

Request for Proposal

Consultant To

Complete a Geotechnical Engineering Study and Phase I
Environmental Site Assessment

For

Jefferson County Board of County Commissioners

Date issued: July 11, 2019

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I. INTRODUCTION

A. Purpose

Jefferson County is seeking a consultant to conduct a geotechnical engineering study to investigate subsurface conditions and materials at a potential site, 1106 W Hutchinson Ln, Madison, IN, for a new jail facility in Jefferson County, Indiana. In addition, Jefferson County is interested in the consultant conducting a Phase I Environmental Assessment and for the consultant to include the assessment as an option in the proposal. The purpose of this Request for Proposals is to receive information from geotechnical engineering firms interested in working on this project.

B. General Information.

Jefferson County is one of the oldest of Indiana's counties, named in 1811 in honor of President Thomas Jefferson. Jefferson County is located in the southeastern part of Indiana, approximately 30 miles northeast of Louisville, KY, 80 miles southeast of Indianapolis, IN, and 60 miles southwest of Cincinnati, OH. The population of Jefferson County is approximately 32,500 and encompasses 360 square miles. The industry in Jefferson County includes manufacturing and industrial uses, tourism, retail, medical uses (including one hospital), recreational uses (including one state park), and educational (including two colleges).

Jefferson County has three Commissioners who are the Administrative and Executive body of the County Government. The terms of office for County Commissioners are four (4) years on a staggered basis. The prospective Commissioner must reside in a certain district but are elected by a majority vote of the County voters. Commissioners represent all citizens of Jefferson County. Commissioners are charged with carrying out day to day operation of the County and are empowered to set County policy, adopt laws, and implement them.

Jefferson County has seven (7) Council Members who are the Fiscal Body of the County Government. Five (5) Council Members represent specific areas of the County and two (2) members are at large members, representing the entire county. The terms of office for County Council Members are four (4) years on a staggered basis. The County Council has the authority to view or review fiscal matters, and set priorities for the allocation and expenditure of County funds.

Jefferson County is requesting proposals from qualified Consultants to provide Geotechnical Engineering services shall perform soil borings and analyze the soils in the location of new construction. The locations and depths of these test borings are based on a preliminary concept design of a proposed jail facility. The proposal will include a schedule for collecting geotechnical information, the development of a Geotechnical Report, signed and sealed by a licensed professional engineer, which presents findings of subsurface exploration and provides geotechnical recommendations regarding the design and construction for a new jail facility. See Appendix A for a facility layout on the potential site.

C. RFP Timeline

Responses to this RFP must be submitted by July 19 2019 by 4:00 pm to the County Commissioner's Office to:

Jefferson County Courthouse

Attn: David Bramer

300 East Main Street

Madison, IN 47250

Contact Information:
 Commissioners Office: 812-265-8994
 Cell: 812-701-0902
 Email: david.bramer@jeffersoncounty.in.gov

Submissions should be made on (10) hard copies and one digital file in Microsoft Word format.

Day/Date	Description
July 9, 2019	RFP will be ready for release to county website and press release sent to local papers. RFPs available to Consultants via email.
July 12, 2019	Site Survey – Responding Consultants shall contact Jefferson County Commissioners office via email to david.bramer@jeffersoncounty.in.gov to set up a date a time to conduct a site survey 2 business days after publish date of RFP.
July 12, 2017	RFP Question/Review Meeting – Final question on RFP are due 2 days after publication and a teleconference/meeting will be held to discuss questions on RFP content.
July 19, 2019	RFP responses must be received by the Jefferson County Board of Commissioners. Respondents assume the risk of the method of dispatch chosen. Jefferson County assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of proposals. Proposals may be submitted via email by the due date. Proposals shall not be delivered by facsimile transmission.
July 22, 2019	Consultants' responses will be analyzed and scored by the evaluation team. The total score will factor heavily into the County's decision as to which Consultants will be considered finalists.
July 24, 2019	A decision is made as to which Consultant will be finalist(s). All Consultants will be notified of the County's decision and requests for additional information will be made at this time. The additional information may include presentations/ interviews with potential consultants and/or presentations from potential consultants.
July 25, 2019	Recommendation to County Commissioners of award to apparent successful Consultant, subject to successful negotiation of terms and conditions. Notice of award to apparent successful Consultant will be posted no later than 72 hours prior to the County Commissioners meeting.

