



## BID RECOMMENDATION FORM

**TITLE:**

RFQ No. 25/26-016, Construction Engineering and Inspection Services for SUN Trail

**DATE OF RECOMMENDATION:**

June 03, 2026

**BIDDER**

**BID TOTAL**

Beryl Project Engineering

No Bid

Carnahan Proctor and Cross, Inc.

To Be Determined

CDM Smith, Inc.

To Be Determined

CSI Geo, Inc.

To Be Determined

Eisman and Russo, Inc.

To Be Determined

England-Thims & Miller, Inc.

To Be Determined

Halff Associates, Inc.

To Be Determined

Infrastructure Consulting & Engineering, LLC

To Be Determined

KCI Technologies, Inc.

To Be Determined

**FUNDING SOURCE:** Capital Improvement Plan (CIP) Projects Fund - All Grants Organization -

SUNTrail Long Bay - Old Jennings to Live Oak Lane - Infrastructure

**RECOMMENDATION:**

Review of Staff's ranking of the submittals received for RFQ No. 25/26-016, Construction Engineering and Inspection Services for SUN Trail.

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

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

**NAME/TITLE:**

Richard Smith, Director of Engineering

**SIGNATURE:**



# BID TABULATION FORM

RFQ 25/26-016

Date:

April 14, 2026

Proj: **Construction Engineering and Inspection Services  
for SUN Trail**

Time Open:

9:09AM

Ad: Clay Today, March 12, 2026

Time Close:

9:10AM

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	Beryl Project Engineering		<b>No Bid</b>
2	CDM Sith, Inc.	Yes	To Be Determined
3	CSI Geo, Inc.	Yes	To Be Determined
4	Carnahan, Proctor and Cross, Inc.	Yes	To Be Determined
5	Eisman and Russo, Inc.	Yes	To Be Determined
6	England-Thims and Miller, Inc.	Yes	To Be Determined
7	Halff Associates, Inc.	Yes	To Be Determined
8	Infrastructure Consulting & Engineering, LLC	Yes	To Be Determined
9	KCI Technologies, Inc.	Yes	To Be Determined



Clay County  
**Purchasing Division**  
 Jessica Loos, Purchasing Manager  
 477 Houston Street, Green Cove Springs, FL 32043

### EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

#### CONSENSUS SCORECARD SUMMARY

Vendor	COMPETENCE: Firm Capabilities; Professional, Technical, Educational Achievements - 4 POINTS	COMPETENCE: Accuracy of Engineer's Estimates on Recent Projects - 1 POINT	COMPETENCE: Licensure & Training - 1 POINT	COMPETENCE: Description of Equipment and Facilities - 1 POINT	COMPETENCE: Applicable Experience of Proposed Staff Gained on Similar Projects - 3 POINTS	CURRENT WORK LOAD: Number and Size of Current Projects - 1 POINT	CURRENT WORK LOAD: Personnel Assigned - 0.5 POINTS	CURRENT WORK LOAD: Stage of Completion - 0.5 POINTS	CURRENT WORK LOAD: Status Relative to Deadlines; Reasons for Tardiness - 1 POINT
Carnahan Proctor and Cross, Inc.	4	0	1	1	2.67	1	0.33	0.5	0.33
CDM Smith Inc.	4	1	1	1	3	1	0.5	0.5	1
CSI Geo, Inc.	3.67	1	1	1	2.67	1	0.5	0.5	1
Eisman & Russo, Inc.	4	1	1	1	3	0.67	0.5	0.5	1
England-Thims & Miller, Inc.	4	1	1	1	3	1	0.5	0.5	1
Half Associates, Inc.	4	1	1	1	3	1	0.5	0.5	0.67

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

Vendor	COMPETENCE: Firm Capabilities; Professional, Technical, Educational Achievements - 4 POINTS	COMPETENCE: Accuracy of Engineer's Estimates on Recent Projects - 1 POINT	COMPETENCE: Licensure & Training - 1 POINT	COMPETENCE: Description of Equipment and Facilities - 1 POINT	COMPETENCE: Applicable Experience of Proposed Staff Gained on Similar Projects - 3 POINTS	CURRENT WORK LOAD: Number and Size of Current Projects - 1 POINT	CURRENT WORK LOAD: Personnel Assigned - 0.5 POINTS	CURRENT WORK LOAD: Stage of Completion - 0.5 POINTS	CURRENT WORK LOAD: Status Relative to Deadlines; Reasons for Tardiness - 1 POINT
Infrastructure Consulting & Engineering, LLC	3.67	1	1	1	3	1	0.5	0.5	0.33
KCI Technologies, Inc.	4	1	1	1	3	1	0.5	0.5	1

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

Vendor	CURRENT WORK LOAD: Projected Personnel Availability - 7 POINTS	FINANCIAL RESPONSIBILITY: Years in Business - 4 POINTS	FINANCIAL RESPONSIBILITY: Bank Reference - 1 POINTS	FINANCIAL RESPONSIBILITY: Balance Sheet - 5 POINTS	ABILITY: Ability and Experience of Consultant and Assigned Personnel in Observing and Monitoring Construction Projects - 6 POINTS	ABILITY: Ensuring that Construction is Proceeding in Accordance With The Plans and Specifications - 2 POINTS	ABILITY: Ability to Interpret Specifications as Evidenced by Response to this Request for Qualifications - 2 POINTS	VOLUME OF WORK FOR CLAY COUNTY - 5 POINTS	PROFESSIONAL ACCOMPLISHMENTS: Significant List of Completed Projects Similar In Scope, Including References and Outstanding Accomplishments - 10 POINTS
Carnahan Proctor and Cross, Inc.	4.67	4	1	5	5.67	2	2	5	4.67
CDM Smith Inc.	6.67	4	1	5	5	1.67	1.67	5	4.5
CSI Geo, Inc.	6.67	4	1	5	6	2	2	5	4.67
Eisman & Russo, Inc.	7	4	1	5	6	2	2	1	9.97
England-Thims & Miller, Inc.	6.33	4	1	5	6	2	2	1	9.97
Half Associates, Inc.	7	4	1	5	4.67	1.33	2	5	4.67

EVALUATION TABULATION

Request For Qualification - Construction Engineering and Inspection Services for SUN Trail

