



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: RFP- 2022.09 Historic Milton Highway 90 Transportation Solutions
DATE: August 18, 2022

Notice is hereby given that the City of Milton will receive sealed proposals for **RFP- 2022.09 Historic Milton Highway 90 Transportation Solutions**. The documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join); and/or thru DemandStar (there is no charge to join); and/or Office of Supplier Diversity.

All must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

Wednesday, October 19, 2022 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

A PRE-BID MEETING (non-mandatory) will be held on Monday, October 3, 2022 at 9:00 a.m. at City Hall, 6738 Dixon Street, Milton, FL 32570: Contact Diane Ebentheuer by phone at 850-983-5438 or email at DEbentheuer@miltonFL.org.

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to DEbentheuer@miltonFL.org by Friday, October 7, 2022 at 2:00 p.m. Answers will be posted by Tuesday, October 11, 2022 at 2:00 p.m. (CST).

Interpretations, clarification of specifications, and requirement or changes to the documents which have a material effect will be documented and communicated only by written addendum posted on the City web page, Vendor Registry, Bid Net Direct, and DemandStar. All are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS

RFP 2022.09 Historic Milton Highway 90 Transportation Solutions

I. **Deadlines/Dates:**

- Request for Proposal Published: 08/18/2022
- Pre-Bid Meeting (NonMandatory) Monday, 10/03/2022 @ 9:00 a.m. (CST)
- Questions Deadline: Friday, 10/07/2022 @ 2:00 p.m. (CST)
- Answers Posted by: Tuesday, 10/11/2022 @ 2:00 p.m. (CST)
- **Proposals Due: Wednesday, 10/19/2022 @ 2:00 p.m. (CST)**

II. **Contact Information:**

Contact: Diane Ebentheuer, Purchasing Officer
Phone: (850) 983-5438
Email: DEbentheuer@miltonFL.org

III. **Proposals Must be Complete and Include:**

1. Required Contents for Proposal (page 9 – Letter H)
2. Bidder's/Proposer's Declaration (page 3-5)
3. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)
4. Drug-Free Workplace Form F.S. 287.087 (**City Website**)
5. Non-Collusion Affidavit (**City Website**)
6. Conflict of Interest Disclosure Form (**City Website**)
7. E-Verify Statement of Compliance (**City Website**)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. **Copies:** Please provide one (1) electronic copy, one (1) original, and four (4) copies of your bid/proposal.

V. **Faxed or emailed submittals are not accepted.**

Sealed bids can be mailed to:

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Submittals must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED Proposal * DO NOT OPEN

Sealed RFP#: 2022.09

RFP Title: Historic Milton Highway 90 Transportation Solutions

DUE DATE/TIME: October 19, 2022/ 2:00 p.m. (CST)



BIDDER'S/PROPOSER'S DECLARATION
RFP 2022.09 Historic Milton Highway 90 Transportation Solutions

The bidder/proposer understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid/proposal submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. All proposals submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process, and to award the proposal in part or in any manner deemed to be in the best interest of the City.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids/proposals from interested parties at its offices located at City Hall, Milton, Florida. Any submittal received after the deadline will **not** be considered.
7. Bids/proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid/proposal in which there is an alteration of, or departure from the bid/proposal form hereto attached.
9. The bid/proposal will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid/proposal. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid/proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid/proposals of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. The City of Milton reserves the right to award to multiple vendors.
11. Interested Parties shall submit all required forms and information simultaneously with their sealed bid/proposal. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids/proposals.
12. For Bids-Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
13. **For Bids/NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
14. The successful bidder/proposer will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
 - Certificate of Non-Discrimination
 - W-9 Taxpayer Identification Number

