

**September 1, 2022**

City of North Port  
Utilities Department  
6644 W. Price Street  
North Port, Florida 34291  
Attention: Jennifer Fehrs, PE, Utilities Engineer



**Stantec Consulting Services Inc.**  
6920 Professional Parkway  
Sarasota, Florida 34240

**RE: Request for Letter of Interest No. 2023-01  
City of North Port 2023 Water Distribution System Improvements**

Dear Ms. Fehrs,

Stantec is pleased to submit our Letter of Interest to provide professional engineering services to North Port Utilities Department (NPU) for the 2023 Water Distribution System Improvements project. We have reviewed the Request for Letter of Interest in detail and are confident that our team is well qualified to meet NPU's expectations.

Our local team has designed over 10 miles of potable water distribution mains for NPU that have been placed into service since 2016. This has given us a strong understanding of the level of service NPU expects throughout design, permitting, bidding, and construction phases. We recognize that NPU values efficient project delivery and we have the experience necessary to meet NPU's expectations for schedule and budget. We are knowledgeable about NPU's standards and preferences, which allows us to provide deliverables consistent with NPU's expectations, thus minimizing the effort required by NPU staff to review our design milestone submittals.

**Project Management and Coordination**

We understand success is in the details. Stantec's Project Management Framework provides the foundation to achieve and sustain our ISO 9001 Quality Management System certification. Our framework enables us to outline required tasks to confirm quality and manage project risk. Providing clear and accurate bidding and construction documents is essential to receiving fair pricing and avoiding change orders. To this end, Stantec provides independent QA/QC checks on all contract documents as part of our certification protocol. Because we understand the bigger picture, our processes have garnered compliments from both contractors and clients on the same set of plans and specs.

Upon receipt of notice to proceed, we will schedule a kick-off meeting to review the scope of work, design details, regulatory concerns and permitting requirements, and project schedule. Design details to be discussed at the meeting includes sizes, materials, and installation methods for water mains; isolation valve and fire hydrant locations; and stub outs for future extensions. Immediately following the meeting, we will complete site walks with NPU staff along the four proposed water main loops to review the proposed alignments, connection details, meter locations, and roadway and driveway crossings.

Throughout the life of the project, Stantec staff will continue to engage in communications with NPU staff via phone calls, meetings, site visits, and email as needed. This will include meetings during the design phase to review and resolve comments provided by NPU for the 60% and 90% design submittals.

**Design and Permitting**

Stantec will prepare a complete set of drawings and technical specifications for construction of water main loops along Lubec Avenue, Lundale Avenue, Okolona Street, and Portage Street as shown in the Request for Letter of Interest. We will provide completed permit applications and develop an engineer's opinion of probably construction cost (EOPCC) for the work.

We intend to utilize MSB Surveying to collect topographic data that will be used for our drawing basemap and Tierra Inc. to perform soil classification and Proctor testing. We will utilize the field data they collect along with the information gathered from the data request, kick-off meeting, and site-walks to develop the designs for the water main loops. As typical for small diameter water main looping projects, we plan to show the required construction information on the plan view drawings; profiles will only be developed in locations where additional detail is necessary to ensure the water mains are constructed correctly. NPU's standard details that are applicable to the work will be included in our drawings.

We will utilize NPU's standard technical specifications to the extent practicable. Stantec will prepare project-specific technical specifications—such as Summary of Work and Measurement and Payment—to supplement NPU's standard technical specifications where necessary.

Stantec will make two design milestone submittals to NPU—a 60% design and a 90% design—prior to the Issued for Bid (IFB) submittal. The 60% design submittal will include drawings, technical specifications, an EOPCC, and permit applications for the permits that require signature by NPU. We will utilize the 60% design drawings for submitting permit applications to permitting agencies. The 90% design submittal will include drawings, technical specifications, and an EOPCC that have been revised to add additional detail and address review comments from NPU and permitting agencies.

The final design submittal will be the IFB submittal, which is to be submitted within 16 weeks of the kick-off meeting. This submittal will include signed and sealed drawings and technical specifications in PDF format and a bid form in Excel or Word format. We will also provide an updated EOPCC and an estimate for construction time with the IFB submittal.

**Bid Services**

Stantec will attend a pre-bid meeting where we will discuss the scope of work and respond to questions from bidders. During bidding, we will provide written responses to questions from bidders that will be used by the Purchasing Division to prepare addendums. After receipt of bids, Stantec will review the apparent low bid to assess conformance with the project requirements, review bidder references, and prepare a letter for recommendation of award.