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

Vendor	CURRENT WORK LOAD: Projected Personnel Availability - 7 POINTS	FINANCIAL RESPONSIBILITY: Years in Business - 4 POINTS	FINANCIAL RESPONSIBILITY: Bank Reference - 1 POINTS	FINANCIAL RESPONSIBILITY: Balance Sheet - 5 POINTS	ABILITY: Ability and Experience of Consultant and Assigned Personnel in Observing and Monitoring Construction Projects - 6 POINTS	ABILITY: Ensuring that Construction is Proceeding in Accordance With The Plans and Specifications - 2 POINTS	ABILITY: Ability to Interpret Specifications as Evidenced by Response to this Request for Qualifications - 2 POINTS	VOLUME OF WORK FOR CLAY COUNTY - 5 POINTS	PROFESSIONAL ACCOMPLISHMENTS: Significant List of Completed Projects Similar In Scope, Including References and Outstanding Accomplishments - 10 POINTS
Infrastructure Consulting & Engineering, LLC	6	4	1	5	6	1.33	2	5	3.83
KCI Technologies, Inc.	7	4	1	5	6	2	2	5	5

Vendor	APPROACH AND WORK PLAN: Understanding of Scope and Objectives - 15 POINTS	APPROACH AND WORK PLAN: Approach To The Services Required / Workplan - 5 POINTS	APPROACH AND WORK PLAN: Organization, Management, and the Responsibilities - 5 POINTS	TIME AND BUDGET(A.) - 3 POINTS	TIME AND BUDGET(B.) - 7 POINTS	Total Score (Max Score 91)
Carnahan Proctor and Cross, Inc.	14	5	4.67	2.58	5.67	76.8
CDM Smith Inc.	12.67	4.33	5	3	7	79.5

EVALUATION TABULATION

Request For Qualification - Construction Engineering and Inspection Services for SUN Trail

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

Vendor	APPROACH AND WORK PLAN: Understanding of Scope and Objectives - 15 POINTS	APPROACH AND WORK PLAN: Approach To The Services Required / Workplan - 5 POINTS	APPROACH AND WORK PLAN: Organization, Management, and the Responsibilities - 5 POINTS	TIME AND BUDGET(A.) - 3 POINTS	TIME AND BUDGET(B.) - 7 POINTS	Total Score (Max Score 91)
CSI Geo, Inc.	10	4.67	4.67	3	4	75
Eisman & Russo, Inc.	14.67	5	5	3	7	85.3
England-Thims & Miller, Inc.	13.33	4.33	5	3	6.67	82.6
Half Associates, Inc.	12.33	4.17	3.83	2	4.33	74
Infrastructure Consulting & Engineering, LLC	12.33	3.83	3.83	2.83	4.83	73.8
KCI Technologies, Inc.	14	5	5	3	7	84

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

**EVALUATORS**

Name	Title
Kevin Gilley	Construction Engineering Inspector
Jody Hysler	Grants Compliance Manager
Richard Smith	Director

**AGGREGATE SCORES SUMMARY**

Vendor	Kevin Gilley	Jody Hysler	Richard Smith	Total Score (Max Score 91)
Eisman & Russo, Inc. (Headquarters: Jacksonville, FL)	86	85	84.9	85.3
KCI Technologies, Inc. (Headquarters: Sparks, MD)	85.5	85.5	81	84
England-Thims & Miller, Inc. (Headquarters: Jacksonville, FL)	86	86	75.9	82.63
CDM Smith Inc. (Headquarters: Boston, MA)	84	78.5	76	79.5
Carnahan Proctor and Cross, Inc. (Headquarters: Orlando, FL)	79.8	76.5	74	76.75
CSI Geo, Inc. (Headquarters: Jacksonville, FL)	78	77.5	69.5	75

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

Vendor	Kevin Gilley	Jody Hysler	Richard Smith	Total Score (Max Score 91)
Halff Associates, Inc. (Headquarters: Richardson, TX)	59	84.5	78.5	74
Infrastructure Consulting & Engineering, LLC (Headquarters: West Columbia, SC)	67.5	83.5	70.5	73.83

EVALUATION CRITERIA

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Firm Capabilities; Professional, Technical, Educational Achievements - 4 POINTS	Points Based	4

Description:

Detailed description of comparable projects, not to exceed three (3) contracts, similar in scope of services to those requested herein, which the prime Consultant or its principals is either performing or has completed within the past ten (10) years..

Prime Consultant qualifications and experience in the management of comparable projects in size and scope.

The specific role of the firm in any project, which is referred to with regard to the firm’s experience.

The following information was also included: client name, address, telephone, contact person, description of work, contract period, a statement as to whether the firm was the prime consultant or subconsultant, and the result of the project.

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Accuracy of Engineer's Estimates on Recent Projects - 1 POINT	Points Based	1

EVALUATION TABULATION

Request For Qualification - Construction Engineering and Inspection Services for SUN Trail

EVALUATION TABULATION

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Construction Engineering and Inspection Services for SUN Trail

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Description:

Engineers Estimate and Actual Cost were accurate.

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Licensure & Training - 1 POINT	Points Based	1

Description:

Documentation which demonstrates that the Consultant is licensed under Florida Statutes to perform the professional services sought in this Request for Qualifications.

A photocopy of a current license issued by the State of Florida Department of Professional Regulation, or other written documentation which authorizes the Consultant in accordance with Florida Statutes to perform the services required by this Request for Qualifications.

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Description of Equipment and Facilities - 1 POINT	Points Based	1

Description:

Description of Consultant's equipment and facilities, which will be used to perform these services.

Criteria	Scoring Method	Weight (Points)
COMPETENCE: Applicable Experience of Proposed Staff Gained on Similar Projects - 3 POINTS	Points Based	3

Description:

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EVALUATION TABULATION

Request For Qualification - Construction Engineering and Inspection Services for SUN Trail

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Construction Engineering and Inspection Services for SUN Trail

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Number and size of staff, names and resumes of those individuals to be assigned to these services.

Overall experience of staff as it relates to the services being sought.

Name and office locations of any subconsultants proposed to be used on these services and the estimated percentage of the work, which will be done by each such sub- consultant..

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Number and Size of Current Projects - 1 POINT	Points Based	1

Description:

Number and size of projects currently being performed in the Consultant's office was provided.

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Personnel Assigned - 0.5 POINTS	Points Based	1

Description:

Personnel assigned to the projects listed above was provided.

