



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
P.O. Box 620, Perry, FL 32348  
(850) 838-3506 Phone  
(850) 838-3549 Fax

DUSTIN HINKEL, County Administrator  
201 E. Green Street, Perry, FL 32347  
(850) 838-3500, extension 6 Phone  
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney  
P.O. Box 167, Perry, FL 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

## NOTICE OF REQUEST FOR PROPOSALS FOR SHADY GROVE COMMUNITY CENTER ARCHITECTURAL SERVICES

The Taylor County Board of County Commissioners is soliciting sealed proposals for Architectural Services for the design of a County owned and maintained community center in Shady Grove, Florida.

Qualified firms or individuals desiring to provide the required services must submit the proposal packages in a sealed envelope or similar package marked "***Sealed Proposal for Shady Grove Community Center Architectural Services***" to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, or P.O. Box 620, Perry, Florida 32348, to arrive no later than 4:00 P.M., local time, on Friday, April 1, 2016. **All proposals MUST have the respondent's name and mailing address clearly shown on the outside of the envelope or package when submitted.** Proposals will be opened and respondents announced at 6:05 P.M. local time, or as soon thereafter as practical, on Monday, April 4, 2016, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.

Proposal information **MUST** be obtained from the County Administrator's Office located at the Administrative Complex, 201 East Green Street, Perry, Florida 32347.

Required Proposal information:

1. **Firm Overview** – Provide firm information including, but not limited to, Physical Address, Financial Stability, Date Established, Key Project Personnel, Current Insurance Coverages, and Ability to Provide Requested Services.
2. **Prior Related Experience** – Project Examples for last five years for which similar services have been provided. For each project, indicate (1) Project Name and Location, (2) Description of Project, (3) Owner Name, Address and Contact information, (4) Cost of Work and (5) Date Completed.
3. **Scope of Work** – Proposal detail.
4. **Fee** - Proposed Lump Sum pricing for the services requested.
5. **Project Timeline** – Provide timeline outlining proposed starting date, estimated length of project, and date of completion.

The County reserves the right, in its sole and absolute discretion, to reject any or all proposals, to cancel or withdraw this request for proposals at any time and waive any irregularities in the proposal 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 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 a maximum amount of five (5) percent of the proposed price(s), under the conditions set forth in Ordinance 2003-12. **No faxed proposals will be accepted.**

**For additional information contact:**

Dustin Hinkel  
Taylor County Administrator  
201 E. Green Street  
Perry, FL. 32347  
(850) 838-3500

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



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
P.O. Box 620, Perry, FL 32348  
(850) 838-3506 Phone  
(850) 838-3549 Fax

DUSTIN HINKEL, County Administrator  
201 E. Green Street, Perry, FL 32347  
(850) 838-3500, extension 6 Phone  
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney  
P.O. Box 167, Perry, FL 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

## GENERAL PROPOSAL INFORMATION

1. Proposal information **MUST** be obtained from the County Administrator's Office, 201 East Green Street, Perry, Florida 32347, (850) 838-3500.
2. Five (5) proposal packages must be submitted in person to the Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, or by mail to P.O. Box 620, Perry, Florida 32348 to arrive no later than 4:00 P.M., local time, Friday, April 1, 2016.
3. Proposals must be in a sealed envelope plainly marked on the outside: **"Sealed Proposals for Shady Grove Community Center Architectural Services"**.
4. **All proposals MUST have the respondents name and mailing address clearly shown on the outside of the envelope or package when submitted.**
5. Proposals not received by the Clerk of Court prior to the specified time will not be considered and **will be returned to the respondent unopened.**
6. Once opened no proposal may be withdrawn prior to the Board of County Commissioners action without written consent of the Clerk of Court.
7. Respondents must complete and furnish with their proposal, the Florida Public Entity Crimes Statement as required by F.S. 287.133 (3) (a).
8. Proposals shall be received and respondents announced on Monday, April 4, 2016 at 6:05 P.M., or as soon thereafter as practical, in the Taylor County Administrative Complex, Old Post Office, 201 East Green Street, Perry, Florida 32347.
9. The Taylor County Board of County Commissioners reserves the right, in its sole and absolute discretion to reject any or all proposals, to cancel or withdraw this proposal at any time and waive any irregularities in the proposal 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.

