



## BID RECOMMENDATION FORM

**TITLE:**

RFP No. 23/24-075, College Drive Visioning and Strategic Development Charrette

**DATE OF RECOMMENDATION:**

**BIDDERS**

Vantage Construction Services, LLC

GAI Consultants, Inc.

Kimley-Horn and Associates, Inc.

Matthews | DCCM

WGI, Inc.

**BID TOTAL**

No Bid

TBD

TBD

TBD

TBD

**FUNDING SOURCE:** General Fund - Community Service - Professional Services - College Drive Initiative (CDI) Charrette

FD1000-CC1236-SC531000-PRJ100492

**RECOMMENDATION:**

Approval to accept staff's ranking and selection of the top ranked Firm, GAI Consultants, Inc., for RFP No. 23/24-075, College Drive Visioning and Strategic Development Charrette.

**If only one Bid is received, state reason why accepted and not rebidding:**

N/A

**Staff Assigned to Tabulate Bids and Make Recommendations:**

**NAME/TITLE:**

Gabrielle Gunn, Director of Community & Social Services

Annie Wallau, County Extension Director

Beth Carson, Deputy Director of Planning and Zoning

**SIGNATURE:**

*Gabrielle Gunn*

*Beth Carson*

# BID TABULATION FORM

Bid: 23/24-075

Date: May 31, 2024

Proj: College Drive Visioning and Strategic Development Charrette

Time Open: 9:01 AM

Ad: Clay Today: April 18, 2024

Time Close: 9:03 AM

This is a generic Bid Tabulation Form; all required bid documents will be verified prior to bid recommendation.

## Bids to be evaluated based on evaluation criteria established in bid document

Bidder		Addendum	Total
1	GAI Consultants, Inc.	Yes	TBD
2	Kimley-Horn and Associates, Inc.	Yes	TBD
3	Matthews   DCCM	Yes	TBD
4	WGI, Inc.	Yes	TBD
5			
6			
7			
8			
9			
10			
11			
12			



Clay County  
Purchasing / Administrative and Contractual Services  
477 Houston Street, Green Cove Springs, FL 32043

## EVALUATION TABULATION

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

RESPONSE DEADLINE: May 30, 2024 at 4:00 pm

### CONSENSUS SCORECARD SUMMARY

Vendor	Proposer Qualifications and Capabilities to Conduct Work as Presented in the Scope of Work (include Subconsultants/Subcontractors) (20 points) Points Based 20 Points	Qualifications and Ability of Personnel (15 points) Points Based 15 Points	Previous Work and References (10 points) Points Based 10 Points	Innovative and Feasible Approach (20 points) Points Based 20 Points	Alignment with College Drive Technical Assistance Panel (TAP) Report Insights (10 points) Points Based 10 Points	Project Management Schedule and Timeline (10 points) Points Based 10 Points	Proposal Cost for Scope of Services (15 points) Points Based 15 Points	Local Preference Points Based 5 Points	Total Score (Max Score 105)
GAI Consultants	17	14	9	18	9	9.33	14	5	95.3
Kimley-Horn and Associates, Inc.	19.33	14	8	18.67	9.67	9.33	14.33	0	93.3
Matthews   DCCM	16.33	12.33	6	15.33	7.33	8	13.67	0	79
WGI, Inc.	17.67	12.67	7.33	17.33	8.33	9.33	9.33	0	82

## EVALUATION TABULATION

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

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Name	Title
Beth Carson	Deputy Director
Gabrielle Gunn	Director
Annie Wallau	County Extension Director

### AGGREGATE SCORES SUMMARY

Vendor	Beth Carson	Gabrielle Gunn	Annie Wallau	Total Score (Max Score 105)
GAI Consultants – Orange Park, FL	103	85	98	95.33
Kimley-Horn and Associates, Inc. – Jacksonville, FL	95	88	97	93.33
WGI, Inc. – West Palm Beach, FL	80	76	90	82
Matthews   DCCM – St. Augustine, FL	84	64	89	79

### EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
Proposer Qualifications and Capabilities to Conduct Work as Presented in the Scope of Work (include Subconsultants/Subcontractors) (20 points)	Points Based	20

Description:

- A. Knowledge of subject and project area.
- B. Understanding of problems, objectives and work.
- C. Ability to meet County's needs and perform work.
- D. Provide a list of the Proposer's projected workload for the duration of the project.