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Stage of Completion - 0.5 POINTS	Points Based	1

Description:

Stage of completion of the projects listed was provided.

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Construction Engineering and Inspection Services for SUN Trail

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Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Status Relative to Deadlines; Reasons for Tardiness - 1 POINT	Points Based	1

Description:

Status of each project relative to completion schedules and a list of reasons for any delayed projects.

Criteria	Scoring Method	Weight (Points)
CURRENT WORK LOAD: Projected Personnel Availability - 7 POINTS	Points Based	7

Description:

Projected personnel availability for the services being sought.

Criteria	Scoring Method	Weight (Points)
FINANCIAL RESPONSIBILITY: Years in Business - 4 POINTS	Points Based	4

Description:

>10 Years = (4) 5-10 Years = (3) 4-5 Years = (2) <4 Years = (1)

The form of business, i.e., proprietorship, partnership, corporation; years in business, changes in ownership.

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Construction Engineering and Inspection Services for SUN Trail

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Criteria	Scoring Method	Weight (Points)
FINANCIAL RESPONSIBILITY: Bank Reference - 1 POINTS	Points Based	1

Description:

YES = 1 NO = 0

Bank Reference(s) were provided.

Criteria	Scoring Method	Weight (Points)
FINANCIAL RESPONSIBILITY: Balance Sheet - 5 POINTS	Points Based	5

Description:

7 Figures = (5) HIGH 6 Figures= (3) LOW 6 Figures. = (2) 5 Figures. = (1) NONE = (0)

Criteria	Scoring Method	Weight (Points)
ABILITY: Ability and Experience of Consultant and Assigned Personnel in Observing and Monitoring Construction Projects - 6 POINTS	Points Based	6

Description:

The ability and experience of Consultant and assigned personnel in observing and monitoring construction projects.

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Construction Engineering and Inspection Services for SUN Trail

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Criteria	Scoring Method	Weight (Points)
ABILITY: Ensuring that Construction is Proceeding in Accordance With The Plans and Specifications - 2 POINTS	Points Based	2

Description:

Ability and experience of Consultant ensuring that construction is proceeding in accordance with the plans and specifications, and other construction phase services.

Criteria	Scoring Method	Weight (Points)
ABILITY: Ability to Interpret Specifications as Evidenced by Response to this Request for Qualifications - 2 POINTS	Points Based	2

Description:

Consultant's ability to interpret specifications as evidenced by the preparation of a response to this Request for Qualifications.

Criteria	Scoring Method	Weight (Points)
VOLUME OF WORK FOR CLAY COUNTY - 5 POINTS	Points Based	5

Description:

The volume of current and prior work performed for Clay County shall be considered a minus factor, with the objective of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified Consultants.

Provide a list of all Clay County Board of County Commissioners (BCC) projects on which Consultant has been awarded fees during the past five (5) years. Include only those in which consultant was the prime consultant (do not delete fees paid to subconsultants or others) If the Consultant has not performed work for the BCC during the past five (5) years, the response should so clearly state.

FACTOR: FY20/21 (0.2) FY21/22 (0.4) FY22/23 (0.6) FY23/24 (0.8) FY24/25 (1.0)

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EVALUATION TABULATION

Request For Qualification - Construction Engineering and Inspection Services for SUN Trail

EVALUATION TABULATION

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Construction Engineering and Inspection Services for SUN Trail

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The FACTOR is multiplied by the monetary amount of work done by the Consultant for the County during that specific Fiscal Year, giving you the VOLUME. All of the VOLUMES are combined and provide an ADJUSTED TOTAL.

The ADJUSTED TOTAL is then reviewed to see what TOTAL POINTS will be given.

**The ADJUST TOTAL(s) provide the following Points:**

\$1,000,000.00 to \$875,000.00 = 1 Point

\$625,000.00 to \$875,000.00 = 2 Points

\$375,000.00 to \$625,000.00 = 3 Points

\$125,000.00 to \$375,000.00 = 4 Points

\$0.00 to \$125,000.00 = 5 Points

Criteria	Scoring Method	Weight (Points)
PROFESSIONAL ACCOMPLISHMENTS: Significant List of Completed Projects Similar In Scope, Including References and Outstanding Accomplishments - 10 POINTS	Points Based	10

Description:

Completed projects similar in scope to the projects under consideration, previously performed by Consultant, and references to include owner's contact person and telephone number.

Any outstanding accomplishments of the Consultant that relates to the specific services being sought.

A description of all projects on which the Consultant has performed work during the past 5 years for Clay County as the Prime Consultant.

If the Consultant has performed no work for Clay County in the past five (5) years, the response should so clearly state.

EVALUATION TABULATION

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

$(\text{EMPLOYEE 1 \& 2}) / 2 = \text{"AVERAGE"}$

$(\text{PROFESSIONAL ACCOMPLISHMENTS} + \text{WEIGHTED AVERAGE}) / 2 = \text{"TOTAL"}$

Determined in "VOLUME OF WORK FOR CLAY COUNTY SECTION"

1	A FIRM	B PROFESSIONAL ACCOMPLISHMENTS SIGNIFICANT LIST OF COMPLETED PROJECTS SIMILAR IN SCOPE, INCLUDING REFERENCES AND OUTSTANDING ACCOMPLISHMENTS (10)	C TOTAL (Ave. of Professional Accomplishments and Past Performance)	D PAST PERFORMANCE USING AGENCY AVERAGE	E VOLUME	F WEIGHTED AVERAGE	G Employee 1	H Employee 2
2	Firm 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	Firm 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	Firm 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	Firm 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Firm 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00

If Volume = 1-2, Add 2 Points to Average  
 If Volume = 3, No Adjustment  
 If Volume = 4, Deduct 2 Points from Average  
 If Volume = 5, Weighted Average = 1

Criteria	Scoring Method	Weight (Points)
APPROACH AND WORK PLAN: Understanding of Scope and Objectives - 15 POINTS	Points Based	15

Description:

A narrative to show the Consultants understands the scope and objectives to be performed.

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Construction Engineering and Inspection Services for SUN Trail

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Criteria	Scoring Method	Weight (Points)
APPROACH AND WORK PLAN: Approach To The Services Required / Workplan - 5 POINTS	Points Based	5

Description:

The approach to the services as required and the specific work plan to be employed to complete the work.