- Vendor Application
 - Certificates for Liability, Vehicle, and Worker's Comp Insurance.
(City is to be named as additional insured.) Limitations are listed online.
 - Prompt Payment Affidavit
15. That they have carefully read and fully understand the full scope of the specifications.
 16. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
 17. All bidders/proposers are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
 18. If required- That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance. (A declaration of insurance form must be provided before any work will begin.)
 19. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, CityClerk@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
 20. Sealed bids or proposals >\$250,000 have special requirements for procurement and must comply with the below:
 - a. **Compliance Supplement - President's executive Order Numbers 11246 and 11375** which prohibit discrimination in employment regarding race, creed, color, sex, or national origin. (2 CFR 200 Appendix XI whitehouse.gov)
 - Inclusion of goals for minority participation in construction are 6.9% for women.
 - % for minorities as prescribed by appendix B-80, Federal Register, volume 45, No. 194, October 3, 1980.
 - b. **Title VI of the Civil Rights Act of 1964** (Department of Labor dol.gov)
 - c. **Title 45 CFR Required Items (govinfo.gov):**
 - **Anti-Kickback Act** (title 45 CFR 2543.82)
 - **Davis Bacon Act** (title 45 CFR 2543.83)
 - **Contract Work Hours and Safety Standards Act** (title 45 CFR 2543.84)
 - **Byrd Anti-Lobbying Amendment** (45 CFR 2543.87)
 21. Federal Award Contracts - Selected Contractor must comply with:
 - **Termination for Cause and Convenience** - All contracts or purchase orders in excess of \$10,000 must address by the non-Federal entity including the manner by which it will be affected and the basis for settlement, (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
 - **Contract Clauses for Contract Provisions for Non-Federal Entity Contracts Under Federal Awards** (2 CFR 200 Uniform Guidance Appendix II gov.info)
 22. **For all Contracts - Contractors should take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.** (Appendix II Part 200 of 2 CFR 200 (B) gov.info)

- 23. That this bid/proposal may be withdrawn by requesting such withdrawal in writing at any time prior to opening date, but may not be withdrawn after such date and time.
- 24. That by submission of this bid/proposal the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
- 25. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid/proposal.
- 26. Recommendations are posted on city web page via agendas prior to award.
- 27. Any protests are handled per the City's Purchasing Policy and F.S. 120.57(3).

BIDDER: _____

Company Name

Address/City/Zip

Phone	Email
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Contact Name	Title
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Company Representative <u>Signature</u>	Date
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PURPOSE, SCOPE OF WORK, AND QUALIFICATIONS
RFP 2022.09 Historic Milton Highway 90 Transportation Solutions

A. PROJECT BACKGROUND:

The City of Milton and Santa Rosa County have experienced tremendous growth rates since the year 2000. This grown pattern has continued to the present day, and has caused increasing traffic congestion issues along Highway 90 in multiple areas of Santa Rosa County, including through Downtown Milton. The Florida Department of Transportation (FDOT) has selected a preferred alternative to ease traffic congestion on US Highway 90. The Project Development and Environment Study (PD&E) was initiated in 2014 and concluded in 2019. The process utilized by FDOT focused on engineering solutions, environmental impacts, and public involvement. Upon completion, the PD&E study resulted in the identification of the widening of the existing Highway 90 corridor through downtown Milton to 4 lanes. In response to the results of the PD&E, and this preferred alternative identified by FDOT, the Milton City Council voted to oppose the preferred FDOT alternative, and has officially communicated its opposition to FDOT. Reasons for the City Council’s opposition to the preferred alternative include, but are not limited to, adverse impacts to the Milton Historic District, traffic and pedestrian safety concerns, and adverse impacts on the redevelopment of the central business district and its growing tourism market.

B. PURPOSE:

The Milton City Council voted on July 12, 2022 to allocate funds to the review of the Highway 90 corridor through downtown Milton for the purpose of exploring additional alternatives that will address the traffic congestion issues along Highway 90 within and east of the Downtown Milton area, while promoting the redevelopment efforts and economic growth found within the central business district. The City’s overall transportation issues are a product of its location within the region and along the Blackwater River with significant east-west and north-south through transportation movement on regional arterial facilities such as US Highway 90, State Road 87 North, Avalon Boulevard, and State Road 87. In addition to serving regional travel, these same facilities serve as the major travel routes for trips traveling in and around the City. There is a lack of a significant transportation network and associated connectivity thus causing local and regional trips to travel on the same roadways. Other facets of the transportation system including transit, pedestrian and bicycles are also key elements on the overall transportation system that must be examined and evaluated at a community level scale. Any study of the transportation network and an associated planning effort must take into consideration planning to accommodate or reroute traffic related to growth both inside and outside of the City borders. Currently, thousands of homes are planned for greenfield areas east of the City limits. Additionally, significant commercial and industrial development is proposed for the area, creating a further opportunity to explore ways to help the downtown Milton area become a destination community. The City Council feels that the issues found within the PD&E study must be resolved to guide growth most effectively within the community and better serve new residents and businesses outside the community. These new county residents and businesses will drive a demand for new educational, recreational, healthcare, retail and other urban uses.