D. RFP Evaluation Criteria

An evaluation team will evaluate the RFP responses received from each Consultant. Prior to the selection of the award to the apparent successful Consultant, Jefferson County reserves the right to require any Consultant to participate in an Interview process conducted by the Evaluation Team (and others determined necessary to complete the evaluation and/or a presentation to the evaluation team (and others) of the items contained in the RFP response and any other items deemed appropriate by Jefferson County.

If an award is made as a result of this RFP, it shall be awarded to the Consultant whose proposal is most advantageous to the County with price and other factors including, but not limited to, responses to the RFP questions; demonstrated technical ability and expertise; applicable membership or certifications; presentations to the County evaluation team and others (if applicable); any additional criteria deemed appropriate by the County which would lend itself to establishing the Consultant's viability to perform the work as outlined in this RFP.

When determining whether a Consultant is responsible, or when evaluating a Consultant's proposal, the following factors will be considered, any one of which will suffice to determine if a Consultant is either not a responsible Consultant or if the Consultant's proposal is not the most advantageous to the County:

1. The ability, capacity and skill of the Consultant to perform the contract or provide the service required.
 - a. Capacity to complete geotechnical engineering study shall be evaluated based upon the current workload of your staff to be assigned to this study in terms of total hours, available hours of staff, and the anticipated number of hours needed to perform the scope of work defined in this RFP.
2. The character, integrity, reputation, judgment, experience and efficiency of the Consultant which will be evaluated based upon a review of the performance history of the Consultant/Firm including:
 - a. Ability to meet schedules and critical milestone dates of similar assessment studies.
 - b. Outline any Project related professional Liability Claims filed against Consultant and/or firm in the last 10 years, reason for the claim and resolution.
 - c. Describe any Legal Project related claims against Consultant and/or firm in the last 10 years, reason for the claim and resolution.
3. **Whether the Consultant can perform the contract within the time specified.**
 - a. The County desires that the Geotechnical Engineering Services preliminary report be complete 30 days after award of contract. Consultant shall provide estimated schedule of activities needed to complete the geotechnical engineering study in their proposal.
4. The Consultant's qualifications for the work or to the full extent of the RFP.
5. Such other information as may be secured having a bearing on the decision to award the contract.
6. Any other reason deemed proper by the County as related to completeness of proposal and does it satisfy requirements of the RFP.

E. Notices and Response Criteria

1. Good Faith
 - a. This RFP has been compiled in good faith. The information contained within is selective and subject to the County's updating, expansion, revision and amendment.

2. Equal Employment Opportunity
 - a. To provide equal opportunity and advancement opportunities to all individuals, employment decisions at Jefferson County will be based upon merit, qualifications, and abilities. Jefferson County does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, genetic disposition, or any other characteristic protected by law.
3. Right to Cancel
 - a. The County reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and/or the program which is outlined within this RFP at any time, and notice shall be given in a timely manner thereafter.
4. Not an Award
 - a. Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting, offering or awarding a contract, representation or agreement of any kind between the County and any other party, save for a formal written contract, properly executed by both parties.
5. Property of Jefferson County
 - a. Responses to this RFP will become the property of the County, and will form the basis of negotiations of an agreement between the County and the apparent successful Consultant.
6. County not Liable for Costs
 - a. The County is not liable and will not be responsible for any costs incurred by any Consultant(s) for the preparation and delivery of the RFP responses, nor will the County be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFP finalists to the County.
7. County's Expectations
 - a. During the review of this document, please note the County's emphasis on the expectations, qualities, and requirements necessary to be positioned as an RFP finalist and successful Consultant.
8. Waiver of Minor Administrative Irregularities
 - a. The County reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.
9. Proposal Rejection; No Obligation to Buy
 - a. The County reserves the right to reject any or all proposals at any time without penalty. The County reserves the right to refrain from contracting with any Consultant. The release of this RFP does not compel the County to purchase. The County may elect to proceed further with this project by interviewing firm(s) well-suited to this project, conducting site visits or proceeding with an award.
10. Right to Award
 - a. The County reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the most favorable terms the Consultant can offer.
11. Proprietary Proposal Material
 - a. Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a Consultant's proposal, the County will comply according to the Indiana Public Access Act. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Consultant has been given an opportunity to seek a court injunction against the requested disclosure.