General Proposal Considerations  
(Continued)

10. It is the responsibility of the respondents to fully understand and follow all project expectations.
11. All bids submitted, requiring General Liability and Workmen's Compensation Insurance, per the bid specifications, must include a Certificate of Insurance showing \$1,000,000.00 liability insurance, listing Taylor County as additional insured, or a statement from a insurance agent, verifying that if the prospective bidder/respondent is awarded the bid, a Certificate of Insurance will be issued to the successful bidder/respondent within thirty (30) days of the acceptance of the bid, 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. 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 bidder/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 bidder/respondent who meets all bid specifications.
12. The County, in its sole and absolute discretion, also reserves the right to assign a local business preference in a maximum amount of five (5) percent of the proposed price(s), under the conditions set forth in Taylor County Ordinance 2003-12.
13. The Taylor County Board of County Commissioners **Does Not Accept Faxed Proposals.**
14. Respondents who elect to send sealed proposals Overnight Express or Federal Express must send them to the physical address of: Clerk of Court, 1<sup>st</sup> Floor Courthouse, 108 North Jefferson Street, Suite 102, Perry, Florida 32347.
15. For additional information, contact:

Dustin Hinkel,  
County Administrator  
201 E. Green Street  
Perry, Florida 32347

(850) 838-3500

MALCOLM PAGE  
District 1

JIM MOODY  
District 2

JODY DEVANE  
District 3

PAM FEAGLE  
District 4

PATRICIA "PAT" PATTERSON  
District 5



# TAYLOR COUNTY BOARD OF COUNTY COMMISSIONERS

ANNIE MAE MURPHY, Clerk  
P.O. Box 620, Perry, FL 32348  
(850) 838-3506 Phone  
(850) 838-3549 Fax

DUSTIN HINKEL, County Administrator  
201 E. Green Street, Perry, FL 32347  
(850) 838-3500, extension 6 Phone  
(850) 838-3501 Fax

CONRAD C. BISHOP, JR. County Attorney  
P.O. Box 167, Perry, FL 32348  
(850) 584-6113 Phone  
(850) 584-2433 Fax

## PROPOSAL CHECKLIST

Check Items Included:

- \_\_\_\_\_ 1. Required proposal information referenced above.
- \_\_\_\_\_ 2. Certificate of Liability Insurance or Agent Statement as outlined in the General Considerations (**MUST BE INCLUDED**).
- \_\_\_\_\_ 3. Declaration Page from Workers' Compensation Insurance or Exemption Certificate issued by the State, Articles of Incorporation, and Taylor County Workers Compensation Hold Harmless Agreement (**MUST BE INCLUDED WITH BID**).
- \_\_\_\_\_ 4. Public Entity Crimes Affidavit, signed and notarized, as required by Chapter 287.133(3)(a) (**AFFIDAVIT ENCLOSED**).

Checklist **Please include with proposal.**

IDEMNIFICATION AND HOLD HARMLESS FOR CONSULTANTS AND  
SUBCONSULTANTS

The Architect/Engineer/Consultant covenants and agrees to indemnify, hold harmless and defend Taylor County, its commissioners, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including property owned by Taylor County, and any other losses, damages, and expenses of any kind, including attorney's fees, court costs and expenses, which arise out of, in connection with, or by reason of services provided by the Architect/Engineer or Consultant or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act or omission of the Architect/Engineer/Consultant, including its Subcontractor(s) in any tier, their officers, employees, servants or agents.

In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Architect/Engineer/Consultant's failure to purchase or maintain the required insurance, the Architect/Engineer/Consultant shall indemnify the County from any and all increased expenses resulting from such delay. Should any claims be asserted against the COUNTY by virtue of any deficiency or ambiguity in the plans and specifications provided by the Architect/Engineer/Consultant, the Architect/Engineer/Consultant agrees and warrants that Architect/Engineer/Consultant shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

The first ten dollars (\$10.00) of remuneration paid to the Architect/Engineer/Consultant is consideration for the indemnification provided for above.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this agreement.

This indemnification shall survive the expiration or earlier termination of the Agreement.

RESPONDENT'S  
STATEMENT

I understand the insurance that will be mandatory if awarded the contract and will comply in full with all the requirements.

\_\_\_\_\_  
Respondent

\_\_\_\_\_  
Signature

**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: \_\_\_\_\_ FORM PUR 7068 (Rev. 11/89)



## ATTACHMENT "A"

### DESCRIPTION:

The Board of County Commissioners have determined that the Shady Grove community in Taylor County, Florida is in need of a community center. The community center will serve as the cultural and public gathering point for the community as well as serving the community's civic needs, such as a voting location and government meeting space. The facility will be located within the Shady Grove Community Park located at 3845 Alton Wentworth Road (see Exhibit "A").

Taylor County is seeking an architect with a strong background in the planning and design of new public facilities that has successfully completed similar projects. The successful architect will be responsible for the preparation of concept designs, including color renderings from different perspectives, a final set of plans, specifications, and estimates for the project.

