



City of North Port
UTILITIES
Office: 941.240.8000
Fax: 941.240.8022
Email: aduffey@cityofnorthport.com



WORK ASSIGNMENT

CONSULTANT	TKW Consulting Engineers, Inc.
CONTINUING CONTRACT # & TITLE	2016-23 Professional Engineering Services for NPU
THIS WORK ASSIGNMENT	
WORK ASSIGNMENT #	2017-04
SHORT TITLE <small>Attach justification and supporting documentation</small>	SWWWTF Design Review
DATE SUBMITTED	1/17/17
AMOUNT (LUMP SUM)	\$99,980.00
SCHEDULED COMPLETION	TBD

CONTRACT AND BUDGET OVERVIEW

	DEPARTMENT	CITYWIDE (completed by Purchasing)
TOTAL OF PREVIOUS ASSIGNMENTS	\$ 49,935.00	\$ 310,474.00
THIS WORK ASSIGNMENT	\$ 99,980.00	\$ 99,980.00
TOTAL WORK ASSIGNMENTS	\$ 149,915.00	\$ 410,454.00
ACCOUNT NO/PROJECT NO	420-6062-535.31-05 / N/A	VARIOUS


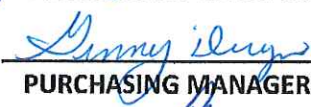

All work assignments require City Manager approval. In presenting this work assignment, it is understood that:

1. Unless specified herein, work does not involve watercraft, boat piers and/or other activities requiring additional workers compensation endorsements.
2. Contact or involvement with hazardous materials is not anticipated, should hazardous materials be encountered, the City shall be informed.

SUBMITTED BY:

 1/17/2017
CONSULTANT DATE

APPROVED BY:

 1-18-17
DEPARTMENT DIRECTOR DATE
 2/23/17
PURCHASING MANAGER DATE
 2-24-17
FINANCE DIRECTOR DATE

CITY MANAGER DATE

TKW CONSULTING ENGINEERS, INC.
CITY OF NORTH PORT AGREEMENT NO. 2016-23
PROFESSIONAL ENGINEERING SERVICES – CONTINUING CONTRACTS FOR
CITY OF NORTH PORT UTILITIES

City of North Port Southwest Wastewater Treatment Facility (SWWTF)
Design Review Project

PROJECT DESCRIPTION

Pursuant to the agreement for “Professional Engineering Services: Continuing Contracts for City of North Port Utilities” (Agreement) executed September 14, 2016 between the CITY OF NORTH PORT (CITY) and TKW CONSULTING ENGINEERS, INC. (CONSULTANT) this Exhibit 1 to Attachment C provides the scope of services, the schedule for completion, and the deliverables for the services authorized by a Work Assignment under the Agreement in response to the Request for Letter of Interest 2017-04, City of North Port Southwest Wastewater Treatment Facility (SWWTF) Design Review Project.

Pursuant to the 2007 Amended and Restated Utility Agreement between the West Villages Improvement District (WVID) and the City of North Port, the WVID is to design and construct a fully operational wastewater treatment facility for dedication to the City of North Port by the WVID. In preparation to meet this covenant, WVID completed the design of the wastewater treatment facility in 2007; however, progress on the project was stalled during the economic downturn. Now that development in the WVID has resumed, the new major landholder of the WVID property has hired a successor Engineer to update the design and permit the wastewater treatment facility.

In the time since the original design and permitting of the Southwest Wastewater Treatment Facility (SWWTF), it is anticipated that changes in regulatory compliance requirements, technology, and industry standards, as well as City infrastructure, planning and development, have impacted the needs and capacity to serve the WVID as well as the US 41 Corridor, prompting review and revisions to the original design engineering as permitted. It is anticipated that the re-design of the proposed SWWTF will be completed in 2017 with construction starting in 2018.

CONSULTANT will provide professional engineering services for reviewing the developer’s engineering design drawings and specifications for the SWWTF acting as a representative of the CITY. It is understood that as the CITY is not in control of design progress and schedule, some tasks may be reduced or expanded as needed. Professional engineering services will include Project Management, communications with CITY’s Utilities and Planning departments, quality reviews of CONSULTANT’s deliverables, collection and review of available relevant data, design engineering reviews for concurrence with CITY standards, constructability and value engineering recommendations, review for consistency with CITY’s planning, and review for compliance with current FDEP regulations.