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EVALUATION TABULATION

Request For Proposal - College Drive Visioning and Strategic Development Charrette

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## EVALUATION TABULATION

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

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Criteria	Scoring Method	Weight (Points)
Qualifications and Ability of Personnel (15 points)	Points Based	15

Description:

- A. Qualifications and related experience of each employee assigned to the project.
- B. Hours committed to project in relation to overall workload.
- C. Organizational setup, names and functions of all key personnel (those persons who will be part of the team) for this project.  
Key personnel must be committed to this project for its duration.
- D. Special expertise of personnel.  
Training, experience and capabilities of the Proposer or organization.
- E. List all consultants included as part of the proposed team.
- F. Provide resumes that specifically outline the qualifications and work histories of key personnel provided above.

Criteria	Scoring Method	Weight (Points)
Previous Work and References (10 points)	Points Based	10

Description:

List of three projects and client references where personnel have provided or are providing similar services. Include client name, address, phone number, contact person, length of service, general scope of work, and contract value. Consider the size, complexity, team involvement, and recency of project completion.

Criteria	Scoring Method	Weight (Points)
Innovative and Feasible Approach (20 points)	Points Based	20

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## EVALUATION TABULATION

Request For Proposal - College Drive Visioning and Strategic Development Charrette

## EVALUATION TABULATION

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

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### Description:

- A. Describe the approach to providing the Scope of Services, including the perceived role and the communication plan with the County and the community.
- B. Outline expectations for the County and its staff for successful consulting service delivery.
- C. Detail the data analysis process, including the methods and strategies to be employed, and the types of reports and forms that will be generated.
- D. Submit a brief summary of the approach typically used to complete similar projects within comparable timeframes. Include steps, methods, and procedures.

Criteria	Scoring Method	Weight (Points)
Alignment with College Drive Technical Assistance Panel (TAP) Report Insights (10 points)	Points Based	10

### Description:

- A. Describe, in detail, how the proposed strategic development will align with the College Drive Technical Assistance Panel (TAP) Report Insights.
- B. Provide specific examples of how the approach integrates the TAP Report's insights to achieve the project goals.

Criteria	Scoring Method	Weight (Points)
Project Management Schedule and Timeline (10 points)	Points Based	10

### Description:

- A. Proposed Work Schedule and Timeline with deliverables resulting from the feasibility study and public charrette.

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## EVALUATION TABULATION

Request For Proposal - College Drive Visioning and Strategic Development Charrette

## EVALUATION TABULATION

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

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- B. Willingness and ability to meet time constraints.
- C. Provide a Potential Schedule with estimated dates that includes at minimum the following milestones:
  - 1. Kick-off meeting between the County and Proposer
  - 2. Charrette(s) Meeting
  - 3. Meeting between Proposer and County to review new draft concepts prepared by Proposer
  - 4. Meeting between Proposer and County to review and approve final strategic plan
  - 5. Presentation to the Clay County Board of County Commissioners and/or key staff members.

Criteria	Scoring Method	Weight (Points)
Proposal Cost for Scope of Services (15 points)	Points Based	15

### Description:

Provide cost for the Pre-Charrette, Charrette Process, and Post-Charrette Activities.

Criteria	Scoring Method	Weight (Points)
Local Preference	Points Based	5

### Description:

Bidder affirms that it is a local business as defined below and in accordance with the following: Resolution No. 2018/2019-2 adopted by the Clay County Board of Commissioners.

