



**CITY OF NORTH PORT**

**PROFESSIONAL ENGINEERING SERVICES FOR CITY OF NORTH PORT  
NO.  
THIS IS NOT AN ORDER**

**Date: 07/26/23**

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**CITY OF NORTH PORT  
Public Works Dept.  
Engineering Division  
1100 N. Chamberlain Blvd.  
North Port, Florida 34286**

**Contact Person: Danny Quick, P.E., City Engineer**

**Contact Phone: 941.240.8076**

**Contact Fax: 941.240.8063**

**Contact Email: [dquick@northportfl.gov](mailto:dquick@northportfl.gov)**

**Reply No Later Than: September 1, 2023**

**REQUEST FOR LETTERS OF INTEREST NO. 2023-10PW**

**CITY OF NORTH PORT STOCKTON AVENUE EXTENSION/COSMIC WATERWAY CROSSING**

The City of North Port Public Works Department/Engineering Division is currently accepting Letters of Interest from all firms within the City's Engineering Library.

**INTENT:** It is the intent of Public Works/Engineering to secure professional engineering services to design, permit, and provide bidding assistance and limited construction phase services including geotechnical engineering and testing associated with extending Stockton Avenue (local street) across the Cosmic Waterway via concrete box-culvert to Caballero Avenue.

**BACKGROUND/SCOPE OF SERVICES:**

**BACKGROUND**

North Port Public Works/Engineering has identified the need to permit and construct an alternate/secondary local street connectivity route in the City to supplement east-west traffic flow currently on Price Boulevard. The City is currently in the process of acquiring parcels 0966-08-4802 and 0966-05-1025 which will be used for the Stockton Avenue extension.

**SCOPE OF SERVICES**

**TASK 1- PROJECT COORDINATION**

This task will include a project design kick-off meeting with Public Works/Engineering staff to review the project, identify/clarify/refine project tasks, discuss permitting and regulatory concerns, requirements and formulate strategies and any other pertinent items.

**TASK 2 – DESIGN AND PERMITTING**

The selected Firm shall design and permit a concrete box-culvert pursuant to Florida Department of Transportation (FDOT) design criteria capable of conveying the 100-year design storm event within the Cosmic Waterway. Design and permitting of Stockton Avenue extension shall meet North Port local road design standards. All required regulatory permitting shall be accomplished to include and not be limited to Southwest Florida Water Management District (SWFWMD), U.S. Army Corps of Engineers (USACE) and Florida Department of Environmental Protection

(FDEP). The Firm will coordinate acquisition of necessary topographical survey work and geotechnical services. The Firm shall develop design drawings, specifications, and Engineer's Opinion of Probable Construction Costs (EOPC).

### **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 Public Works/Engineering. 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.

### **TASK 4 – CONSTRUCTION PHASE SERVICES**

The firm shall provide limited services during construction for submittal review and approval, response to requests for information from the contractor, and preparation of changes orders as needed. The firm will use construction information provided by Public Works/Engineering, 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 complete. 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, specifications and details. The specifications and all other written material will be provided electronically in Microsoft Word format and portable document format (pdf). The bid form shall be provided in Microsoft Excel and pdf formats. Plans will be provided in pdf format. Once this contract is complete, the specifications, bid form and details will become property of Public Works/Engineering 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 waterway crossing and connecting road segments.
- Review 60% and 90% plans and specifications with Public Works/Engineering.
- Final plans signed and sealed by a professional engineer licensed in Florida, permits, specifications, bid forms, and Engineer's Opinion of Probable Construction Cost.
- Attendance at pre-bid meeting and progress meetings with Public Works/Engineering as needed.
- Assistance with bid review and recommendation of award.
- Submittal review and response to requests for information during construction.
- After construction, certification of construction, prepare 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.

**E-VERIFY SYSTEM:** The City, contractor and every subcontractor shall register with and use the E-Verify system of the United States Department of Homeland Security to verify the work authorization status of all new employees as required by Section 448.095, Florida Statutes. A contractor who enters into a contract with a subcontractor, must require that the subcontractor provides the contractor a certification by affidavit stating that at the time of such certification and during the term of the contract, the subcontractor does not and will not employ, contract, or subcontract with an unauthorized alien, who is not authorized under federal law to be employed in the United States, as described in 8 U.S.C. S. 1324A(H)(3). The Contractor shall comply with all other federal laws pertaining to the subcontractor.

## **ATTACHMENTS**

1. Conflict of Interest Form
2. Disclosure for Consultant, Engineer, Architect
3. Scrutinized Companies Form
4. Vendor's Certification for E-Verify Form
5. 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 Danny Quick at [dquick@northportfl.gov](mailto:dquick@northportfl.gov) no later than **August 25, 2023**.

All firms within Contract No. are encouraged to submit a letter (not to exceed three single-sided pages, including references) 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 PUBLIC WORKS/ENGINEERING  
DEPARTMENT  
ON OR BEFORE SEPTEMBER 1, 2023 AT 2:00 P.M. (EST) VIA EMAIL TO:**

**DANNY QUICK @ [dquick@northportfl.gov](mailto:dquick@northportfl.gov)  
and please copy  
[pwfinance@northportfl.gov](mailto:pwfinance@northportfl.gov)**