CONSULTANT will prepare a preliminary Technical Memorandum summarizing CONSULTANT findings and recommendations. CONSULTANT will conduct a review meeting with CITY Staff and the WVID design engineer to discuss the TM findings and recommendations. After the review meeting CONSULTANT will update the TM and distribute copies as directed by CITY.

TASK 5 – 60% Completion Design Review:

CONSULTANT shall review the 60% complete design documents of the SWWTF and any available reject water and biosolids management options produced by the WVID design firm. CONSULTANT will provide comments and recommendations concerning:

1. Proposed Capacity (if not already determined)
2. Sizing of unit processes (if not already determined)
3. Constructability
4. Permitting concerns
5. Life Cycle Cost Considerations
6. Efficient Operations and Controls (to include SCADA) to Minimize Staffing Requirements
7. Impacts on City systems

Engineering reviews for this task will include review of the 60% complete design drawings, equipment selections, and technical specifications, and if requested a review of any available engineering opinion of probable construction cost.

CONSULTANT will prepare a preliminary Technical Memorandum summarizing CONSULTANT findings and recommendations. CONSULTANT will conduct a review meeting with CITY Staff and the WVID design engineer to discuss the TM findings and recommendations. After the review meeting CONSULTANT will update the TM and distribute copies as directed by CITY.

TASK 6 – 90% Completion Design Review:

CONSULTANT will review the 90% complete design documents of the SWWTF and any available reject water and biosolids management options produced by the WVID design firm. CONSULTANT will provide comments and recommendations concerning:

1. Proposed Capacity (if not already determined)
2. Sizing of unit processes (if not already determined)
3. Constructability
4. Permitting Concerns
5. Life Cycle Cost Considerations
6. Efficient Operations and Controls (to include SCADA) to Minimize Staffing Requirements
7. Impacts on City systems

Engineering reviews for this task will include review of the 90% complete design drawings and technical specifications, and if requested a review of available engineering opinion of probable construction cost. It is anticipated that this task will include confirmation and consistency with CITY standards and details.

CONSULTANT will prepare a preliminary Technical Memorandum summarizing CONSULTANT findings and recommendations. CONSULTANT will conduct a review meeting with CITY Staff and the WVID design engineer to discuss the TM findings and recommendations. After the review meeting CONSULTANT will update the TM and distribute copies as directed by CITY.

90% Design Review TM (Draft and Final)	Electronic to CITY Representatives
Final Design Review TM (Draft and Final)	Electronic to CITY Representatives
Operational & Budgetary Planning Assistance TM	Electronic to CITY Representatives

SCHEDULE

CONSULTANT will adhere to the following days from date of Notice to Proceed (NTP) with this WORK ASSIGNMENT or by the date indicated assuming authorization and Notice to Proceed by January 24, 2017.

Data Request List	Prior to or on the date of the Kickoff Meeting
Kickoff Meeting Minutes	No later than February 28, 2017
30% Design Review TM (Draft and Final)	TBD – Draft TM within 21 Days of Receipt of design documents from WVID designer
60% Design Review TM (Draft and Final)	TBD – Draft TM within 21 Days of Receipt of design documents from WVID designer
90% Design Review TM (Draft and Final)	TBD – Draft TM within 21 Days of Receipt of design documents from WVID designer
Final Design Review TM (Draft and Final)	TBD – Draft TM within 21 Days of Receipt of design documents from WVID designer
Operational & Budgetary Planning Assistance	TBD – Within 30 Days of Final Design Review Final TM

ASSUMPTIONS

In preparing this SCOPE OF WORK the CONSULTANT has made the following assumptions:

1. CITY will designate a representative to, transmit instructions, receive requests for information, assist in scheduling meetings and interpret CITY's policies and decisions with respect to CONSULTANT's services for this WORK ASSIGNMENT.
2. CONSULTANT is entitled to rely on available documentation provided by CITY and WVID Designer without independent review and verification.

