



CITY OF NORTH PORT

**PROFESSIONAL ENGINEERING SERVICES FOR NPU
NO. 2020-58
THIS IS NOT AN ORDER**

Date: 7/26/2022

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**CITY OF NORTH PORT
Utilities Department
6644 W. Price Blvd.
North Port, Florida 34291**

**Contact Person: Jennifer Fehrs, P.E., Utilities Engineer
Contact Phone: 941-240-8008
Contact Fax: 941-240-8022
Contact Email: jfehrrs@cityofnorthport.com**

Reply No Later Than: September 6, 2022 @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2023-02

CITY OF NORTH PORT WATER PIPELINE BRIDGE REPLACEMENTS – APPOMATTOX DRIVE

The City of North Port Utilities Department (NPU) is currently accepting letters of interest from all the firms within Contract No. 2020-58, Category 2 for Professional Engineering Services for NPU. The referenced project is budgeted for fiscal year 2023.

INTENT: It is the intention of NPU to secure professional engineering services to design, permit, provide bidding assistance, and provide limited construction phase services associated with the replacement of the existing potable water mains affixed to two bridges located on Appomattox Drive.

BACKGROUND/SCOPE OF SERVICES:

BACKGROUND

There are two bridge pipelines that North Port Utilities (NPU) has identified for replacement. The existing water mains affixed to the bridges are exhibiting points of failure, particularly at bends in the pipe. In replacing the pipelines, NPU seeks to replace the existing bridge mounted ductile iron pipes with upsized HDPE pipes, horizontal directional drilled underneath the waterways at each of the bridges, eliminating the pipe across the bridge.

Isolation of these water mains are not anticipated to directly impact customers. NPU will require assistance with the necessary permitting to include, but not limited to, FDEP, DOH, and any other regulatory permits as applicable.

SCOPE OF SERVICES

TASK 1- PROJECT MANAGEMENT AND COORDINATION

This task will include overall project management by the consultant and coordination with NPU, attendance at project meetings, and assistance with any permitting coordination as needed. This task will include a project kickoff meeting with NPU staff to review the project, regulatory concerns, and any items pertinent to the progress of the project.

Additional data may be requested as needed. The firm will work with NPU staff to acquire the information. This may include phone calls, meetings, site visits and email communications with staff.

TASK 2 – DESIGN AND PERMITTING

The firm shall review existing infrastructure, design and engineer the new HDPE HDD potable water mains underneath each waterway, as well as the disconnection and removal of the existing bridge mounted pipelines. The firm shall obtain survey and geotechnical information to develop design plans, Technical Specifications, Engineer's Opinion of Probable Construction Cost, and details for this project. The Technical Specifications will include NPU's Standard Technical Specifications to be supplemented by the engineer as necessary and conform to the City's procurement procedures and related front-end documents.

The firm will coordinate the necessary topographical survey work including the locations, sizes and configurations of the existing distribution piping and cross sections of the bottoms of all the waterways.

The firm will prepare all permit applications necessary to execute construction of the project. The firm will coordinate with NPU and applicable regulatory agencies on any requests for information and compliance requirements.

TASK 3 – BID PHASE SERVICES

The firm shall develop a detailed, line item, unit price all-inclusive bid form, non-standard contract documents, for use by NPU. The firm will attend a pre-bid meeting as necessary and assist the City in answering contractor questions via addenda during the bidding process. Upon receipt of bids, the firm will evaluate the bids including performing reference checks on the apparent low bidder and make an award recommendation to the City within five (5) working days of the bid opening.

TASK 4 – CONSTRUCTION PHASE SERVICES

The firm shall provide services during construction for submittal review and approval, response to requests for information from the contractor, and assist with any change orders as needed. The firm will use construction information provided by NPU, provide limited construction observation, and utilize as-built information provided by the contractor to finalize record drawings, complete construction certification forms and submit same to the regulatory agencies to certify the project for service. Services provided will also include participation in progress meetings with NPU staff and construction contractors as needed. The firm shall provide assistance as needed with project closeout items as may be required for regulatory permitting.