### PROJECT BUDGET:

For this project, the Board of County Commissioners has allocated \$212,000 from Capital Improvement Funds for the design and construction of the facility.

### SCOPE OF WORK:

#### A. Concept Plans:

Conduct public workshops and prepare concept plans for the site to determine the most feasible designs for recreational activities taking into account, as a minimum, its location, zoning, topography, and adjacent property owners. The concept plans and recommendations shall be compiled and presented as a report to the Project Manager.

#### B. Color Renderings and Presentation Documents:

Prepare color renderings of three (minimum) concept plans. Assist Client in selecting a concept. After selection provide:

- i. Estimate of projects costs including line-by-line breakout of all fees, architectural costs, construction costs, furnishings, technology and contingencies.
- ii. Preliminary sections and external elevations
- iii. Preliminary floor plans and interior concepts (including lighting and furnishings)
- iv. Preliminary assessment of mechanical and electrical requirements
- v. Suggested internal and external materials

vi. Rendering of external and internal features suitable for public viewing

#### C. Design Development

Consultant will prepare the final conceptual design, including a large format display board and electronic files, using the Commission approved conceptual design and incorporating any revisions that the Commission approved. In addition, Consultant will prepare the following Design Development Documents: plans, sections and elevations, typical construction details, and specifications that identify major materials and systems.

#### D. Plans

The consultant shall prepare construction drawings containing title sheet, general note sheet, plan sheets, typical cross section sheets, and detail sheets for the project. The title sheet shall contain a vicinity map and location map for the project. Scale for plan and profile drawings shall be as follows: Horizontal: 1" = 20'; Vertical: 1" = 2'. Scale for detail drawings shall be as follows: Horizontal: 1" = 10'; Vertical: 1" = 1'.

#### E. Specifications

Prepare complete project specifications including Special Provisions (including permits from other agencies) and Proposal forms in a format consistent with current County projects. Copies of Standard General Provisions and Construction Contract Agreement will be supplied by the County for incorporation into construction documents. A description for each bid item will be required.

#### F. Quantity and Cost Estimates

Provide complete preliminary and final construction quantity and cost estimates.

#### G. Construction Documents

Plans and specifications shall comply with standard drawings and specifications of the County and other agencies as applicable.

## SUBMISSION OF RESPONSES

- A. Five (5) copies of each response shall be submitted.
- B. The response shall be submitted in a sealed envelope clearly marked on the outside, with the Respondents name and "Sealed Proposals for Shady Grove Community Center Architectural Services", addressed to the entity and address stated in the Notice of Request for Proposals, on or before 4:00 P.M. local time on April 1, 2016. If forwarded by mail or courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated in the Notice of Request for Proposals. Faxed or e-mailed responses shall be automatically rejected. Responses will be received until the date and hour stated in the Notice of Request for Qualifications.
- C. Each Respondent shall submit with his Response the required evidence of his qualifications and experience.

## CONTENT OF SUBMISSION

The submitted responses to this Request for Proposal (RFP) shall be typed on 8- 1/2" x 11" white paper and bound; shall be clear and concise and provide the information requested herein. Responses submitted without the required information will not be considered. Responses shall be organized and sections tabbed. The Respondent should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations will not be solicited. Each Respondent must submit adequate documentation to certify the Respondent's compliance with the County's requirements. Respondent should focus specifically on the information requested. Additional information, unless specifically relevant, may distract rather than add to the Respondent's overall evaluation.

The following information, at a minimum, shall be included in the response:

- A. Cover Page

A cover page that states:

"REQUEST FOR PROPOSALS FOR SHADY GROVE COMMUNITY CENTER  
ARCHITECTURAL SERVICES, TAYLOR COUNTY, FLORIDA".

The cover page should contain Respondent's name, address, telephone number, and the name of the Respondent's contact person.

- B. Tabbed Sections

Tab 1. Executive Summary

The Respondent shall provide a narrative of the firm's or individual's history, qualities and capabilities that demonstrates how the firm will work with the County to fulfill the requirements of this Project.

All responses must contain, at a minimum, the following information:

1. A list of the person's or entity's shareholders with five percent or more of the stock or, if a general partnership, a list of the general partners; or, if a limited

liability company, a list of its members; or, if a solely owned proprietorship, names(s) of owner(s).

2. A list of the officers and directors of the entity (name(s) and title(s)).
3. The number of years the person or entity has been operating and, if different, the number of years it has been providing the services, goods, or construction services called for in the RFP.
4. The number of years the person or entity has operated under its present name and any prior names. Include any prior names and addresses of any entity which was previously owned, operated or directed by any of its officers, directors, or general partners the person or entity has operated under in the past 5 years.

