

**APPENDIX A – TECHNICAL SPECIFICATIONS
136-19 REAL ESTATE REDEVELOPMENT SERVICES**

SCOPE OF SERVICES

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified firms to provide Professional Services for Land Planning, Civil Engineering and Real Estate support services as described herein. JEA is seeking a consultant to assist with the determination of "best-use" of JEA owned properties in Duval, Clay, Nassau and St. Johns counties and the implementation of agreed to property "best-use" plans.

Work may involve evaluation/assessment, creation of development alternatives, and marketing support information of subject properties. The detailed scope of work may consist of studies and engineering assessments including: hydrologic and hydraulic analysis and design; feasibility and due-diligence studies; site surveys, environmental assessments, traffic/transportation studies; financial planning; market research; civil infrastructure analysis; geotechnical analysis, drainage studies; master planning; and grant procurement and grant administration services

The scope of work may also include general civil engineering activities related to subject properties including the planning, design, permitting, and construction inspection of the following: site and property developments and improvements, roadways and roadside improvements, stormwater management systems; park and recreational facilities; minor/routine utility improvements; sidewalks, multi-use path and other pedestrian facilities; grading and drainage improvements; structures such as boardwalks or pedestrian bridges; traffic signal improvements; municipal/county infrastructure developments and improvements; and other paved/pavement improvements.

The scope may also include permitting services such as including Environmental Resource Permitting as well as coordination with regulatory agencies, funding sources, the general public, other stakeholders, and as described below:

Studies and/or engineering assessments including:

- Hydrologic and hydraulic analysis and design
- Feasibility and due-diligence studies
- Traffic/ transportation studies
- Financial planning
- Civil infrastructure forensic analysis
- Drainage studies
- Master planning
- Grant procurement and grant administration services

Permitting services including but not limited to:

- Environmental Resource Permitting
- Applicable planning and zoning or site development approvals
- JEA/FDEP utility permitting
- Other federal, state, local, or private agency permitting

Planning, Design, Permitting, Construction Engineering, and/or Project Administration of the following:

- Stormwater management systems
- Site developments and utility improvements including conceptual building size and layout (based on use), proposed retention pond locations, wetland boundaries, points of ingress and egress, and

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any known easements or other impediments to development

- Survey including topographical and boundary surveys as well as wetland delineations for subject parcels
- Subsurface Utility Engineering services
- Roadways and roadside improvements
- Park and recreational facilities
- Minor/routine utility improvements
- Sidewalk, multi-use path, and other pedestrian or bicycle facilities

**APPENDIX B – MINIMUM QUALIFICATION FORM
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GENERAL

THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED ON THIS FORM. IN ORDER TO BE CONSIDERED A QUALIFIED PROPOSER BY JEA YOU MUST MEET THE MINIMUM QUALIFICATIONS LISTED BELOW, AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SOLICITATION.

THE PROPOSER MUST COMPLETE THE PROPOSER INFORMATION SECTION BELOW AND PROVIDE ANY OTHER INFORMATION OR REFERENCE REQUESTED. THE PROPOSER MUST ALSO PROVIDE ANY ATTACHMENTS REQUESTED WITH THIS MINIMUM QUALIFICATIONS FORM.

PLEASE SUBMIT THE ORIGINAL, THREE (3) COPIES AND ONE (1) CD OF THIS FORM AND ANY REQUESTED ADDITIONAL DOCUMENTATION WITH THE PROPOSAL SUBMISSION.

PROPOSER INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

TITLE OF AUTHORIZED REPRESENTATIVE: _____

MINIMUM QUALIFICATIONS:

Proposer shall have the following Minimum Qualifications to be considered eligible to submit a Proposal in response to this RFP.

It is the responsibility of the Proposer to ensure and certify that it meets the Minimum Qualifications stated below. JEA reserves the right to request back up documentation to confirm the Proposer meets the requirements stated herein. A Proposer not meeting all of the following criteria will have their Proposals rejected:

- The Proposer shall provide two (2) public or private project references similar to the scope of work as described in Appendix A - Technical Specifications, and have a value greater than or equal to \$1,000,000.00 in land planning, civil engineering and general real estate support services for the development or redevelopment of real estate, and completed within the last five (5) years immediately preceding the proposal due date.
 - A similar project shall be defined as land planning, civil engineering and general real estate support services for the development or redevelopment of real estate.
 - The project referenced must have been successfully implemented and completed.

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- The referenced projects must also have been completed by the primary project manager who will be assigned to this project.
- The references provided will be contacted. A contact name, correct telephone number and email address must be provided for the reference company. Failure to do so may result in the rejection of the proposal.

REFERENCE 1

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Project Manger _____

Description of Project _____

REFERENCE 2

Reference Company Name _____

Reference Contact Name _____

Reference Phone Number _____

Reference E-Mail Address _____

Address of Work _____

Project Manger _____

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Description of Project _____

**APPENDIX B – PROPOSAL FORM
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COMPANY INFORMATION:

COMPANY NAME: _____

BUSINESS ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE: _____

FAX: _____

EMAIL OF CONTACT: _____

LEAD PROJECT MANAGER PROXIMITY TO JEA

In order to receive points for this criterion, Proposer's office must be occupied and staffed with at least three (3) employees for a duration of six (6) months prior to the Proposal Due Date stated in this RFP. Additionally, the office shall not be used as a residential premises.

Check the box to confirm Company meets criterion ☐ YES ☐ NO

____ (Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".

The Company shall submit one (1) original Proposal, three (3) duplicates (hardcopies), and one (1) CD or USB drive. If there is a discrepancy between the electronic copy and hard copy, the hard copy will prevail. JEA will not accept Proposals transmitted via email.

Company's Certification

By submitting this Proposal, the Proposer certifies that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, that the person signing below is an authorized representative of the company, that the company is legally authorized to do business in the State of Florida, and that the company maintains in active status an appropriate license for the work. The company certifies that its recent, current, and projected workload will not interfere with the company's ability to Work in a professional, diligent and timely manner.

The Proposer certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Proposer also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Company shall immediately notify JEA of status change.

We have received addenda _____ through _____

Signature of Authorize Officer of Company or Agent

Date

Printed Name & Title

Phone Number