



CITY OF NORTH PORT

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

Date: 7/22/2022

Page: 1 of 3

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](mailto:jfehrrs@cityofnorthport.com)

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

REQUEST FOR LETTERS OF INTEREST NO. 2023-01

**CITY OF NORTH PORT 2023 WATER DISTRIBUTION SYSTEM IMPROVEMENTS**

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 2023 Water Distribution System Improvements project design is budgeted for fiscal year 2023.

**INTENT:** It is the intention of NPU to secure professional engineering services to design, permit and provide for construction phase and certification services for the 2023 Water Distribution System Improvements project. The project will include looping of Okolona Street, Portage Street, Lundale Avenue, and Lubec Avenue. GIS maps are included showing these areas to be looped.

**BACKGROUND/SCOPE OF SERVICES:**

**BACKGROUND**

NPU owns and operates an extensive water distribution system within the City of North Port. In some areas, the distribution system was constructed in a fashion where completed loops were not required. NPU has identified several areas where short pieces of additional water main will complete loops thus eliminating dead ends, reducing flushing and improving water quality.

**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, 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 develop design drawings, technical specifications, and details for the water main loops on Okolona Street (340 feet), Portage Street (665 feet), Lundale Avenue (390 feet), and Lubec Avenue (600 feet). The firm will prepare all permit applications necessary to execute construction of the project. The specifications will conform to

the City's procurement procedures and related front-end documents. NPU has updated their technical specifications and details and the firm should plan on using these updated specifications and details, supplementing as necessary for a full set.

### **TASK 3 – BID SERVICES**

The firm shall develop a detailed, line item, unit price all-inclusive bid form, non-standard contract documents, and an estimate of the construction time for use by NPU. The firm will develop an Engineer's Opinion of Probable Cost for use by NPU in the bidding process. 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 and make an award recommendation to the City.

### **TASK 4 – CONSTRUCTION SERVICES AND CERTIFICATION**

The firm will attend a preconstruction meeting, review submittals/shop drawings, evaluate requests for information (RFIs), change order (COs) requests, and provide limited construction observation in order to certify the project completion. The firm will use construction information provided by NPU, limited construction observation and 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. It is anticipated that NPU will construct the mains in some of the locations and partial certifications should be anticipated for these streets by the EOR. Those locations will be determined during the design.

### **TASK 5 – REPORT OF FINDINGS**

The firm shall provide an electronic copy, and one original hard copy of their plans, technical specifications and details by 16 weeks after the Kickoff meeting. The technical specifications bid form and all other written material will be provided electronically in Microsoft Word format and portable document format (pdf). Any plans will be provided in (pdf) and in AutoCAD. Once this contract is complete, the technical specifications, bid form and details will become property of NPU and the City of North Port.

### **DELIVERABLES**

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

- Kickoff meeting
- Data request list
- Attendance at progress meetings with the NPU as needed
- Design of water mains
- Review 60% and 90% plans and specifications with NPU
- Permit applications
- Final design, permits, specifications and details, sixteen (16) weeks after Kick-off meeting
- Construction layout
- Review of shop drawings/submittals, RFIs, and COs, as applicable
- After construction, certification of construction and record drawings

### **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 Company Certification Form
5. E-Verify Certification Form
6. City of North Port Proposed Water Main Looping- GIS maps

*Please Note:* The Conflict of Interest Form Disclosure for Consultant, Engineer, Architect, Scrutinized Company Certification Form and E-Verify Certification Form **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](mailto:jfehrs@cityofnorthport.com) and [nbrown@cityofnorthport.com](mailto:nbrown@cityofnorthport.com), respectively no later than **August 26, 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 2, 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. 2023-01 - City of North Port 2023 Water Distribution System Improvements**

- 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).

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**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](mailto:JFEHRS@CITYOFNORTHPORT.COM)  
**AND**  
**NICOLE BROWN:** [NBROWN@CITYOFNORTHPORT.COM](mailto: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**

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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: _____			
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.