#### Tab 2. Relevant Experience

The Respondent shall provide a project history of the firm or organization demonstrating experience with projects that are similar in scope and size to the proposed Project. The Respondent shall provide a detailed summary (two pages or less) of one completed project similar to this project, and a tabular list of other completed projects similar to size and scope.

#### Tab 3. References and Past Performance on Similar Projects

Please include and describe any previous experience in Taylor County. Each Respondent shall provide a list of past projects and at least two (2) written references of a Florida local government or other governmental entities for which the Respondent has provided the same or similar services during the past three (3) years. Each reference shall include, at a minimum:

1. Name and full address of referenced project and of client organization
2. Name and telephone number of contact person for referenced project
3. Date of initiation and completion of contract for referenced project
4. Brief summary of the project and services comparing the referenced services to these proposed services
5. Describe whether projects met the substantial completion date, and if completion date was not met provide explanation.

#### Tab 4. Project Approach

The Respondent shall describe the approach and methodology, the use of technology and the software in use or planned to accomplish the scope of work defined herein. Describe the firm's methodology for working locally given the extensive amount of data collection required for this Project. The project approach shall include information on schedule and availability.

#### Tab 5. Staffing for this Project and Qualifications of Key Personnel

The Respondent shall describe the composition and structure of the firm (sole proprietorship, corporation, partnership, joint venture) and include names of persons with an

interest in the firm. Include in this section a copy of documentation demonstrating that the entity is a legally, viable entity.

The Respondent shall include a list of the proposed staff that will perform the work required if awarded this contract. An organizational chart and management plan should be included in this section. The Respondent shall include a resume for each member of the project team identifying his/her role on the team and any qualifications relevant to the assigned position. The Respondent shall also include a summary of each project team member's experience with projects of this specific type. Include in this section the location of the main office and the location of the office proposed to work on this project.

#### Tab 6. Services

The Respondent shall provide any additional project experience that will give an indication of and provide evaluators with insight about the qualifications, fitness and abilities of the Respondent.

#### Tab 7. Pending Litigation

The Respondent shall describe any past or pending litigation in which the Respondent has been involved, in the past five (5) years, indicate whether a plaintiff or defendant, and describe the nature of the cause of action. In all cases Respondent shall give the name, current address, and telephone number of the other party, the case number, and where the litigation is pending or was filed.

All responses must contain answers to the following questions regarding claims and suits:

- a. Are there any judgments, claims, arbitration proceeding or suits pending or outstanding against the person, principal of the entity, or entity, or any entity previously owned, operated or directed by any of its officers, directors, or general partners? If yes, provide details;
- b. Has the person, principal of the entity, entity, or any entity previously owned, operated or directed by any of its officers, major shareholders or directors, within the last five years, been a party to any lawsuit, arbitration, or mediation with regard to a contract for services, goods or construction services similar to those requested in the specifications with private or public entities? If yes, provide details;
- c. Has the person, principal of the entity, or any entity previously owned, operated or directed by any of its officers, owners, partners, major shareholders or directors, ever initiated litigation against the county or been sued by the county in connection with a contract to provide services, goods or construction services? If yes, provide details;
- d. Whether, within the last five years, the owner, an officer, general partner, principal, controlling shareholder or major creditor of the person or entity was an officer, director, general partner, principal, controlling shareholder or major creditor of any other entity that failed to perform services or furnish goods similar to those sought in the request for competitive solicitation;

#### Tab 8. County forms

Respondent shall complete and execute the forms specified above and found in this RFP, signatures shall be current on all forms, dated within thirty (30) days of the date of submission.

Respondent shall produce evidence of proper licensing to perform the services described herein. Copies of all professional and occupational licenses shall be included in this section.

#### Tab 9. Pricing

Respondent shall provide a lump sum, not to exceed cost to perform the services requested.

## EVALUATION/ SELECTION OF CONTRACTOR

A Selection Review Committee will evaluate all responses received and:

1. Prepare an alphabetical listing of those respondents determined to be interested and available.
2. Evaluate the responses meeting minimum submission criteria based upon qualifications. Selection as best qualified will be based on the following considerations:
  - a. Recent experience of individuals and firm on projects of similar size and scope.
  - b. Schedule and availability
  - c. Past Performance record
  - d. Project approach
  - e. Taylor County experience
  - f. Pricing proposal
- f. Each TAB section will be given points used to score and evaluate firms and individuals. The point structure is as follows:

CRITERIA	MAXIMUM POINTS
----------	----------------

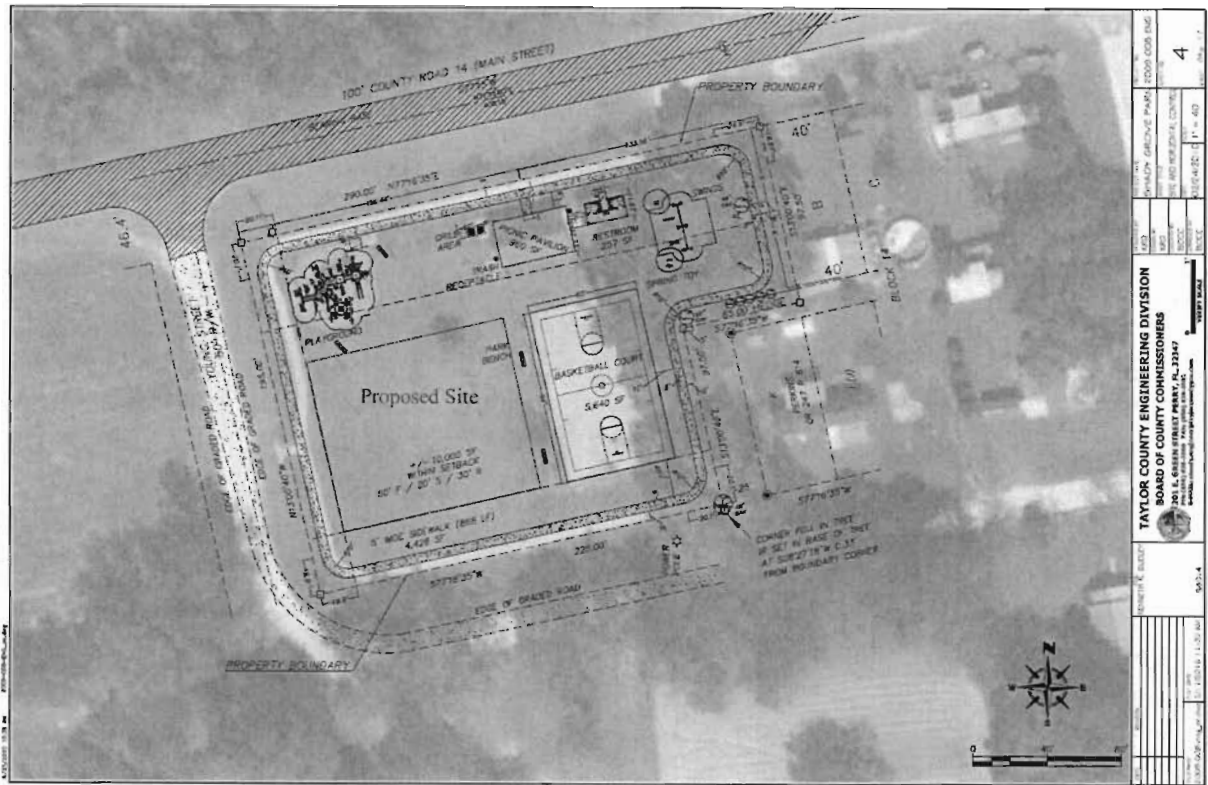
TAB 1	5
TAB 2	10
TAB 3	10
TAB 4	20
TAB 5	15
TAB 6	5
TAB 7	5
TAB 8	*All forms must be complete or Respondent will be deemed non-responsive.
TAB 9	30
TOTAL	100

3. Review of all proposals received will proceed as follows:
  - a. The selection committee will review all written documents submitted.
  - b. The committee's ranking of prospective firms shall be based on the firm's capabilities, ability, and adequacy of personnel, past record, recent experience, current workload, price, and project approach.
4. Presentation of the tentative agreements by the selection committee to the Board for approval. The Executive Summary shall inform the Board as to the terms, conditions and costs associated with the contracts.
5. Upon approval of the agreement by the Board, execution of a formal written agreement is required prior to commencement of the work associated with the contract.

6. Direct contact one-on-one with the Committee members or Board of County Commissioners is not allowed. Selection will be on the basis of professional qualifications and experience.



# EXHIBIT "A"



<b>TAYLOR COUNTY ENGINEERING DIVISION</b> <b>BOARD OF COUNTY COMMISSIONERS</b> 201 S. GIBSON STREET PRASBY, FL 32347 www.taylorcountyfla.gov		PROJECT: GOLF COURSE PARK 2008 0008 P&E SHEET: 4 DATE: 11-11-08
DRAWN BY: [blank] CHECKED BY: [blank]	SCALE: 1" = 40' NORTH ARROW: [blank]	TYPICAL PLANT: [blank]