Criteria	Scoring Method	Weight (Points)
APPROACH AND WORK PLAN: Organization, Management, and the Responsibilities - 5 POINTS	Points Based	5

Description:

The approach to organization, management, and the responsibilities of the management staff and personnel that will perform the work on the project.

Criteria	Scoring Method	Weight (Points)
TIME AND BUDGET(A.) - 3 POINTS	Points Based	3

Description:

Statements and references demonstrating that the proposer met both time and budget requirements on seven (7) projects of similar size and scope that were completed by the proposer within the past three (3) years and that the proposer is meeting both time and budget requirements on multiple concurrent projects of similar size and scope that are currently being performed by the proposer ("Reference Projects"). As part of its response to this evaluation criterion, the proposer:

A.) Must submit an expressed statement of its overall willingness to meet both time and budget requirements for the projects in question; and

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Construction Engineering and Inspection Services for SUN Trail

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Criteria	Scoring Method	Weight (Points)
TIME AND BUDGET(B.) - 7 POINTS	Points Based	7

Description:

B.) Should submit, without limitation, project narratives, schedules, design and construction cost and fee summaries and owner references for any Reference Projects. Any Reference Project which has been completed or for which construction is underway will segregate and identify any design-related schedule or budget impacts. Design schedule and budget information will include both the original and the current or completed schedule and cost data.

0 +



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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**[BERYL PROJECT ENGINEERING] RESPONSE DOCUMENT REPORT**

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

**Beryl Project Engineering Response**

**CONTACT INFORMATION**

**Company:**

Beryl Project Engineering

**Email:**

marketing@berylprojectengineering.com

**Contact:**

Leo Cannyn

**Address:**

15100 Hutchison Rd  
Tampa, FL 33625

**Phone:**

(813) 616-3301

**Website:**

<https://berylprojectengineering.com/>

**Submission Date:**

Mar 16, 2026 10:13 AM (Eastern Time)

"No Bid" submitted on Mar 16, 2026 10:13 AM for the following reason:  
*We do not offer the products or services sought*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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## [CARNAHAN PROCTOR AND CROSS, INC.] RESPONSE DOCUMENT REPORT

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

### Carnahan Proctor and Cross, Inc. Response

#### CONTACT INFORMATION

**Company:**

Carnahan Proctor and Cross, Inc.

**Email:**

[mscudella@cpc-eng.com](mailto:mscudella@cpc-eng.com)

**Contact:**

Maria Scudella

**Address:**

604 Courtland Street  
Suite 101  
Orlando, FL 32804

**Phone:**

N/A

**Website:**

[www.cpc-eng.com](http://www.cpc-eng.com)

**Submission Date:**

Apr 13, 2026 1:25 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Mar 25, 2026 10:09 AM by Maria Scudella*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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## [CDM SMITH INC.] RESPONSE DOCUMENT REPORT

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

### CDM Smith Inc. Response

#### CONTACT INFORMATION

**Company:**

CDM Smith Inc.

**Email:**

obrienconnellkm@cdmsmith.com

**Contact:**

Katy O'Brien-Connell

**Address:**

75 State Street  
Suite 701  
Boston, MA 02109

**Phone:**

N/A

**Website:**

<https://www.cdmsmith.com/>

**Submission Date:**

Apr 13, 2026 1:13 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Mar 26, 2026 9:44 AM by Katy O'Brien-Connell*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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## [CSI GEO, INC.] RESPONSE DOCUMENT REPORT

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

### CSI Geo, Inc. Response

#### CONTACT INFORMATION

**Company:**

CSI Geo, Inc.

**Email:**

[jrenzi@csi-geo.com](mailto:jrenzi@csi-geo.com)

**Contact:**

Jill Renzi

**Address:**

2394 St Johns Bluff Road, South  
Suite 200  
Jacksonville, FL 32246

**Phone:**

N/A

**Website:**

[www.csi-geo.com](http://www.csi-geo.com)

**Submission Date:**

Apr 13, 2026 1:09 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Apr 13, 2026 9:31 AM by Jill Renzi*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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**[EISMAN & RUSSO, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

**Eisman & Russo, Inc. Response**

**CONTACT INFORMATION**

**Company:**

Eisman & Russo, Inc.

**Email:**

ebjork@eismanrusso.com

**Contact:**

Erika Bjork

**Address:**

6455 powers ave  
Jacksonville, FL 32217

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Apr 13, 2026 11:03 AM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Apr 10, 2026 2:03 PM by Erika Bjork*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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**[ENGLAND-THIMS & MILLER, INC.] RESPONSE DOCUMENT REPORT**

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

**England-Thims & Miller, Inc. Response**

**CONTACT INFORMATION**

**Company:**

England-Thims & Miller, Inc.

**Email:**

marketing@etminc.com

**Contact:**

Medina Hadziavdic

**Address:**

1411 Edgewater Drive  
Suite 200  
Orlando, FL 32804

**Phone:**

N/A

**Website:**

N/A

**Submission Date:**

Apr 13, 2026 2:01 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Apr 13, 2026 10:40 AM by Medina Hadziavdic*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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**[HALFF ASSOCIATES, INC.] RESPONSE DOCUMENT REPORT**  
RFQ No. No. 25/26-016  
Construction Engineering and Inspection Services for SUN Trail  
RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

**Halff Associates, Inc. Response**

**CONTACT INFORMATION**

**Company:**

Halff Associates, Inc.

**Email:**

info-marketing@halff.com

**Contact:**

Lauren Hunter

**Address:**

2380 PERFORMANCE DR  
Building C, Suite 150  
Richardson, TX 75082

**Phone:**

(214) 346-6200

**Website:**

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

**Submission Date:**

Apr 13, 2026 8:45 AM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Mar 30, 2026 10:59 AM by Lauren Hunter*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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## [INFRASTRUCTURE CONSULTING & ENGINEERING, LLC] RESPONSE DOCUMENT REPORT

RFQ No. No. 25/26-016

Construction Engineering and Inspection Services for SUN Trail

RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

### Infrastructure Consulting & Engineering, LLC Response

#### CONTACT INFORMATION

**Company:**

Infrastructure Consulting & Engineering, LLC

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**Contact:**

Courtney McGrew

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**Submission Date:**

Apr 13, 2026 9:26 AM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Apr 9, 2026 8:08 AM by Kristin Mamula*



Clay County  
Purchasing Division  
Jessica Loos, Purchasing Manager  
477 Houston Street, Green Cove Springs, FL 32043

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**[KCI TECHNOLOGIES, INC.] RESPONSE DOCUMENT REPORT**  
RFQ No. No. 25/26-016  
Construction Engineering and Inspection Services for SUN Trail  
RESPONSE DEADLINE: April 13, 2026 at 4:00 pm

**KCI Technologies, Inc. Response**

**CONTACT INFORMATION**

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KCI Technologies, Inc.