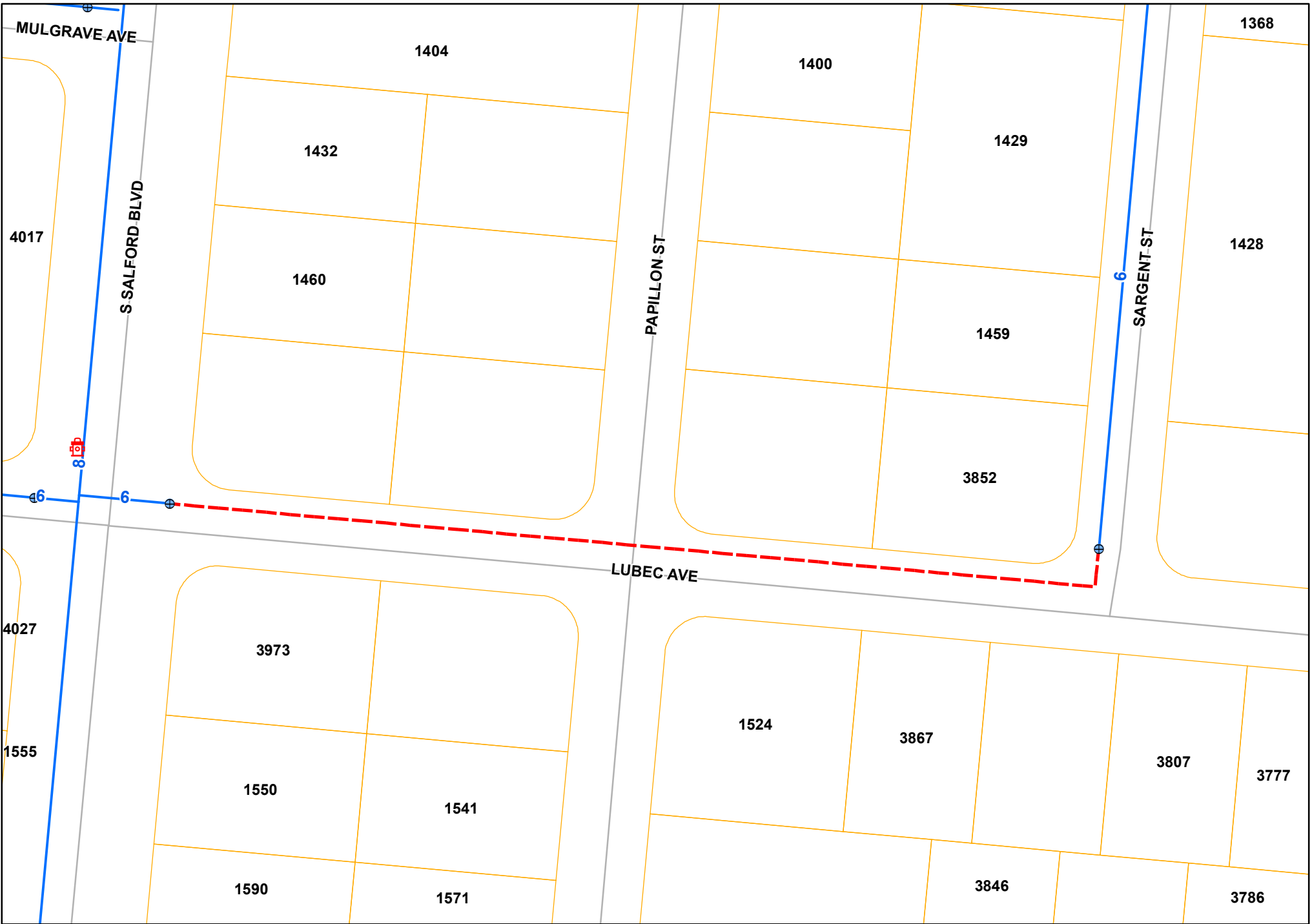
VENDOR: \_\_\_\_\_ (Vendor's Company Name)

