, provide thirty (30) days notice of any cancellation, modification, and/or alteration of the coverage, and specifically identify the project being insured.

The proposer shall possess and maintain **worker's compensation** coverage in the statutory limits of Florida.

The proposer shall possess and maintain **professional/public liability** insurance coverage, to include errors and omissions, with a minimum limit of \$1,000,000 per claim covering itself and all of its employees and agents, and shall indemnify and hold harmless Jefferson County and their representatives and employees, from any claims, demands, actions, and causes for actions arising from any negligent act or omission under the terms of the contract.

The proposer shall possess and maintain **Business Automobile Liability** of \$1,000,000 Combined Single Limit covering owned, non-owned and hired automobiles. Upon award of contract and prior to commencement of work under this contract, the selected consultant(s) shall provide Jefferson County a Certificate of Insurance, on the Standard Accord form, showing the type and limits of insurance specified herein.

SUBMIT WITH PROPOSAL, specimen copy of Certificate of Insurance. Upon award of contract and prior to commencement of work under this contract, the successful proposer shall provide Jefferson County a Certificate of Insurance showing the type and limits of insurance specified herein.

10. COMPENSATION:

Payments for services performed will be made within approximately **thirty (30) calendar days** from receipt of an application for payment upon approval from the Jefferson County Coordinator.

11. CONTRACT RENEWAL:

Either party to this contract may waive their option to renew this contract by providing written notice to the other party **sixty (60) calendar days** prior to renewal date.

12. USE/OWNERSHIP OF DATA:

The ownership of all data that is prepared or produced under this contract shall be that of Jefferson County.

13. QUESTIONS:

All questions should be submitted in writing to John McHugh, Assistant County Coordinator, no later than 2:00 p.m., July 15, 2011 electronic inquiries via e-mail at JMcHugh@jeffersoncountyfl.gov are acceptable. Replies of substance will be in writing in the form of an addendum and made available to all known potential respondents.

Jefferson County, Florida

Roy Schleicher, County Coordinator

Thursday, June 16, 2011

Submit with Proposal

CERTIFICATION OF NON-COLLUSION

The proposer being sworn, disposes and says, _____

The Contractor submitting this and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal.

SIGNATURE (AUTHORIZED)

COMPANY NAME

TITLE

DATE

Submit with Proposal

GOVERNING LAW AND VENUE

Contractor agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Florida Law.

Contractor further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Jefferson County, Florida.

SIGNED (AUTHORIZED) COMPANY NAME

TITLE DATE