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N/A

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**Submission Date:**

Apr 13, 2026 12:05 PM (Eastern Time)

## ADDENDA CONFIRMATION

Addendum #1

*Confirmed Apr 13, 2026 11:57 AM by Ella Muse*

### 3. Scope of Work

#### 3.1. Purpose

The Clay County Board of County Commissioners is requesting qualifications from professional engineering firms for Construction Engineering and Inspection (CEI) services from which are required for contract administration, inspection, and materials sampling and testing for the construction project listed below.

SUN Trail along Old Jennings Road and Long Bay Road

FDOT Funded (Financial Project ID: 449202-3-54-01)

The professional engineering firm, hereafter referred to as "Consultant" shall be registered in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act.

The project will consist of a new (approximately three and a half (3.5) mile) section of SUN Trail pathway in Clay County, Florida. The trail is to connect to an existing portion of the SUN Trail at the intersection of Live Oak Lane and Old Jennings Road. This portion of trail will run along Old Jennings Road from Live Oak Lane to Long Bay Road, then along Long Bay Road from Old Jennings Road to SR-21 (Blanding Boulevard) including intersection improvements and signal modifications.

#### 3.2. Grant Funded

This project is being supported, in whole or in part, by the Florida Shared-Use Nonmotorized (SUN) Trail Network Program through FPN: 449202-3-54-01.

The SUN Trail program provides funding for the development of a statewide system of interconnected paved multi-use trails (SUN Trail network) for bicyclists and pedestrians, physically separated from the road. The SUN Trail network aligns with the Florida Greenways and Trails System (FGTS) Plan's Land Trail Priority Network overseen by the Department of Environmental Protection's Office of Greenways and Trail (OGT) and includes connections to and through lands of the Florida Wildlife Corridor Act.

Additional information regarding program can be found at FDOT's [Shared-Use Non-motorized \(SUN\) Trail Program](#) page on their website.

The Consultant will comply with all Federal laws, rules, regulations, and executive orders applicable to the receipt of funding from the Grant and will be subject to the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR part 200](#)) (the Uniform Guidance), including the cost principles and restrictions on general provisions for selected items of cost.

The Federal Government has transitioned from the use of the DUNS Number (i.e., an identifier issued by Dun and Bradstreet ) to the Unique Entity Identifier (UEI) as the primary means of entity identification for Federal awards government-wide. UEIs are required in accordance with [2 CFR Part 25](#), and the transition from DUNS to UEI has resulted in the UEI being issued by the Federal Government in [SAM.gov](#).

### 3.3. Pre-Qualifications

Consultants shall be Florida Department of Transportation (FDOT) Pre-Qualified in the following fields:

A. Work Type 10.1 - Roadway Construction Engineering Inspection

Consultants shall, at the time of submitting a bid in response to this solicitation, be licensed by the appropriate federal, state and local regulatory agencies as it relates to Consultants' profession or business. Consultants shall provide proof of certification and/or registration by the State of Florida applicable to the work required in the solicitation.

The above requirements are also applicable to all subcontractors proposed in the bid submittal.

### 3.4. Scope of Services

As a result of this Request for Qualifications (RFQ) and subsequent evaluation, it is anticipated that one (1) Consultant will be issued a contract. The Consultant will provide services, which shall include, but not limited to, the following components:

A. Construction Phase Services

1. Provide on-site Construction Engineering Inspection for the project during all times the Contractor is on site.
2. Review and evaluate the Contractor's baseline and monthly project schedules. Provide recommendations on how to maintain project progress in order to meet milestone and/or other contractual dates.
3. Attend construction project meetings and supply minutes.
4. Establish and follow a system for routing project correspondence and submittals.
5. Establish protocol and follow a system for project communications.
6. Create and maintain construction contract administration files (hardcopy and electronic) for placement on an ftp site on a weekly basis.
7. Track Requests for Information (RFIs) and coordinate responses to RFIs.
8. Track project submittals and coordinate responses to submittals.
9. Review scope increases/decreases and schedule extension requests.
10. Track change requests and the use of project funds, and provide a final reconciliation at the end of the project.
11. Review and approve or take other appropriate action on Contractor's list of subcontractors and suppliers.
12. Establish site observation and project meeting schedules.
13. Verify, at least monthly, that the Contractor is properly updating the as-built documents.

14. Verify the Contractor is conducting inspections, preparing reports and monitoring all storm water pollution prevention measures associated with the project. For each project that requires the use of the National Pollutant Discharge Elimination System (NPDES) General Permit, provide at least one (1) inspector who has successfully completed the "Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors."
  15. Assist the County in the preparation of any meetings, documentation, and communication required for the FDOT and LAP grants.
  16. Inform the Contractor and County of any quality assurance observations related to defects in the work performed by the Contractor.
  17. Obtain, review, and maintain all test reports for the project.
  18. Prepare electronic field reports of all project site visits.
  19. Review Contractor's applications for payment with the Engineer of Record (EOR) and provide a recommendation for payment.
  20. Receive Contractor's submittal and/or RFI log and monitor response time from the EOR.
  21. Respond to the Contractor's punch list of remaining work to be completed. Participate in the development of punch lists as needed.
  22. Ensure electronic record drawings are received and review for accuracy.
  23. Review project close-out documents for completeness and accuracy, to include but not be limited to as-built drawings, shop drawings, Operations and Maintenance (O&M) Manuals, and warranties.
  24. Review the Contractor's request for final inspection, and conduct a field inspection of the project to confirm completion.
  25. Review and provide recommendation on application for final payment.
  26. In concert with the EOR, review and advise County on any claims filed by the Contractor. Provide recommendations in order to mitigate potential and/or actual claims.
  27. Other related duties as assigned.
- B. Resident Compliance Specialist Services
1. Establish and maintain records/files to adhere to Federal and State rules and regulations concerning the compliance program. Prepare correspondence to contractors and Departmental personnel with regards to the state of compliance as directed by Departmental procedures and/or directives.