C. TRAFFIC SAFETY:

Due to increased traffic congestion issues, the segment of Highway 90 under review in this scope of work has experienced an increase in traffic crashes, causing traffic safety to become a concern.

This study should include cutting edge concepts to reduce traffic speeds within the downtown community, while most efficiently moving traffic through Downtown Milton. The selected firm should have and employ a knowledge of future transportation trends and alternative travel methods to apply to the safety issues present.

D. COMPLETE STREETS IMPLEMENTATION:

As a part of the aforementioned PD&E document, FDOT has indicated that the alternatives studied should incorporate multi-modal design aspects, such as sidewalk and bike lane connectivity, and should incorporate elements from the Complete Streets Policy. More specifically, in 2014 FDOT adopted the “Complete Streets Policy” and in December 2015 initiated the “Complete Streets Implementation Plan”.

FDOT’s Complete Streets website states, “we have to put the right street in the right place. The days of “one size fits all” design are over.” However, projects that were already in progress prior to the implementation of the new guidelines, such as the Highway 90 PD&E, were stuck in the “one size fits all” methodology. This was simply a matter of bad timing. As resources were committed and projects programmed, they have to follow the parameters which were in place at the time.

The new design methodology is not just bike lanes, sidewalks, and period lighting. Complete Streets Design methodology is a structure where in Land Use considerations come first; transportation considerations come second. FDOT’s Complete Streets Philosophy: “Our comprehensive, 360° approach to transportation planning, design, construction, and operations focuses on identifying the right solutions for communities based on the needs and desires of all roadway users who live there. This context-sensitive approach is standard across all FDOT districts and results in streets that ensure the mobility of people and goods, support economic development, and preserve the quality of our environment and communities across the Sunshine State.”

“In Florida, Complete Streets are not a specific type of project. Instead, the Department utilizes a 360° approach to ensure that all roadway projects are context-sensitive and consider the needs of all users, regardless of age and ability. This means that everything the Department undertakes – whether developing an entirely new corridor or resurfacing, restoring, or rehabilitating an existing road – is done to help promote safety, enhance mobility, improve quality of life, and promote economic development.”

In 2018, FDOT published a new Design Manual that has helped provide more context-sensitive roads. These actions underscored Florida’s commitment to improving safety for all users by making the principles of Complete Streets the foundation of all roadway planning, design, construction, and operations in the state. (<http://flcompletestreets.com/>)

While the science and engineering based on the previous FDOT methodology reached the logical and technically correct conclusion based on the rules and regulations at the time, FDOT has recognized that approach is no longer consistent with the goals and objectives of the department. The City of Milton believes that if the new Complete Streets Philosophy had been utilized, a different outcome may have been reached. Further, we believe that thriving live, work, play

urban areas that bring citizens together and drive the economy are incompatible with high-speed, high-volume highways. We believe that the safety of our citizens, traveling in vehicles and walking or cycling, must be the highest priority, closely followed by the health of our economy and preservation of our history.

E. GOALS:

The City of Milton is seeking an experienced traffic engineering, consulting planning and/or design firm to provide professional planning services to achieve the overall goals of this project, which are:

1. Evaluate the current Preferred Option, utilizing the latest means and methods, including “Complete Streets” principles, to provide factual and scientific data to demonstrate whether this option is or is not in keeping with the context of the current and future direction of the Milton downtown urban core community, and,
2. Identify other innovative and cutting-edge alternatives that achieve the desired objectives of all parties to move traffic, pedestrians and cyclists safely, effectively and efficiently through, in and around the downtown urban core of the City of Milton while enhancing our economy and preserving our history and,
3. Review a “Take No Action” alternative to identify the potential consequences of maintaining the status quo.

F. SCOPE OF WORK:

The selected consultant will allocate 40-50% of the time for this project:

1. Evaluating the existing and future operating conditions and features of the US Highway 90 corridor from State Road 87 North (Stewart Street) to Ward Basin Road.
2. Evaluating the impacts of 4-lane widening projects through the central business districts of regional communities to identify threats to the Downtown Milton area not considered by the PD&E study.
3. Reviewing the City’s Comprehensive Plan and Riverfront Master Plan to identify growth trends within and surrounding the Downtown Milton area.
4. Reviewing the FDOT PD&E Study and Finding of No Significant Impact Report
5. Reviewing the Preferred Alternative and demonstrate if it meets FDOT’s current planning guidelines and other transportation planning best practices.
6. Reviewing the other Non-Preferred alternatives developed by FDOT for feasibility based on the new FDOT Complete Streets Policy, Implementation Plan, and Design Manual.
7. Reviewing the “Take No Action” alternative.