### Local Business Definition:

(A) a person or business entity which maintains a permanent place of business with full-time employees within Clay County for a minimum of twelve months prior to the date Bids or quotes were received for the purchase or contract at issue, which provides from such permanent place of business the kinds of goods or services solicited, and which at the time of the solicitation submits the Local Business Affidavit of Eligibility; or

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## EVALUATION TABULATION

Request For Proposal - College Drive Visioning and Strategic Development Charrette

## EVALUATION TABULATION

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

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(B) a person or business entity which utilizes for at least 40% of the solicited work local Clay County sub-contractors or suppliers, meaning sub-contractors or suppliers which maintain a permanent place of business with full-time employees within Clay County for a minimum of twelve months prior to the date Bids or quotes were received for the purchase or contract at issue, provide from such permanent place of business the kinds of goods or services solicited, and at the time of the solicitation submit the Local Business Affidavit of Eligibility.

The authorized purchasing authority of Clay County shall have the sole discretion to determine if a person or business entity meets the definition of Local Business. Such decision shall not be disputed nor protested.

The Board of County Commissioners reserves the right to award Bids/quotes/proposals which would be in the best interest of the County or reject any and all Bids/quotes/proposals. As such, the County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and financial qualifications of all persons, firms, partnerships, companies or corporations submitting Bids or quotes in any procurement for goods and services when making an award in the best interests of the County.

Resolution No. 2018/2019-2 can be found at: <https://www.claycountygov.com/government/purchasing/vendor-information>



### 3. Scope of Work

#### 3.1. Purpose

The Clay County Board of County Commissioners is seeking proposals from a Consultant skilled in addressing urban planning, economic development, transportation, and landscape architecture for a visioning and strategic development charrette for College Drive. College Drive spans about 2.5 miles, bridging key county arteries Blanding Boulevard and County Road 220. This initiative aims to leverage insights from the TAP Report to promote sustainable growth, enhance livability, and forge a cohesive identity for the College Drive area.

#### **Objectives**

- Develop a community-endorsed vision plan that positions College Drive as a vibrant live, work, and play community.
- Enhance multimodal transportation for improved safety, accessibility, and connectivity.
- Foster economic vitality, environmental sustainability, and social inclusiveness through strategic development.

#### 3.2. Background

##### **History of the College Drive Initiative**

In November 2020, the College Drive Initiative was born out of seeing the great synergy taking place on College Drive. With the many non-profits beginning to anchor in this area and the ongoing need to enjoy a full evening around the ever popular Thrasher-Horne Center, it was felt there was a unique opportunity to be proactive by gathering the thoughts of the College Drive community and begin initiating something that benefits its local citizens and Clay County at large. Throughout the following year (2021), Deliberative Forums devised through the Kettering Foundation took place. Over 150 Clay County citizens, nonprofit organizations, Clay County staff, St. John's River State College, Thrasher-Horne, and local business owners worked together to envision the future of College Drive. Monthly steering group meetings, a segment of the Clay County Safety Net Alliance monthly meeting, and seven deliberative forums in August and October resulted in several emerging outcomes.

- **Destination.** College Drive has the potential to become a destination not only for higher education and providing for peoples' critical needs, but a place where residents and visitors come to socialize with family and friends and enjoy entertainment and eating establishments. More than a thoroughfare, people envision College Drive as a nucleus of community life in north-central Clay County.
- **Public Education.** Educating residents and county citizens about the wealth of human services and educational resources on College Drive is an important first step for community leaders and stakeholders to create a brand identity for College Drive.

- **Safety and Aesthetics.** Deliberators strongly believe the road requires intersection improvements, low-maintenance landscaping, and safe pedestrian and bike lanes. Many felt a master plan, overlay district, or design plan of some kind would help guide future College Drive improvements.
- **Community Events.** Gathering community on a regular basis to enjoy Food Truck events and other festivities.