2. Attend preconstruction conferences to inform contractors of their obligations relating to Equal Employment Opportunity (EEO)/Disadvantage Business Enterprise (DBE)/On-the-Job Training (OJT), Davis Bacon and associated Federal rules and regulations. This position will be responsible for promoting effective communication with contractors in order to ensure good exchange of information and timely submittals.
  3. Review the Daily Work Reports (DWR) (as necessary) for the construction contract. Each DWR will be analyzed for content in order to determine the status of active contractors (prime, subcontractors, and subordinate subcontractors).
  4. Verify contractor's payrolls for format, classification, pay and timely submittal. When field interviews are received from project personnel, verify information against payrolls. If necessary, issue noncompliance notices to contractors for incorrect classification, pay scales, etc. Establish and maintain files for payrolls and labor interviews. Prepare for submission to appropriate offices.
  5. Establish and maintain all documents related to the OJT Program. Check personnel action forms to see if they comply with training guide schedule. Travel to project site to interview training candidates as outlined in Compliance Reference Guide. Ensure timely submission of the Monthly Time Reports. Verify Monthly Time Reports against payrolls and report inconsistencies.
  6. Engage in other aspects of project management to ensure adherence to federal/state rules and regulations.
  7. Supplies administrative support in monitoring the contractor's state of compliance as it relates to construction contract language.
  8. Creates and maintains various data bases, including FDOT's Grant Application Process (GAP) system, as well as typing reports in order to ensure conformity to federal/state rules and regulations. As work flow dictates, perform scanning in adherence to the Electronic Document Management System guidelines.
  9. Other related duties as assigned.
- C. Sampling and Testing Services
1. Perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The minimum sampling frequencies set out in FDOT's Materials Sampling, Testing and Reporting Guide shall be met. In complying with the aforementioned guide, provide daily surveillance of the Contractor's Quality Control activities and perform the sampling and testing of materials and completed work items for verification and acceptance.

2. Determine the acceptability of all materials and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.
3. Sampling, testing and laboratory methods shall be as required by FDOT's Standard Specifications, Supplemental Specifications or as modified by the Special Provisions of the Construction Contract.
4. Documentation reports on sampling and testing performed by the Consultant shall be submitted during the same week that the construction work is done.
5. Input verification testing information and data into the FDOT's database using written instructions provided by the FDOT.
6. Other related duties as assigned.

### 3.5. Items to be Furnished by Clay County to the Consultant

- A. Clay County, on an as needed basis, will furnish the following Construction Contract documents for the project. These documents may be provided in either paper or electronic format.
  1. Construction Plans,
  2. Specification Package,
  3. Copy of the Executed Construction Contract, and
  4. Utility Agency's Approved Material List (if applicable).
- B. FDOT will furnish and support the software packages for AASHTOware Project Construction (PrC) , if required by FDOT.

### 3.6. Items Furnished by the Consultant

- A. Office Automation
  1. Provide all software and hardware necessary to efficiently and effectively carry out the responsibilities under the awarded Contract.
  2. Provide each inspection staff with a laptop computer (or tablet) capable of running a mobile broadband connection at the jobsite.
  3. All computer coding shall be input by Consultant personnel using equipment furnished by them.
  4. All informational, contractual and other business required for this project will be through a system of paperless electronic means. When the specifications require a written submission of documentation, if possible, such documents must be submitted electronically.

5. All documents requiring a signature must be executed electronically by both parties in accordance with Chapter 668, Florida Statutes, and have the same force and effect as a written signature.
6. Ownership and possession of computer equipment and related software, which is provided by the Consultant, shall remain at all times with the Consultant. The Consultant shall retain responsibility for risk of loss or damage to said equipment during performance of this Contract.

B. Vehicles

1. Vehicles will be equipped with appropriate safety equipment, including strobes, and must be able to effectively carry out requirements of the awarded Contract. Vehicles shall have the name and phone number of the Consultant visibly displayed on both sides of the vehicle.

C. Field Equipment

1. Supply survey, inspection, and testing equipment essential to perform services under the awarded Contract; such equipment includes non-consumable and non-expendable items.
2. Hard hats shall have the name of the Consultant visibly displayed.
3. Equipment described herein and expendable materials under the awarded Contract will remain the property of the Consultant and shall be removed at completion of the work.
4. Handling of nuclear density gauges shall be in compliance with their license.
5. Retain responsibility for risk of loss or damage to said equipment during performance of the awarded Contract. Field equipment shall be maintained and in operational condition at all times.

D. Licensing for Equipment Operations

1. Obtain proper licenses for equipment and personnel operating equipment when licenses are required. The license and supporting documents shall be available for verification by Clay County, upon request.
2. Radioactive Materials License for use of Surface Moisture Density Gauges shall be obtained through the State of Florida Department of Health.

### 3.7. Performance of the Consultant

During the term of the awarded Contract and all Supplemental Amendments thereof, Clay County will review various phases of Consultant operations, such as construction inspection, materials sampling and testing, and administrative activities, to determine compliance with the awarded Contract. Cooperate and assist Clay County representatives in conducting the reviews. If deficiencies are indicated, remedial action shall be implemented immediately. Clay County recommendations and Consultant

responses/actions are to be properly documented by the Consultant. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Remedial actions and required response times may include but are not necessarily limited to the following:

- A. Further subdivide assigned inspection responsibilities, reassign inspection personnel, or assign additional inspection personnel, within one week of notification.
- B. Immediately replace personnel whose performance has been determined by the Consultant and/or Clay County to be inadequate.
- C. Immediately increase the frequency of monitoring and inspection activities in phases of work that are the Consultant's responsibility.
- D. Increase the scope and frequency of training of the Consultant personnel.