SERVICES TO BE PROVIDED BY CITY

ATTACHMENT B – FEE SCHEDULE
TKW Consulting Engineers, Inc.
BILLING RATE TABLE – AGREEMENT NO. 2016-23

Classification	Billing Rate	ASCE Professional Grade
Project Management		
Officer Special Consulting	\$355	Grade VIII
Principal-in-Charge / Program Manager	\$238	Grade VIII
Senior Project Manager	\$195	Grade VII
Project Manager	\$175	Grade VI
Professional Engineers and Technicians		
Principal Engineer (PE)	\$195	Grade VII
Senior Engineer II (PE)	\$175	Grade VI
Senior Engineer I (PE)	\$155	Grade V
Project Engineer (PE)	\$135	Grade IV
Assistant Engineer III (EI)	\$115	Grade III
Assistant Engineer II (EI)	\$100	Grade II
Assistant Engineer I (Graduate Engineer)	\$90	Grade I
Senior GIS Specialist	\$115	
Senior Designer / 3D CADD / BIM Technician	\$115	
Designer	\$95	
CADD Technician	\$85	
Permitting Technician	\$95	
Expert Testimony	\$400	
Administrative Support		
Contracts Administrator	\$85	
Administrative Assistant	\$75	
Clerical Support	\$65	
Construction Administration / Inspection Services		
Senior RPR	\$115	
Resident Project Representative (RPR)	\$105	
Building / Threshold Inspector	\$95	
Construction Inspector II	\$85	
Construction Inspector I	\$75	

- Direct costs are not reimbursable. Direct costs are defined as, but not limited to, the use of communication equipment, computers, copiers, and all other equipment required to perform services. Mileage and meals are considered direct costs and are not reimbursable.
- Permit Fees: Cost
- Hourly Rates within the Fee Schedule may be adjusted following the initial term of this agreement and prior to extension. Adjustment will be to the Bureau of Labor Statistics, Consumer Price Index for Professional Labor in the North Port market area.

2016-23 RLI Evaluation Form

Name: _____

Project:	SWWWTF Design Review		
RLI No.:	2017-04		
Date of Ranking:	12/6/2016		

Hazen and Sawyer

Evaluation Criteria	Value	JD	MV	AD	MS	WV	Score
Understanding of Project/Deliverables	0-5	3	2	3	0	3	11
Expertise/Qualifications of Personnel	0-5	5	4	4	3	5	21
Availability of Personnel/Timeline	0-5	3	3	4	1	3	14
Evaluations/Experience on NPU projects	0-5	3	4	4	3	3	17
Proposed Cost Saving Measures	0-5	4	3	3	3	3	16
Quality of Proposal	0-5	2	2	2	1	2	9
References	0-5	4	4	5	3	4	20
		24	22	25	14	23	108

Evaluation Criteria	Value	JD	MV	AD	MS	WV	Score
Understanding of Project/Deliverables	0-5						0
Expertise/Qualifications of Personnel	0-5						0
Availability of Personnel/Timeline	0-5						0
Evaluations/Experience on NPU projects	0-5						0
Proposed Cost Saving Measures	0-5						0
Quality of Proposal	0-5						0
References	0-5						0
		0	0	0	0	0	0

CDM Smith - No Response

Evaluation Criteria	Value	JD	MV	AD	MS	WV	Score
Understanding of Project/Deliverables	0-5						0
Expertise/Qualifications of Personnel	0-5						0
Availability of Personnel/Timeline	0-5						0
Evaluations/Experience on NPU projects	0-5						0
Proposed Cost Saving Measures	0-5						0
Quality of Proposal							0
References	0-5						0
		0	0	0	0	0	0

TKW

Evaluation Criteria	Value	JD	MV	AD	MS	WV	Score
Understanding of Project/Deliverables	0-5	5	4	5	5	5	24
Expertise/Qualifications of Personnel	0-5	5	4	5	4	5	23
Availability of Personnel/Timeline	0-5	4	4	5	5	3	21
Evaluations/Experience on NPU projects	0-5	4	4	4	3	3	18
Proposed Cost Saving Measures	0-5	4	4	4	3	4	19
Quality of Proposal	0-5	5	5	4	5	5	24
References	0-5	4	4	5	4	4	21
		31	29	32	29	29	150



City of North Port
Utilities Department
6644 W. Price Blvd.
North Port, FL 34291

December 2, 2016

RE: Request for Letter of Interest 2017-04
City of North Port: Southwest Wastewater Treatment Facility Design Review

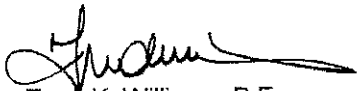
To the City of North Port Utilities Department,

As Chief Executive Officer of TKW Consulting Engineers, Inc., I can attest the contents within this Letter of Interest are true and accurate. Our lead professionals for this assignment, Patrick Day, Doug Eckmann, and Mike McGee are extremely well qualified and very seasoned veterans when it comes to the design of wastewater treatment facilities and know where the potholes are in the design of wastewater facilities. This knowledge helps in making a thorough review of the wastewater plant design and the specifications.