In December 2021, the Clay County Board of County Commissioners fully embraced the College Drive Initiative and the deliberative process has now moved into the implementation phase. It is an exciting time to be a part of something that will benefit so many citizens.

### **Future of the College Drive**

Clay County is actively seeking proposals from Consultants with expertise in urban planning, economic development, transportation, and landscape beautification improvement to lead a visioning and strategic development charrette for College Drive. As the College Drive Project moves into its implementation phase, the College Drive Visioning and Strategic Development Charrette provides a comprehensive approach specifically tailored to meet Clay County's needs.

Drawing insights from the Technical Assistance Panel (TAP) Report, this plan ensures that the project resonates with the aspirations and goals of the community. The charrette's focus on thoughtful urban planning, economic revitalization, and aesthetically pleasing landscapes will transform College Drive into a vibrant hub of community life.

This journey offers an exciting opportunity to shape the future of College Drive and make a lasting, positive impact on the local area. The initiative welcomes individuals and organizations to participate in this transformative effort, promising to benefit countless citizens and cultivate a thriving, inclusive community in north-central Clay County.

## **3.3. [Scope](#)**

### **Pre-Charrette Planning**

- Integrate TAP Report findings, detailing College Drive challenges and opportunities.
- With support from County staff, identify citizen groups, engage a broad spectrum of stakeholders for comprehensive participation.
- Prepare materials summarizing key insights for participant review and discussion.

### **Charrette Process – Community Vision**

- Facilitate a Community Visioning process consisting of public meetings, focus-group sessions, open houses, surveys, and other outreach forums. The desired outcome is a community vision

entailing guiding goals, each with specific visioning targets that could serve as a framework for the strategic planning process.

- Determine a community-accepted brand or identity slogan for promotion and direction.
- Use creative techniques to consolidate input on development scenarios and priorities.
- Address themes from the TAP Report, including mixed-use development, green spaces, and cultural amenities.

#### **Post-Charrette Activities – Strategic Action Plan**

- Incorporate the targets and ideas from the Community Vision into a Strategic Action Plan.
- Conduct an internal and external scan, i.e., looking at or reviewing the community's resources, strengths, and assets in light of trends and influences affecting the community.
- Internal scan would include an inventory of community resources, e.g., County resources and finances, people, health, education, business and job opportunities, housing, art and culture, leisure, recreation and entertainment, and geography.
- External scan to look at what is happening outside the community on a local, regional, and national level that may affect a community, e.g., demographics, economy, and lifestyle trends.
- Describe the overall strategy and identify challenges and opportunities.
- Develop an action plan and establish implementation steps and schedule.
- Establish benchmarks or milestones that measure the progress throughout the Strategic Planning process.
- Create a proposed budget that maximizes value for money in the Strategic Plan.
- Outline strategies for cost-effectiveness and efficiency throughout the project.
- Provide a detailed breakdown of the proposed strategic plan budget and its alignment with project goals.
- Present findings to County Officials and the community, fostering dialogue on actionable steps.

#### **3.4. [Data Collection](#)**

The Proposer will be responsible for coordinating all data and ensuring all necessary data is present and suitable.

#### **3.5. [Existing Information](#)**

This RFP provides the College Drive TAP Report and the Clay County 2040 Comprehensive Plan. Additional information may be available upon request.

### 3.6. [Term](#)

Final completion no later than December 31, 2024, including final presentation.

### 3.7. [Selection Criteria / Evaluation Committee](#)

The Professional Services Evaluation Committee shall determine qualifications, interest and availability by reviewing all Bids received that express an interest in performing these services, and when deemed necessary, by conducting formal interviews of selected Proposer that are determined to be best qualified based upon the evaluation of the Bids.

Proposers are advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Proposer. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Bid as non-responsive. The response to each of the criteria will be evaluated relative to the other responses received and the RFP shall be awarded to the most qualified Proposer that meets all requirements of the RFP. Proposers are encouraged to arrange their Bids in a format that will offer ready review and evaluation of each criterion. The Board of County Commissioners reserves the right to request oral presentations from one or more selected Proposers.