**Construction Services and Certification**

Our experience working with NPU has provided us an understanding of the level of service that NPU expects during construction. We will begin the construction phase by preparing Issued for Construction (IFC) drawings and technical specifications that incorporate changes made via addendums during bidding. These IFC documents will be provided to NPU and the contractor to ensure that the parties involved in construction execution and oversight are utilizing conformed construction documents. We will also provide the drawings in AutoCAD format for use by the contractor for construction layout and preparation of as-built drawings.

We will attend the preconstruction meetings, perform periodic site visits, review and respond to submittals and RFIs, witness pressure testing, prepare record drawings, and submit certification packages to the Florida Department of Health (FDOH) for placing the completed water mains into service. It is anticipated that a separate partial certification will be submitted to FDOH for each water main loop.

**Project Schedule**

Stantec will propose the following schedule to deliver the IFB submittal within 16 weeks after the kick-off meeting.

2023 Water Distribution System Improvements	Weeks from Notice to Proceed															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Project Management and Coordination																
Kick-Off Meeting																
Project Management and Coordination	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Design and Permitting																
Topographic Survey and Geotechnical Investigation	█	█	█	█	█											
60% Design and Permit Application Preparation	█	█	█	█	█	█										
60% Design Review by NPU						█	█	█	█							
Permitting Package Preparation and Submittal								█								
Permitting Agency Review (Assumed to be Four Weeks)									█	█	█	█				
90% Design													█	█	█	█
90% Design Review by NPU														█	█	█
IFB Submittal Preparation																█
Bid Services – To be Determined																
Construction Phase Services – To be Determined																

**Expertise of Personnel and Availability to Meet Project Schedule**

The individuals noted below include locally based engineers, drafting technicians, and permit/design specialists who have the knowledge and prior NPU experience to provide the services necessary to design, permit, construct, and place into service new potable water mains. Our key team members, along with specialty subconsultants, for this project include:

**Project Management: John Spalding, PE**, will serve as Stantec’s Project Manager (PM). He will lead the team and act as the point of contact for NPU. He has extensive experience and knowledge from his work on similar projects, including water distribution system improvements projects completed for NPU, and has the relationships and technical expertise necessary to bring together the professionals needed to meet NPU’s schedule and budget. John is experienced in managing similar projects and has been the Engineer of Record for many water main projects.

**Design, Permit, Bidding, and Construction Services:** Stantec engineers, scientists, and designers will provide support throughout the design, permitting, and construction phases of the project. **Stephen MacEachern, PE**, is a senior project engineer who will assist John through the technical effort for the design efforts. Stantec ecologist **Elizabeth Eardley** will provide environmental permitting assistance.

**Subconsultant Services:** Stantec intends to utilize **MSB Surveying Inc.** to complete the topographic survey that will be serve as the base map for the project while **Tierra Inc.** will provide the geotechnical investigations for evaluating existing soils for suitability. Stantec has worked successfully with both of these subconsultants on previous projects for NPU.

### Cost Saving Measures

Our experience providing engineering services to NPU and delivering small diameter water main projects for local municipalities gives us the knowledge we need to efficiently prepare the drawings and specifications necessary to bid and construct this project. We expect that construction plans showing the horizontal alignments without accompanying vertical profiles will be sufficient in most areas. Only in areas where construction of vertical deflections or longer horizontal directional drills will vertical profiles be necessary.

To reduce construction costs and impacts to residents, we will propose using horizontal directional drilling methods for crossing driveways and roadways in lieu of open cut construction where possible. We have designed several water main looping projects for NPU in recent years that have been constructed in this manner.

### References

We are very proud of the work we do for our clients and are pleased to provide relevant project references that members of our project team have worked on.

**Border Road Water Main Extension – City of Venice Utility Department:** Stephen MacEachern served as PM on this project for the construction of a new water main along Border Road. This included 6,000 LF of 12-inch PVC, an 1,100 LF HDD beneath Interstate 75, and a 52 LF jack-and-bore of a 24-inch steel casing within FDOT limited right-of-way. This water main was constructed to serve a planned residential development in an undeveloped area of the City. Stantec’s services included a routing study, design, permitting, plans and specifications, and EOR services. Elizabeth Eardley provided environmental support for acquiring permits. (Client PM now works for Sarasota County.)

Tony Wierzbicki, Project Manager

(941) 882-9971

awiezbicki@scgov.net

**Mulholland Road Water Main – Manatee County Utilities:** John Spalding served as PM and EOR for the construction phase of this project that consisted of approximately 3,900 LF of potable water main to create a looped system. The project included PVC and ductile iron water mains installed by open cut methods and a subaqueous HDPE water main carrier pipe placed within a HDPE casing installed by horizontal directional drilling methods. John and Stephen both served as project engineers during the planning and design phases of this project and were responsible for the selection of the water main route, preparation of construction plans and technical specifications, and permitting.