DELIVERABLES

The firm shall provide an electronic copy of their plans, Technical Specifications and details by 16 weeks after the kickoff meeting. The bid form shall be provided in Microsoft Excel and portable document (pdf) formats. Plans and record drawings will be provided in AutoCAD and pdf format. The Technical Specifications will be provided in pdf format. All other written material will be provided electronically in Microsoft Word and/or pdf formats. Once this contract is complete, the specifications, bid form and details will become property of NPU and the City of North Port.

The project milestones and deliverables to be provided for this project include the following:

- Kickoff meeting attendance, agenda and minutes
- Topographical survey
- Data request list
- Coordination of regulatory permitting
- Design of the water main replacement
- Review 60% and 90% plans and specifications with NPU
- Final plans signed and sealed by a professional engineer licensed in Florida, permits, Technical Specifications, bid form, and Engineer's Opinion of Probable Construction Cost sixteen (16) weeks after the project kick-off meeting
- Attendance at pre-bid meeting and progress meetings with the NPU as needed
- Assistance with bid review and recommendation of award
- Submittal review, responses to requests for information during construction, and change order assistance as needed
- After construction, certification of construction, signed and sealed record drawings, and project closeout

PROPOSAL REQUIREMENTS

Proposals shall include a project plan which specifies the firm's understanding of project and required deliverables; ability and relevant expertise/qualifications of the firm's personnel to be used in performing the service; availability of staff and ability to meet project schedule; the firm's proposed cost saving measures for the project, if any; and provide a schedule that will meet the timeline requirements of this project.

Engineers are to provide references for at least three (3) similar projects within the last five (5) years. Name, title, email and phone numbers are required for appropriate contact for each reference.

Proposals are to include the names of all subcontractors to be used on this project.

ATTACHMENTS

1. Statement of Non-Submittal
2. Conflict of Interest Form
3. Disclosure for Consultant, Engineer, Architect
4. Scrutinized Companies Form
5. E-Verify Certification Form
6. GIS Maps for the bridge locations

Please Note: The Conflict of Interest Form and Disclosure for Consultant, Engineer, Architect **must be submitted** with proposals for consideration.

Any questions concerning this project must be submitted via email to both Jennifer Fehrs and Nicole Brown at jfehrs@cityofnorthport.com and nbrown@cityofnorthport.com, respectively no later than **August 23, 2022**.

All firms within Contract No. 2020-58, Category 2 are encouraged to submit a letter (not to exceed three single-sided pages) that provides the above information and adequately expresses why it would be in the City's best interest to select the submitting firm(s).

**LETTERS OF INTEREST ARE TO BE DELIVERED TO THE UTILITIES DEPARTMENT
ON OR BEFORE SEPTEMBER 6, 2022 AT 2:00 P.M. (EST) VIA EMAIL TO:**

**JENNIFER FEHRS: [JFEHRS@CITYOFNORTHPORT.COM](mailto:jfehrs@cityofnorthport.com)
AND
NICOLE BROWN: [NBROWN@CITYOFNORTHPORT.COM](mailto:nbrown@cityofnorthport.com)**

STATEMENT OF NON-SUBMITTAL

If you **do not** intend to submit a bid on this service, please return this form (see information below) immediately.

We, the undersigned, have declined to submit a Letter of Interest for **RLI No. 2023-02 - CITY OF NORTH PORT WATER PIPELINE BRIDGE REPLACEMENTS – APPOMATTOX DRIVE**

- Insufficient time to respond to the Request for Bid.
- We do not offer this product/service.
- Unable to meet bond/insurance requirements.
- Specifications are unclear (explain below).
- OTHER (please specify below).

REMARKS: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____

Note: Please email “Statement of Non-Submittal” to:

JENNIFER FEHRS: JFEHRS@CITYOFNORTHPORT.COM
AND
NICOLE BROWN: NBROWN@CITYOFNORTHPORT.COM

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**

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: _____			
Authorized Representative Name and Title: _____			
Address: _____	City: _____	State: _____	ZIP: _____
Phone Number: _____	Email Address: _____		

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: _____	
Date Certified: _____	

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: _____



- ⊕ Water Valves
- Water Mains

Appomattox Dr