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

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

Date Certified: \_\_\_\_\_

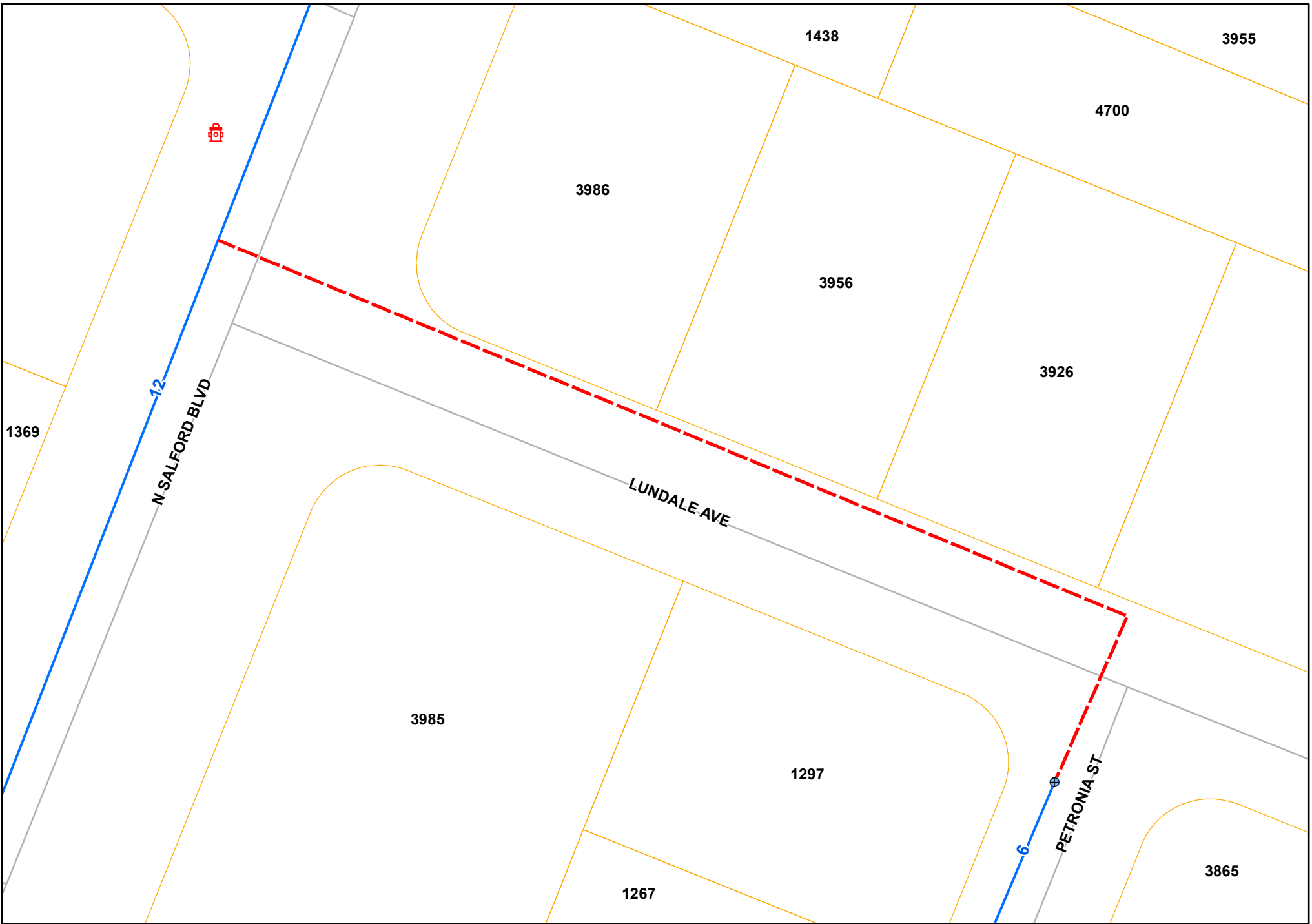




--- Proposed Water Main  
— Water Mains