Patrick Day, PE, BCEE, will serve as the project manager for this assignment. Mr. Day has been involved with the design and permitting of many local municipal wastewater treatment facilities in Southwest Florida such as Lee County's Gateway Wastewater Treatment Plant (WWTP) and the City of Fort Myers East Water Reclamation Facility. He has also designed and/or permitted over 30 package plants in Southwest Florida and knows the Florida Department of Environmental Protection (FDEP) Permit Process extremely well. He has been the permitting liaison between the City of Fort Myers and FDEP for the past 15 years.

We also understand that a wastewater plant is not just a stand-alone item and has effects on other parts of the City's system. TKW will take a holistic view of the City's system while reviewing the design of this plant. Are parts interchangeable with other City facilities? Is the operation similar to other City facilities? We well understand how operation of a WWTP is an integral part of the design. We look forward to the opportunity to demonstrate TKW's capabilities to the City of North Port under our continuing contract.

Respectfully,
TKW Consulting Engineers, Inc.



Trudi K. Williams, P.E.
Founder, Chief Executive Officer

GENERAL INFORMATION & ABILITY OF TKW:

Patrick Day, PE, BCEE will be leading the TKW team for this project. Mr Day and TKW have been involved with the design of new or the refurbishment of over 30 Wastewater Treatment Plants (WWTP) in South Florida in the past 10 years. These projects include large municipal plants such as the Gateway WWTP and Fiesta Village for Lee County, the Cudjoe Key WWTP for the Florida Keys Aqueduct Authority, the East Fort Myers Water Reclamation Facility for the City of Fort Myers, and the Collier County North Regional Water Reclamation Facility. Some of the projects involved the design of new or the refurbishment of small package WWTPs such as Fiddlesticks Country Club and facilities for the Lee County and Collier County School Districts.

We have worked with many small communities in the area that do not have access to municipal sewer service to re-permit and upgrade their small package plants. These projects involved performing a capacity analysis of the existing facility. These capacity analyses involve examining each wastewater process determining if they are performing adequately and within their design limits. TKW uses RKS Consulting Engineers for the electrical and instrumentation and

control design of these facilities and RKS will provide the review for these disciplines. When Lee County Utilities purchased the Gulf Environmental Systems (GES) in South Lee County, TKW and RKS performed an inspection assessment for the entire GES wastewater system, including two wastewater plants, the disposal systems, and the entire collection system.

PROJECT PLAN:

The project plan would involve the following steps:

1. Preliminary Information Gathering to understand the City's wastewater system.
 - a. Review the Utility agreement and amendments between West Villages Improvement District (WVID) and the City.
 - b. Review the 2015 Master Plan, the 2008 Reuse Master Plan, the US 41 Corridor Study, and review the 2017 Wastewater Hydraulic Model (when available).
 - c. Review all currently planned wastewater projects occurring within the City of North Port.
 - d. Determine if any other data is required.
2. Hold Kickoff Meeting with all stakeholders. Provide data request list.

Project Manager and Civil-Environmental Engineering

TKW Consulting Engineers

Mr. Day has 20 years of experience in consulting engineering for public utilities specializing in wastewater treatment, disposal, and related infrastructure. He has been a design engineer on many large municipal facilities including Lee County's Gateway and Fiesta Village WWTP and the City of Fort Myers East Water Reclamation Facility. He is the lead design engineer for all the Lee and Collier County School District WWTP for schools in rural areas. He has permitted and redesigned over 25 package plants in southwest Florida and recently completed the design of the rehabilitation of FGUA's Golden Gate WWTP Treatment Facility #1. Mr. Day holds a Masters of Engineering in Environmental Engineering from the University of South Florida and is a Board Certified Environmental Engineer.

Mike McGee, P.E., BCEE

Civil-Environmental Engineering

TKW Consulting Engineers

Mr. McGee is a dedicated, hardworking, and experienced project manager and civil-environmental consulting engineer. He has 24 years of experience in the design of treatment plants, pumping stations, and underground utilities. He holds BS degree in Mechanical Engineering and a Master of Engineering degree in Environmental Engineering and is a Board Certified Environmental Engineer. Mike thoroughly understands wastewater plant mechanics and processes.

