



CITY OF NORTH PORT

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

Date: 1/11/2024

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CITY OF NORTH PORT
Utilities Department
5930 Sam Shapos Way
North Port, Florida 34287

Contact Person: Colleen Hibbitts, Compliance Coordinator
Contact Phone: 941-240-8003
Contact Fax: 941-240-8022
Contact Email: chibbitts@northportfl.gov
Reply No Later Than: February 2, 2024 @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2024-06

CITY OF NORTH PORT LEAD AND COPPER RULE REVISION – ASSESSMENT & PREDICTIVE MODELING

The City of North Port Utilities Department (NPU) is currently accepting letters of interest from firms for Professional Engineering Services for NPU, Category 1 for the assessment of lead and copper lines in regard to the Lead and Copper Rule Revision requirements set forth by the State of Florida.

INTENT: It is the intention of NPU to secure professional engineering services to assess the City's infrastructure as well as develop a predictive analysis and modeling program based on the resulting data.

BACKGROUND

The Lead and Copper Rule Revisions (LCRR) at 40 CFR 141.84 require community and non-transient noncommunity public water systems to complete lead service line (LSL) inventories by October 16, 2024.

The City of North Port originally obtained General Development Utilities North Port facilities in 1992 from the General Development Company. At the time of construction in 1964 of the Myakkahatchee, galvanized materials were utilized as they were allowed within the existing building code during that era.

Over the following 60 years, as materials developed and code regulations were modified and improved, various materials were utilized for the City's service lines, including ones that could potentially contain leaded components. Service line material historically not been tracked.

To comply with the Lead and Copper Rule Revisions, The City of North Port Utilities will be securing a consultant to assess the City's infrastructure as well as develop a predictive analysis and modeling program based on the resulting data. The end goal is to develop an LCRR-Compliant Service Line Inventory

SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION

1. Project Management and Coordination: Consultant will perform project management and general administrative duties associated with the Project, including project set-up, resource management, progress monitoring, scheduling, general correspondence, office administration, and invoicing. Consultant will review, update and submit to NPU the updated Project schedule periodically upon completion of major project elements.

2. Kickoff Meeting (Virtual): Consultant will coordinate and lead a project kickoff meeting with NPU Staff to review the project purpose and objectives, scope of work, schedule for project activities and deliverables, and initial discussions regarding NPU's goals and vision for asset management program development. Consultant will provide an overview of the roadmap initiatives included in this task order. This meeting is intended to be virtual. Consultant will prepare an agenda for the meeting and will prepare and distribute meeting minutes.
3. Monthly Coordination Meetings (Virtual): Consultant will coordinate and lead a monthly project coordination meeting with NPU Staff to review the project's progress from the previous month. These meetings are intended to be virtual. Consultant will prepare an agenda for the meetings and will prepare and distribute meeting minutes.

TASK 2 – ASSESS EXISTING INFRASTRUCTURE

Under this task, the consulting firm shall inventory and perform assessments of a representative sampling of existing water service lines.

North Port Utilities (NPU) will provide internally available data pertaining to service lines. The consulting firm will be responsible for parsing the data provided and sourcing externally available data if needed.

TASK 3 – PREDICTIVE ANALYSIS & MODELING

Under this task, the consulting firm shall prepare and submit to the City a final report including:

A detailed description of sampling program methods and procedures.

A service line inventory compliant with LCRR Inventory requirements.

Discussion of options available to replace lines that will require replacement under the current law.

Conclusions and recommendations for project priorities that will result in the most efficient means to address line replacement based on density and vulnerability.

TASK 4 – DATA MANAGEMENT QUALIFICATION, ANALYSES, AND REPORTING AND IDENTIFICATION OF LEAD AND COPPER SERVICE LINE REPLACEMENT PROJECTS

Project records and documents will be maintained for five years. The electronic data deliverables from this agreement will be submitted to North Port Utilities in xlsx, shapefile, csv, or other city-approved data file type in addition to pdf reports. Data collected under this work authorization will be scheduled, managed, qualified, and verified by the vendor according to the procedures set forth in the City.