12. Errors in Proposal

- a. The City will not be liable for any errors in Consultant proposals. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The County reserves the right to make corrections or amendments due to errors identified in proposals by the County or the Consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

II. Scope of Work

A. Geotechnical Engineering Services

The scope of work for the Geotechnical Engineering Study will include but not be limited to the following items:

1. Geotechnical subsurface investigation using soil borings to determine subsurface soil conditions and stratification at the locations shown in the attached sketch (Appendix A). The primary focus should be on the southeast corner of the parcel. The other two sections of the parcel in the northwest corner so be included in the study but with only limited soil borings as these two sections are for potential future County construction projects.
2. Information obtained from the subsurface exploration and subsequent laboratory testing is to be incorporated into a geotechnical engineering analysis. This analysis shall evaluate the stability of the in-situ soil and its capacity to support the proposed project features.
3. Preparation of a Final Report with recommendations.

B. Phase I Environmental Assessment

The scope of work for the Phase I Environmental Assessment will include but not be limited to the following items:

1. Identify and report on actual and potential site contamination;
2. Identify and report on any other environmental concerns;
3. Identify any existing regulatory concerns/violations
4. Preparation of a Final Report with recommendations.

III. PROPOSAL

A. Proposal Requirements

Jefferson County is seeking formal proposals and statements of qualifications from consulting firms interested in being considered and evaluation for the project.

Letter or Email of Interest. The letter or email should include general information about the Consultant, such as: description of all services offered, the total number of years in business, number of employees, office location(s) etc. Include name, phone and email for authorized contact concerning proposal.

1. Proposed schedule for all the anticipated major tasks and deliverables.
2. Number of borings, depth of borings, and analysis of borings to be utilized.
3. Resumes of Key Personnel. List those persons who will have a management position working with the County, if you are awarded the contract.
4. List of Similar Projects and References. Provide a list of a minimum of three similar relevant projects.

B. PROPOSAL CONTENTS

1. Title Page
2. Cover letter
3. Table of Contents
4. Proposed Schedule for major tasks and deliverables.
5. Number of borings, depth of borings, and analysis of borings to be utilized.
6. Resumes of Key Staff to be assigned to the project including related experience.
7. Overview and history of Consultant's Firm and Team, including any legal and insurance claims, collusion and payment issues experienced.
8. Cost Estimate for basic services of the project for the scope of work defined in this RFP and an itemized list of herein estimated reimbursable expenses including travel, lodging (If applicable), printing, postage and handling.
9. References for five (5) current or past customers (title and phone numbers) that have had a scope of work similar to that described in this RFP.

IV. EVALUATION PROCESS

A. Evaluation Committee.

Proposals submitted will be evaluated by a committee including subject matter experts.

B. Review of Proposals.

The Evaluation Committee will review all proposals. Each member will first assess each proposal by each of the criteria described in Section II: Scope of Work.

C. Evaluation Criteria.

Proposals will be evaluated using three sets of criteria. Consultants meeting the mandatory criteria will have their proposals evaluated for both technical qualification and price. The following represent the selection criteria that will be considered during the evaluation process. Consultants will understand that this is a "Request for Proposal" (RFP). While pricing will be an important factor in selecting the successful Consultant, other factors such as proposed schedule, reputation, and responsiveness to the requirements of the RFP will be considered in the final decision-making process. Consultants are encouraged to include in their proposal any "extras" that may benefit the County. The County reserves the right to accept or reject any or all Proposals and to award the Contract as it is determined to serve the best interest of the County. The County is not responsible for any cost incurred by Consultants to prepare and submit proposals.

1. Mandatory Elements (20%)
 - a. The Consultant is authorized to practice in the State of Indiana.
 - b. The Consultant adheres to the instructions in this Request for Proposal (RFP) on preparing and submitting the proposal.
2. Technical Qualifications (40%)
 - a. Expertise and Experience
 - (i) The Consultant's past experience and performance on comparable engagements.
 - (ii) The quality of the Consultant's professional personnel to be assigned to the engagement and the quality of the Consultant's management of personnel to be available.
 - (iii) Quality of Consultant's proposal to accomplish the stated goals of this RFP.

3. Price and Schedule (40%)

- a. The price should encompass all aspects of geotechnical consulting services as outlined in this RFP.
- b. Proposed schedule for complete geotechnical services outlined in the RFP.

D. Final Selection.

The Board of Commissioners of Jefferson County, Indiana will approve a Consultant based upon the evaluation of the submitted proposals. It is anticipated that the Consultant will be selected by July 25, 2019.

E. Right to Reject Proposals.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Jefferson County and the Consultant selected. Jefferson County reserves the right without prejudice to reject any and all proposals.

Appendix A: Proposed Site for new Jail Facility