# Lubec Ave 600 ft

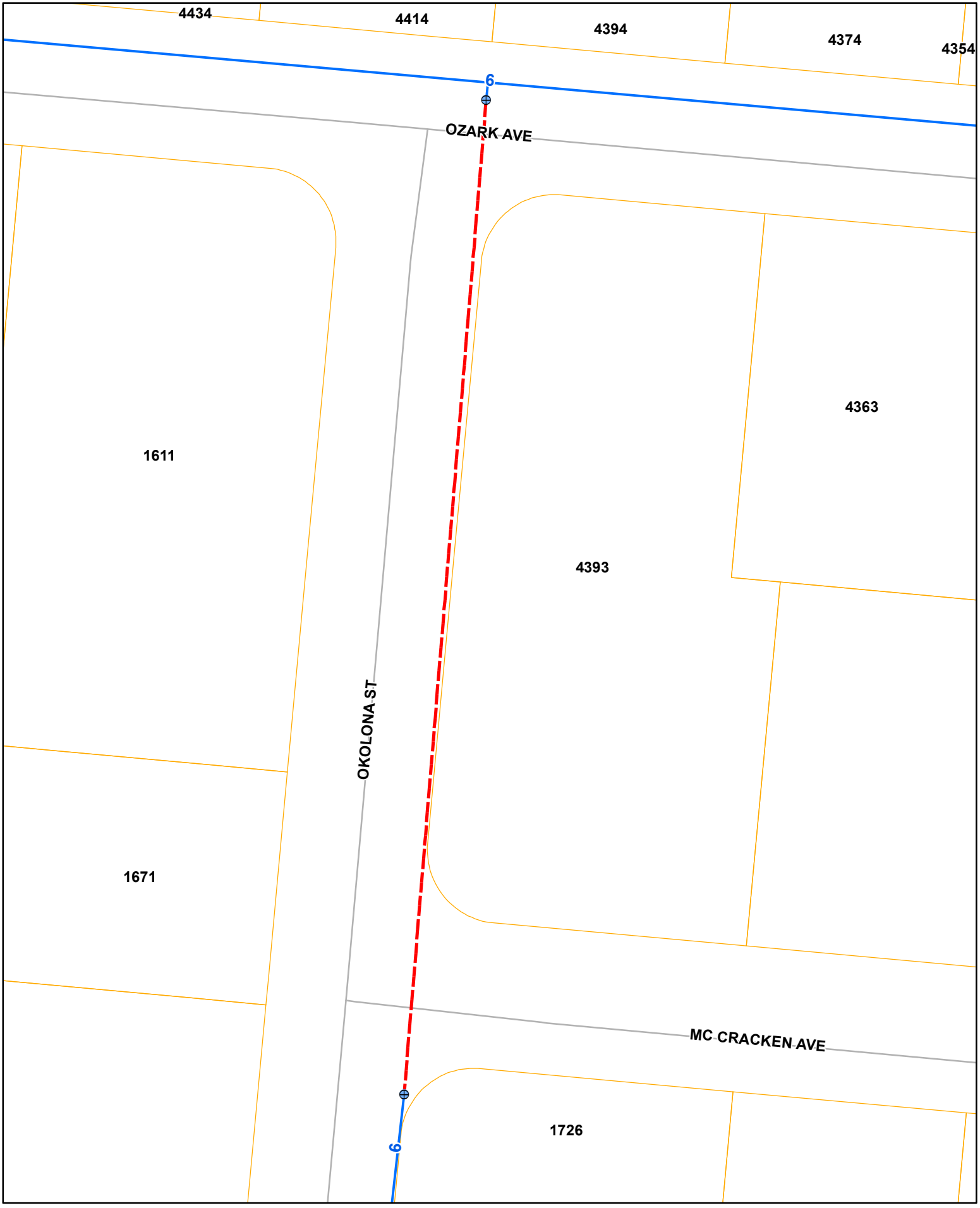




--- Proposed Water Main  
— Water Mains

# Lundale Ave 390 ft





--- Proposed Water Main  
— Water Mains

**Okolona St**  
**340 ft**





- - - Proposed Water Main  
— Water Mains

# Portage St 665 ft