### 3.8. [Payment](#)

The Proposers may request payment no more than once monthly, based on the amount of work done or completed. All partial estimates and payments found to be in error shall be subject to correction in the estimates and payments subsequent thereto, and in the final estimate and payment. Payments will be made in accordance with the Florida Local Government Prompt Payment Act.

### 3.9. [Cancellation of Contract](#)

If the awarded Proposers fails to maintain acceptable product quality or to perform adequately in accordance with the terms, conditions and specifications established in this Request for Bid, the County reserves the right to cancel the contract upon thirty (30) days written notice to the Proposers.

### 3.10. [Additional Services](#)

If the County and/or awarded Proposers identifies any additional services to be provided by Proposer that are not covered under the Agreement but are beneficial to the County, such additional services shall be mutually negotiated between the County and the Proposer.



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477 Houston Street, Green Cove Springs, FL 32043

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**[GAI CONSULTANTS] RESPONSE DOCUMENT REPORT**

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

RESPONSE DEADLINE: May 30, 2024 at 4:00 pm

**GAI Consultants Response**

**CONTACT INFORMATION**

**Company:**

GAI Consultants

**Email:**

[l.rambo@gaiconsultants.com](mailto:l.rambo@gaiconsultants.com)

**Contact:**

Lisa Rambo

**Address:**

618 E. South Street  
Suite 700  
Orlando, FL 32801

**Phone:**

(321) 319-3062

**Website:**

[gaiconsultants.com](http://gaiconsultants.com)

**Submission Date:**

May 30, 2024 2:37 PM



Clay County  
Purchasing / Administrative and Contractual Services

477 Houston Street, Green Cove Springs, FL 32043

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**[KIMLEY-HORN AND ASSOCIATES, INC.] RESPONSE DOCUMENT REPORT**

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

RESPONSE DEADLINE: May 30, 2024 at 4:00 pm

**Kimley-Horn and Associates, Inc. Response**

**CONTACT INFORMATION**

**Company:**

Kimley-Horn and Associates, Inc.

**Email:**

florida.marketing@kimley-horn.com

**Contact:**

Erin Athas

**Address:**

200 South Orange Avenue, Suite 600  
Orlando, FL 32801

**Phone:**

(321) 754-0910

**Website:**

<https://www.kimley-horn.com/>

**Submission Date:**

May 30, 2024 10:20 AM



Clay County  
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477 Houston Street, Green Cove Springs, FL 32043

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**[WGI, INC.] RESPONSE DOCUMENT REPORT**

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

RESPONSE DEADLINE: May 30, 2024 at 4:00 pm

**WGI, Inc. Response**

**CONTACT INFORMATION**

**Company:**

WGI, Inc.

**Email:**

candace.russell-king@wginc.com

**Contact:**

Candace Russell-King

**Address:**

2035 Vista Parkway  
West Palm Beach, FL 33411

**Phone:**

N/A

**Website:**

<https://wginc.com/>

**Submission Date:**

May 30, 2024 9:53 AM



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477 Houston Street, Green Cove Springs, FL 32043

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**[MATTHEWS | DCCM] RESPONSE DOCUMENT REPORT**

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

RESPONSE DEADLINE: May 30, 2024 at 4:00 pm

**Matthews | DCCM Response**

**CONTACT INFORMATION**

**Company:**

Matthews | DCCM

**Email:**

marketing@mdginc.com

**Contact:**

Kristy Buttermore

**Address:**

7 Waldo St.  
St. Augustine, FL 32084

**Phone:**

N/A

**Website:**

[www.mdginc.com](http://www.mdginc.com)

**Submission Date:**

May 28, 2024 10:55 AM





Clay County  
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477 Houston Street, Green Cove Springs, FL 32043