### 3.8. Personnel Qualifications

- A. Provide competent personnel qualified by experience and education. Submit in writing to the Clay County Project Manager or designee the names of personnel proposed for assignment to the project, including a detailed resume for each containing at a minimum: salary, education, and experience. The Consultant Action Request form for personnel approval shall be submitted to the Construction Project Manager at least two weeks prior to the date an individual is to report to work.
- B. Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under the awarded Contract. Personnel changes will require written approval from Clay County. Staff that has been removed shall be replaced by the Consultant within one week of Clay County notification.
- C. Before the project begins, all project staff shall have a working knowledge of the current Construction Project Administration Manual (CPAM) and must possess all the necessary qualifications/certifications for fulfilling the duties of the position they hold. Cross training of the Consultant's project staff is highly recommended to achieve a knowledgeable and versatile project inspection team but shall not be at any additional cost to Clay County and should occur as workload permits. Visit the training page on the [State Construction Office website](#) for training dates.
- D. Minimum qualifications for the Consultant personnel are set forth as follows. Exceptions to these minimum qualifications will be considered on an individual basis.
  - 1. Senior Project Engineer
    - a. A Civil Engineering degree and registered in the State of Florida as a Professional Engineer (or if registered in another state, the ability to obtain registration in the State of Florida within six months) and six (6) years of engineering experience, or for non-degreed personnel the aforementioned registration and ten (10) years of engineering

experience (two (2) years of which are in major road or bridge construction). Qualifications include the ability to communicate effectively in English (verbally and in writing); direct highly complex and specialize construction engineering administration and inspection program; plans and organizes the work of subordinate and staff members; develops and/or reviews policies, methods, practices, and procedures; and reviews programs of conformance with Department standards. Also, must have the following:

i. Qualification:

- I. FDOT Advanced MOT
- II. Attend the CTQP Quality Control Manager and pass the examination

ii. Certifications:

- I. None

iii. Other:

- I. Complete the Critical Structures Construction Issues, Self-Study Course, and submit the mandatory Certification of Course Completion form (for structures projects).

2. Project Administrator / Project Engineer

a. A Civil Engineering degree plus two (2) years of engineering experience in major road or bridge construction, or for non-degreed personnel eight (8) years of responsible and related engineering experience, two (2) years of which involved construction of major road or bridge structures.

b. Receives general instructions regarding assignments and is expected to exercise initiative and independent judgement in the solution of work problems. Directs and assigns specific tasks to inspectors and assists in all phases of the construction project. Responsible for the progress and final estimates throughout the construction project duration. Must have the following:

i. Qualifications:

- I. FDOT Intermediate MOT
- II. CTQP Final Estimates Level II

ii. Certifications:

- I. SSPC Course
- II. Attend CTQP Quality Control Manager Course and pass the examination.

III. A Master's Degree in Engineering may be substituted for one (1) year of engineering experience.

3. Contract Support Specialist

a. A High School diploma or equivalent and four (4) years of road and bridge construction engineering inspection (CEI) experience having performed/assisted in project related duties (i.e., LIMS, progress and final estimates, EEO compliance, processing Construction Contract changes, etc.) or a Civil Engineering Degree. Should exercise independent judgement in planning work details and making technical decisions related to the office aspects of the project. Should be familiar with the Department's Procedures covering the project related duties as state above and be proficient in the computer programs necessary to perform these duties. Shall become proficient in Multi-Line and Engineering Menu.

i. Qualifications

I. CTQP Final Estimates Level II

4. Senior Inspector

a. High School graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection. Must have the following:

i. Qualifications:

I. CTQP Final Estimates Level I

II. CTQP Concrete Field Inspector Level I

III. CTQP Asphalt Roadway Level I

IV. CTQP Asphalt Roadway Level II

V. CTQP Earthwork Construction Inspection Level I

VI. CTQP Earthwork Construction Inspection Level II

VII. FDOT Intermediate MOT

ii. Certifications:

I. Nuclear Radiation Safety

II. SSPC course: C-3 Supervisor/Competent Person Training for Deleading of Industrial Structures (if applicable) or a Civil Engineering degree and one (1) year of road and bridge CEI experience with the ability to earn additional required qualifications within one year.

- III. Responsible for performing highly complex technical assignments in field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower-level inspectors. Work is performed under the general supervision of the Project Administrator.

5. Inspector

- a. High School Diploma or Equivalent plus two (2) years of experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction.
  - i. Qualifications:
    - I. Qualifications/certifications for this position may be obtained within six (6) months from the date of hire provided that the position works under the supervision and direction of a Senior Inspector or Senior Engineer Intern, all other requirements for the position are met, and a training plan is submitted detailing when the qualifications/certifications will be obtained.
    - II. Must have the following as required by the scope of work for the intended assignment on the project at the time of NTP:
      - I. CTQP Final Estimates Level I
      - II. CTQP Concrete Field Inspector Level I
      - III. CTQP Asphalt Roadway Level I
      - IV. CTQP Earthwork Construction Inspection Level I
      - V. FDOT Intermediate MOT
    - III. Certifications:
      - I. Nuclear Radiation Safety
      - II. Florida Stormwater, Erosion, and Sedimentation Control Training and Certification Program for Inspectors and Contractors
      - III. Responsible for receiving general supervision from and assisting the Senior Inspector in the performance of their duties. Must communicate effectively in English (verbally and in writing).

3.9. Staffing

- A. Once authorized, the Consultant shall establish and maintain appropriate staffing throughout the duration of construction and completion of the final estimate. Responsible personnel, thoroughly familiar with all aspects of construction and final measurements of the various pay

items, shall be available to resolve disputed final pay quantities until Clay County has received a regular acceptance letter.

- B. Construction engineering and inspection forces will be required of the Consultant while the Contractor is working. If Contractor operations are substantially reduced or suspended, the Consultant will reduce its staff appropriately.
- C. In the event that the suspension of Contractor operations requires the removal of Consultant forces from the project, the Consultant will be allowed ten (10) days maximum to demobilize, relocate, or terminate such forces.

### 3.10. Quality Assurance (QA) Program

#### A. Quality Assurance Plan

- 1. Within thirty (30) days after receiving award of a Contract, furnish a QA Plan to the County Project Manager or designee. The QA Plan shall detail the procedures, evaluation criteria, and instructions of the Consultant's organization for providing services pursuant to the awarded Contract. Unless specifically waived, no payment shall be made until Clay County approves the Consultant QA Plan.
- 2. Significant changes to the work requirements may require the Consultant to revise the QA Plan. It shall be the responsibility of the Consultant to keep the plan current with the work requirements. The Plan shall include, but not be limited to, the following areas:
  - a. Organization
    - i. A description is required of the Consultant QA Organization and its functional relationship to the part of the organization performing the work under the awarded Contract. The authority, responsibilities and autonomy of the QA organization shall be detailed as well as the names and qualifications of personnel in the quality control organization.
  - b. Quality Assurance Reviews
    - i. Detail the methods used to monitor and achieve organization compliance with the awarded Contract requirements for services and products.
  - c. Quality Assurance Records
    - i. Outline the types of records which will be generated and maintained during the execution of the QA program.
  - d. Control of Subconsultants and Vendors
    - i. Detail the methods used to control subconsultant and vendor quality.

e. Quality Assurance Certification

- i. An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, and Clay County procedures.