Michael Sturm, Project Manager

(941) 265-6722

michael.sturm@mymanatee.org

**Bayview Lane Utilities Improvements – Sarasota County Utility Department:** Stephen MacEachern served as PM on this project and John Spalding provided independent technical review services for the extension of an 8-inch potable water main to complete a loop and a sanitary gravity sewer system to serve the Sarasota Crew rowing facility and a future County Park in Osprey. Stantec provided the utility design, permitting, bidding, and construction phase services for this project along with a Conceptual Park Layout to size and locate the future utility services.

Carmino Spina, Project Manager Capital Projects

(941) 726-0298

cspina@scgov.net

Stantec appreciates the opportunity to submit this LOI and we look forward to partnering with NPU on this project.

Respectfully submitted,



John Spalding, PE  
Project Manager

[john.spalding@stantec.com](mailto:john.spalding@stantec.com)

o. 941-907-6900

c. 941-993-8322



Stephen MacEachern, P.E.  
Senior Project Engineer

[stephen.maceachern@stantec.com](mailto:stephen.maceachern@stantec.com)

o. 941-907-6900

c. 941-914-1916

## CONFLICT OF INTEREST FORM

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

- I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ **(List Position or Board)**
  
- I am the spouse or child of an employee, public officer or advisory board member of the City  
**Name:** \_\_\_\_\_
  
- An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
**Name:** \_\_\_\_\_
  
- Respondent employs or contracts with an employee, public officer or advisory board member of the City  
**Name:** \_\_\_\_\_
  
- None of The Above

**PART II:**

Are you going to request an advisory board member waiver?

- I will request an advisory board member waiver under §112.313(12)
- I will NOT request an advisory board member waiver under §112.313(12)
- N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

**BUSINESS NAME:** \_\_\_\_\_

**NAME(PERSON AUTHORIZED TO BIND COMPANY):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST**

**DISCLOSURE FORM FOR  
CONSULTANT/ENGINEER/ARCHITECT**

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Please select only one of the following three options:

\_\_\_\_\_ Our firm has no actual, potential, or reasonably perceived, **financial\*** or **other interest\*\*** in the outcome of the project.

\_\_\_\_\_ Our firm has a potential or reasonably perceived **financial\*** or **other interest\*\*** in the outcome of the project as described here:

\_\_\_\_\_

Our firm proposes to mitigate the potential or perceived conflict according to the following plan:

\_\_\_\_\_

\_\_\_\_\_ Our firm has an actual **financial\*** or **other interest\*\*** in the outcome of the project as described here:

\_\_\_\_\_

**\*What does “financial interest” mean?**

If your firm, or employee(s) of your firm working on the project (or a member of the employee’s household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm’s findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

**\*\*What does “other interest” mean?**

If your firm, or employee(s) of your firm working on the project (or a member of the employee’s household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm’s findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as other interest.

**BUSINESS NAME:** \_\_\_\_\_

**NAME (PERSON AUTHORIZED TO BIND THE COMPANY):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Scrutinized Company Certification Form**

Company Name: <u>Stantec Consulting Services Inc.</u>			
Authorized Representative Name and Title: <u>John Spalding, PE, Project Engineer</u>			
Address: <u>6920 Professional Parkway</u>	City: <u>Sarasota</u>	State: <u>FL</u>	ZIP: <u>34240</u>
Phone Number: <u>(941) 907-6900</u>	Email Address: <u>john.spalding@stantec.com</u>		

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

**CHOOSE ONE OF THE FOLLOWING**

- This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.
  
- This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.
Certified By: _____ AUTHORIZED REPRESENTATIVE SIGNATURE
Print Name and Title: <u>John Spalding, PE, Project Engineer</u>
Date Certified: <u>9/2/2022</u>

**Solicitation/Contract/PO Number (Completed by Purchasing):** \_\_\_\_\_

**VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM**

The undersigned Vendor/Consultant/Contractor (Vendor), certifies the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
  - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
  - b. All persons, including subcontractors or subconsultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.
7. Vendor understands that pursuant to Florida Statutes, section 448.095, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the Vendor named in this certification to civil penalties, attorney's fees and costs.

VENDOR: \_\_\_\_\_ (Vendor's Company Name)

Certified By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: \_\_\_\_\_

Date Certified: 9/2/2022