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**[VANTAGE CONSTRUCTION SERVICES, LLC] RESPONSE DOCUMENT REPORT**

RFP No. 23/24-075

College Drive Visioning and Strategic Development Charrette

RESPONSE DEADLINE: May 30, 2024 at 4:00 pm

**Vantage Construction Services, LLC Response**

**CONTACT INFORMATION**

**Company:**

Vantage Construction Services, LLC

**Email:**

shannon@vantageconstructionllc.com

**Contact:**

Shannon Morris

**Address:**

1229 Cape Coral PKWY E.  
Cape Coral, FL 33904

**Phone:**

N/A

**Website:**

[www.VantageConstructionLLC.com](http://www.VantageConstructionLLC.com)

**Submission Date:**


"No Bid" submitted on May 15, 2024 12:18 PM for the following reason:

not in our area






## Project View Count





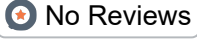

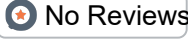
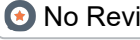

843



## Vendor Funnel

 Followers	22
 Downloaders	31
 Applicants	6
 No Bids	1
 Submissions	4

## Vendors

Vendor	Followed	Downloaded	Applied	No Bid	Submitted
Aerial Drone Services <i>koryklix@aerialdroneservices1.com</i>	✓	✓			
Aita <i>dukmensah@gmail.com</i>		✓			
Better City <i>trina@bettercity.us</i>	✓	✓			
Bhide & Hall Architects  No Reviews <i>tthomas@bhide-hall.com</i>	✓	✓			
Castle Bay Design Studio - Lands <i>jonathan@castlebaydesignstudio.com</i>	✓	✓			
Catalyst Design Group  No Reviews <i>kcorcoran@catalyst-dg.com</i>		✓			
Chen Moore and Associates  No Reviews <i>lbarron@chenmoore.com</i>		✓			
ConstructConnect  No Reviews <i>content@constructconnect.com</i>	✓	✓			
Coraggio Group  No Reviews <i>rfp@coraggiogroup.com</i>	✓	✓			

Daymon Well Drilling & Pump Ser daymonwelldrilling@gmail.com		✓			
Entram contact@envirobidnet.com	✓	✓			
GAI Consultants  No Reviews d.dux@gaiconsultants.com	✓	✓			
GAI Consultants  No Reviews l.rambo@gaiconsultants.com	✓	✓	✓		✓
Halff Associates, Inc.  4.8 amanda.white@halff.com	✓	✓	✓		
Halff Associates, Inc.  4.8 info-marketing@halff.com	✓				
IMS  No Reviews ims_bids@construction.com		✓			
Infrastructure Consulting & Engine chris.brimo@ice-eng.com	✓	✓			
Kimley-Horn and Associates, Inc. florida.marketing@kimley-horn.com	✓	✓	✓		✓
Matthews   DCCM  No Reviews marketing@mdginc.com	✓	✓	✓		✓
McCormack Baron Salazar new.business@mccormackbaron.com		✓			
None martin.larinas@gmail.com		✓			
Quest Corporation of America sara.shepherd@qcausa.com	✓				
Seven Outsource  No Reviews rfpalerts@gmail.com	✓	✓			
Source Management  No Reviews sourcemanagement@deltek.com	✓	✓			
Southeastern Seating INC.  No Reviews estimating@sesincfl.com	✓	✓			
Streetsense CA LLC		✓			

wvestfall@streetsense.com					
TJKM Transportation Consultants rfp@tjkm.com		✓			
Vantage Construction Services, L shannon@vantageconstructionllc.coi			✓	✓	
VendorLink, LLC bids@evendorlink.com		✓			
WGI, Inc.  No Reviews busdev@wginc.com	✓	✓			
WGI, Inc.  No Reviews candace.russell-king@wginc.com	✓	✓	✓		✓
Walker Walker Consulting LLC hollywalker.wwc@gmail.com	✓	✓			
bidnet gbs@bidnet.com	✓	✓			
eRepublic, Inc. mlamoreaux@erepublic.com		✓			