PROJECT DELIVERABLES

The firm shall provide an electronic copy of the final report and all deliverables by October 16th, 2024. Once this contract is complete, reports all supporting information and documents will become property of NPU and the City of North Port. The project milestones and key deliverables for this work authorization are:

- Kickoff meeting attendance, agenda and minutes
- Data and documents request list
- Bi-monthly project status reports, coordination meetings, and meeting minutes
- Lead and Copper service line electronic data deliverable to North Port Utilities.
- Draft report (3 originals and digital copy)

- Final report (5 originals and digital copy) - Review the draft ERR with NPU, incorporate NPU comments to finalize the documents. To be included are a detailed description of sampling program methods and procedures; tabular and graphical summaries of service line data; discussion of service line trends and variability over time versus state standards; discussion of options available to replace applicable service lines; recommendation for projects to replace service lines with respect to priority; Data regarding the service line inventory and data used in modelling and assessments.

Note: Draft and final documents will be provided electronically in both Word and pdf format. One hard copy of each document will also be provided.

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.

Firms 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 subconsultants/subcontractors to be used on this project.

ATTACHMENTS

1. Conflict of Interest Form
2. Disclosure for Consultant, Engineer, Architect
3. Statement of Non-Submittal

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 Coco Hibbitts and Melissa McConnell at chibbitts@northportfl.gov and mmcconnell@northportfl.gov, respectively no later than **January 26th, 2024**.

All firms within Contract No. 2020-58 Category 1 are encouraged to submit a letter (not to exceed five 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 FEBRUARY 2, 2024 AT 2:00 P.M. (EST) VIA EMAIL TO:**

COLLEEN HIBBITTS: CHIBBITTS@NORTHPORTFL.GOV

AND

MELISSA MCCONNELL: MMCCONNELL@NORTHPORTFL.GOV

CONFLICT OF INTEREST FORM

Florida Statutes Section 112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City of North Port, Florida ("City") either directly or indirectly.

PART I. *[Select and complete all that apply]:*

_____ I am an employee, public officer, or advisory board member of the City.

Identify the position and/or board: _____

_____ I am the spouse or child of an employee, public officer, or advisory board member of the City.

Identify the name of the spouse or child: _____

_____ I am an employee, public officer or advisory board member of the City, or my spouse or child, is an officer, partner, director, or proprietor of Respondent/Contractor or has a material interest in Contractor. "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 Florida Statutes Section 112.313, indirect ownership does not include ownership by a spouse or minor child.

Identify the name of the person and the entity _____

_____ Bidder/Contractor employs or contracts with an employee, public officer, or advisory board member of the City.

Identify the name of the employee, public officer, or advisory board member

_____ None of the Above

PART II: Will you 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 will review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any Contractor whose conflicts are not waived or exempt.

Signature of Person Authorized to Bind the Contractor

Printed Name

Title

Date

**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:** _____

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. 2024-06- City of North Port Lead and Copper Rule Revision- Assessment & Predictive Modeling**

- 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:

COCO HIBBITTS: CHIBBITTS@NORTHPORTFL.GOV
MELISSA MCCONNELL: MMCCONNELL@NORTHPORTFL.GOV



TO: PROSPECTIVE PROPOSERS
RE: RLI 2024-06 for City of North Port Lead and Copper
BID DUE DATE: FRIDAY, FEBRUARY 9, 2024 AT 2:00 PM

Bidders are hereby notified that this addendum shall be made part of the above-named bid and contract documents. The following changes to the above bid are issued to modify, and/or clarify the bid and contract documents (the deletions are as strikethroughs and additions as underlined). These items shall have the same force and effect as the original documents, and bids to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

QUESTIONS/ANSWERS:

Q1: Would you be amenable to extending the deadline at least a week to Feb 9 ? While we understand the priority for meeting the regulatory deadlines for LCRR, we only received the invitation on Jan 16 and this would give us a little more time to provide our very best response for the City.

A1: Deadline is to be extended to February 9, 2024.

Q2: As this is a request for Professional Engineering services for the City, I'd like to confirm the City would require engineering review as part of the services in the response.

A2: Engineering review is to be included if it is required to meet the rule.

End of Addendum No.1