B. Quality Assurance Reviews

1. Conduct semi-annual Quality Assurance Reviews to ensure compliance with the requirements of the awarded Contract. Quality Assurance Reviews shall be conducted to evaluate the adequacy of materials, processes, documentation, procedures, training, guidance, and staffing included in the execution of the awarded Contract. Quality Assurance Reviews shall also be developed and performed to achieve compliance with specific QA provisions contained in the awarded Contract. The semi-annual reviews shall be submitted to the County Project Manager or designee in written form no later than one (1) month after the review.
2. On short duration CEI projects (nine (9) months or less), the Consultant shall perform an initial QA review within the first two (2) months of the start of construction.
3. On asphalt projects, the Consultant shall perform an initial QA review on its asphalt inspection staff after the Contractor has completed ten (10) full work days of mainline asphalt paving operations, or 25% of the asphalt pay item amount (whichever is less) to validate that all sampling, testing, inspection, and documentation are occurring as required of the Consultant's staff.

C. Quality Records

1. Maintain adequate records of the quality assurance actions performed by the organization (including subcontractors and vendors) in providing services and products under the awarded Contract. All records shall indicate the nature and number of observations made, the number and type of deficiencies found, and the corrective actions taken. All records shall be available to Clay County, upon request, during the Contract term. All records shall be kept at the primary job site and shall be subject to audit review.

3.11. Certification of Final Estimates

A. Final Estimate and As-Built Plans Submittal

1. Prepare documentation and records in compliance with the awarded Contract, Statewide Quality Control (QC) Plan, or Consultant's approved QC Plan and FDOT's Procedures as required by CPAM and as modified by County Procedures.
2. Submit the Final Estimate(s) and one (1) set of final "as-built plans" documenting the Contractor's work in accordance with CPAM & County Procedures.
3. Revisions to the Certified Final Estimate will be made at no additional cost to Clay County.

B. Certification

1. Consultant personnel preparing the Certified Final Estimate Package shall be CTQP Final Estimates Level II.

C. Offer of Final Payment

1. Prepare the Offer of Final Payment package as outlined in CPAM. The package shall accompany the Certified Final Estimates Package submitted to the Clay County Project Manager or designee for review. The Consultant shall be responsible for forwarding the Offer of Final Payment Package to the Contractor.

### 3.11. Contract Management

A. General

1. With each monthly invoice submittal, the Consultant will provide a Status Report for the awarded Contract. This report will provide an accounting of the additional Contract calendar days allowed to date, an estimate of the additional calendar days anticipated to be added to the original schedule time, an estimate of the Contract completion date, and an estimate of the Consultant funds expiration date per the Contract schedule for the prime Consultant and for each subconsultant. The Consultant will provide a printout from the Equal Opportunity Reporting System showing the previous month's payments made to subconsultants. Invoices not including this required information may be rejected.
2. When the Consultant identifies a condition that will require an amendment to the Contract, the Consultant will communicate this need to the County Project Manager or designee for acceptance. Upon acceptance, prepare and submit an Amendment Request (AR), and all accompanying documentation to the County Project Manager or designee for approval and further processing. The AR is to be submitted at such time to allow Clay County 12 weeks to process, approve, and execute the AR. The content and format of the AR and accompanying documentation shall be in accordance with the instructions and format to be provided by Clay County.
3. The Consultant is responsible for performing follow-up activities to determine the status of each Amendment Request submitted to Clay County.

### 3.12. Post Construction Claim Reviews

In the event the Contractor submits a claim for additional compensation and/or time after the Consultant has completed the awarded Contract, analyze the claim, engage in negotiations leading to settlement of the claim, and prepare and process the required documentation to close out the claim. Compensation for such services will be negotiated and effected through a Supplemental Amendment to the awarded Contract.

### 3.13. County Authority

The County shall be the final authority in considering contract modification of the Contractor for time, money, or any other consideration.

### 3.14. Length of Service

The services for this Construction Contract shall begin upon written notification to proceed by Clay County.

Track the execution of the Construction Contract such that the Consultant is given timely authorization to begin work. While no personnel shall be assigned until written notification by Clay County has been issued, the Consultant shall be ready to assign personnel within two (2) weeks of notification. For the duration of the project, coordinate closely with Clay County and Contractor to minimize rescheduling of Consultant activities due to construction delays or changes in scheduling of Contractor activities.

For estimating purposes, the Consultant will be allowed an accumulation of thirty (30) calendar days to perform preliminary administrative services prior to the issuance of the Contractor's Notice to Proceed for the project and thirty (30) calendar days to demobilize after final acceptance of the Construction Contract.

### 3.15. Payment

The Consultant may request payment no more than once monthly, based on the amount of work 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.

### 3.16. Performance Evaluation

A work performance evaluation will be conducted periodically to ensure compliance with the Contract.

### 3.17. Cancellation of Contract

If the awarded Consultant fails to perform adequately in accordance with the terms, conditions and specifications established in this RFQ, the County reserves the right to cancel the contract upon thirty (30) days written notice to the Consultant.

### 3.18. Additional Services

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

### 3.19. 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 Bidders that are determined to be best qualified based upon the evaluation of the Bids.

Bidders are advised that lengthy or overly verbose or redundant submissions are not necessary. Compliance with all requirements will be solely the responsibility of the Bidder. 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 RFB shall be awarded to the most qualified Bidder that meets all requirements of the RFB. Bidders 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 Bidders.

Unless there is a clear statement provided within Bidders Bid, all other Consultants listed will be considered as subconsultants.

Please note **Project Approach** and **Work Plan** has 25 points maximum, **Volume of Work for Clay County** has 5 points maximum, and all other categories have 10 points maximum.