



CITY OF NORTH PORT

PROFESSIONAL ENGINEERING SERVICES FOR NPU
NO. 2016-23
THIS IS NOT AN ORDER

Date: 10/18/18

Page: 1 of 3

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

Contact Person: Mike Acosta, P.E., Engineering Manager
Contact Phone: 941-240-8013
Contact Fax: 941-240-8022
Contact Email: macosta@cityofnorthport.com

Reply No Later Than: **November 19, 2018** @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2019-01

MYAKKAHATCHEE CREEK WATER TREATMENT PLANT STRUCTURAL EVALUATION

The City of North Port Utilities Department (NPU) is currently accepting Letters of Interest from all the firms within Contract No. 2016-23, Professional Engineering Services for NPU.

INTENT: It is the intention of NPU to secure professional engineering services to structurally evaluate the treatment tankage associated with the surface water treatment portion of the Myakkahtatchee Creek Water Treatment Plant (MCWTP).

BACKGROUND/SCOPE OF SERVICES:

BACKGROUND

NPU owns and operates the MCWTP which consists of a 4.4 million gallon per day (MGD) surface water treatment plant and a 1.5 MGD reverse osmosis membrane (RO) treatment plant. The surface water portion of the plant is original with Train 1 construction in 1964, Train 2 constructed in 1974. The City has a multi-year capital improvement plan to begin to modernize some of the components of the MCWTP surface water treatment plant. In advance of launching that program the City is seeking to determine the structural integrity, projected future life and any repairs that maybe necessary to achieve that life expectancy of the treatment process tanks.

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 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 – EVALUATION

The firm shall perform an evaluation the structural condition of the existing treatment tankage including, splitter box, flocculators, filters, clearwells and clarifiers. The firm shall develop a technical memorandum regarding the condition of the existing structures and any suggested repairs, renovations or upgrades that might be necessary to extend the useful life of the structures. The firm will develop an engineer's opinion of probable cost for suggested repairs,

renovations and/or upgrades. Portions of the tanks can be taken out of service for direct evaluation with advance notice and coordination with NPU.

TASK 3 – SPECIFICATIONS AND BIDDING SERVICES

The firm shall develop specifications for any suggested repairs, rehabilitation and/or upgrade that the City intends to pursue. Any such projects will be determined by the City in consultation with the firm after the technical memorandum has been completed. A detailed, line item, unit price all-inclusive bid form for the project, non-standard contract documents, for use by NPU shall also be developed for any projects that are developed. The firm will review NPU front end procurement documents to ensure that firm developed specifications do not conflict same. The firm will attend a pre-bid meeting as necessary and assist the City in answering contractor questions via addenda during the bidding process. The firm will make a recommendation of award to the most qualified contractor to NPU.

TASK 4 – REPORT OF FINDINGS

The firm shall provide an electronic copy, and one original hard copy of their technical memorandum, any plans, specifications and details. The firm will provide bi-weekly progress reports via electronic mail to NPU. The specifications, bid form and all other written material will be provided electronically in Microsoft Word format. Any details will be provided in portable document format (pdf) and in AutoCAD. Once this contract is complete, the 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
- Technical memorandum
- Design of any identified repairs, renovations and/or upgrades
- Development of Specifications
- Review 60% plans and specifications with NPU, if necessary
- Engineer's estimate of probable cost
- Permit applications, if necessary
- Final design, permits (if necessary), specifications and details, sixteen (16) weeks after Kick-off meeting
- Attend Pre-Bid meeting, if necessary
- Answer any requests for additional information during the bidding process for first phase of construction, if necessary
- After construction, certification of construction (if necessary)
- Provide 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, if the firm believes the timeline is not realistic please say so in your response.

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. Conflict of Interest Form
2. Disclosure for Consultant, Engineer, Architect
3. Statement of Non-Submittal
4. 1962 Original Plant plans
5. 1973 Plant expansion structural plans

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 Mike Acosta and Michelle Tipp at macosta@cityofnorthport.com and mtipp@cityofnorthport.com, respectively no later than **November 12, 2018**.

All firms within Contract No. 2016-23 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 **NOVEMBER 19, 2018** AT 2:00 P.M. (EST) VIA EMAIL TO:**

**MIKE ACOSTA: MACOSTA@CITYOFNORTHPORT.COM
AND
MICHELLE TIPP: MTIPP@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.

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 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 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 another interest.

BUSINESS NAME: _____

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): _____

SIGNATURE: _____ **DATE:** _____

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

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 bid on the requested Request for Bid No. **2019-01 Myakkahatchee Creek Water Treatment Plant Structural Evaluation**.

- 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:

MIKE ACOSTA: MACOSTA@CITYOFNORTHPORT.COM

AND

MICHELLE TIPP: MTIPP@CITYOFNORTHPORT.COM

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): _____