The selected consultant will allocate 50-60% of the time for this project:

1. Documenting the specific purpose and need for improvements.
2. Developing and screening a range of new, reasonable alternatives for the City of Milton to present to FDOT, the TPO and the public that meets the above stated goals.
3. Consulting and collaborating with City Council, City staff, community stakeholders, the general public, FDOT, TPO and other interested parties on the project.

4. Developing conceptual cost estimates for the new alternatives for ROW, design and construction.
5. Providing educational materials in support of the research methodology and results.

The study area for this project shall be from State Road 87 North (Stewart Street) in the west, to Ward Basin Road in the east, to Munson Highway in the North, to Old Bagdad Highway in the south.

G. CONTRACT TIME COMPLETION:

The above tasks must be completed within **180 days** from the execution of a contract for services with the selected consultant.

H. REQUIRED CONTENTS/SECTIONS FOR PROPOSAL:

1. Responsiveness to submission requirements.
 - a. Provide a cover letter and an outline of project understanding.
 - b. Additionally, all required forms as listed on page 2 of this document.
2. Firm Experience & Relevance of Prior Work.
 - a. Licenses- Provide a copy of your firm’s professional license with your proposal. (Professional Engineer, AIA, AICP, or any applicable licenses)
 - b. Experience- Describe relevant experience of the firm or firms and total years of experience.
 - c. References- List work which best illustrates current qualifications relevant to this solicitation which will be performed by personnel assigned to this project. List at least three but no more than five (5) projects.
3. Ability to commence services and complete services within a timely manner. Describe.
4. Overall project team experience- provide Resumes for principals of the firm and experience.
5. Project Manager experience- provide Resume and experience.
6. Certified Minority Firm. Yes or No. If yes, enclose proof of certification.

I. RANKING EVALUATION CRITERIA/FACTORS FOR RFP’S:

EVALUATION CRITERIA/FACTORS:

CRITERIA	POINTS AVAILABLE
Responsiveness to submission requirements	20
Firm Experience & relevance of prior work	20
Ability to commence services and complete services within a timely manner.	20
Overall Project Team experience	20
Project Manager Experience.	15

Certified Minority Firm. (Yes =5 pts. / No = 0 pts.)	5
TOTAL =	100

Selection and Contract:

Upon review of all responsive proposals using the criteria outlined above, the City shall determine a short list.

Step one: An evaluation committee will evaluate all responsive proposals based upon the information and references contained in the proposals. The committee shall score/rank each RFP, and determine a minimum of three (3), if more than three (3) proposals are qualified, to be finalists for further consideration. In the event there are less than three (3) qualified, the committee will give further consideration to all responsive proposals received.

The City reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

Step two: The committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists’ proposals. The evaluation committee may then make a recommendation, for award of a contract. The City may require visits to customer installations or demonstrations of product by contractors, as part of the evaluation process.

J. INSURANCE REQUIREMENTS:

Contractor shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the City of Milton shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Contractor shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Events may include Food and liquor liability.

1. Commercial General Liability - ISO CG 001 Form or equivalent.

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000

Medical Payments (Any One Person)	\$5,000
2. Automobile Liability	
Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory
3. Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability):	
➤ Each Accident	\$100,000
➤ Disease-Each Employee	\$500,000
➤ Disease-Policy Limit	\$100,000

K. FORCE MAJEURE:

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, civil, or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, strikes, labor disputes, shortages of suitable parts, materials, labor, or transportation to the extent such events are beyond the reasonable control of the party claiming excuse from liability resulting there from.

L. MODIFICATIONS:

Modifications to provisions of this contract shall only be valid when they have been rendered in writing and duly signed by both parties. The Parties agree to negotiate this contract if stated revisions of any applicable laws, regulations or increases/decreases in allocations make changes to this contract necessary.

M. TERMINATION:

This contract may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the vendor will be paid for all costs incurred and hours worked up to the time of termination.