Doug Eckmann, P.E., BCEE, D.WRE

Mechanical Engineering, Water Technologies

TKW Consulting Engineers

Mr. Eckmann has 40 years of experience in the design and construction of water and wastewater treatment plants and facilities including pumping stations. In 23 years working in Southwest Florida he has managed the design of over \$300 million in wastewater related infrastructure projects. These projects include: Sarasota Co T. Mabry Carlton EDR WTP, Peace River PRO Expansion, Peace River Regional Expansion, Lee Co Three Oaks WWTP, Collier Co NCWRF among major projects.

Tracy Prokopetz, P.E.

Electrical, Instrumentation and Controls

RKS Consulting Engineers, Inc.

Tracy Prokopetz, RKS President and Senior Design Engineer has 18 years of experience in all phases of electrical engineering analysis and design. Including design of power distribution, emergency power generation, exterior/interior lighting, radio telemetry, instrumentation and control systems for public utilities. Her experience includes municipal water/wastewater treatment plants, wastewater collection pump stations, raw water wellfields and reclaimed water distribution and storage systems.

AVAILABILITY OF STAFF AND ABILITY TO MEET

PROJECT SCHEDULE

In order to meet the City's schedule of having the design complete in 2017, TKW will jump right into this project by reviewing all the background documents as soon as the notice to proceed is issued (and probably sooner). In order to keep the design phase moving along quickly, timely reviews must be completed and the follow up

review meetings must be held immediately upon completion of the review. TKW's staff, including three (3) Board Certified Environmental Engineers, gives us the opportunity to provide quick and competent service from a local office. RKS is located in Lee County and will be ready to provide the necessary electrical and instrumentation and control reviews.

COST SAVING MEASURES FOR THIS PROJECT

One of TKW's tasks in this project is to provide value engineering and review the design for efficiency of operation. With this experience, we can provide a thorough review of the design and track the consequences of the design to the other systems it affects.

SCHEDULING TO MEET TIMELINE REQUIREMENTS

The first task that TKW will quickly perform is to review all the documents necessary to develop a thorough understanding of the City's WWTP system and especially the portions of the City's system that will be affected by the WVID expansion. This will be done immediately upon the notice to proceed and most likely even prior so we can get a running start on the project. The schedule for the design engineer will be affected by how quickly the review of the plans and specifications at each step will take.

Since TKW is local, we can complete the different design reviews at 30%, 60%, 90%, and 100% in the local office without shipping the plans across the Country. We can complete a design review quickly.

REFERENCES OF SIMILAR PROJECTS

Project: Gateway WWTP

Client: Lee County Utilities

Reference: Tom Mamott, P.E., *Director of Engineering*

Email: mamotta@leegov.com

Phone: (239) 479-8576

Project: East Fort Myers Water Reclamation Facility

Client: City of Fort Myers

Reference: Saeed Kazemi, PE, *City Manager*

Email: skazemi@cityftmyers.com

Phone: (239) 321-7022

Project: Cudjoe Key AWRF

Client: Florida Keys Aqueduct Authority

Reference: Tom Walker, P.E., *Director of Engineering*

Email: twalker@fkaa.com

Phone: (305) 295-2140

SUB-CONTRACTORS TO BE USED

We anticipate the use of RKS Consulting Engineers, Inc. for Electrical and Instrumentation and Control

REQUIRED FORMS

On the following pages you will find the Required Forms.

- Conflict of Interest Form
- Disclosure Form for Consultant/Engineer/Architect

DISCLOSURE FORM FOR CONSULTANT/ENGINEER/ARCHITECT

Agreement No. 2016-23, RLI 2017-05
Utilities Conflict Resolution – FDOT US 41 Road Widening Project

**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: TKW Consulting Engineers, Inc.

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Trudi K. Williams, P.E., Founder & CEO

SIGNATURE: _____

DATE: 12/02/16

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST



CITY OF NORTH PORT

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

Date: 11/15/16

Page: 1 of 7

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

Contact Person: Rick Newkirk, Utilities Director
Contact Phone: 941-240-8010
Contact Fax: 941-240-8022
Contact Email: RNewkirk@Cityofnorthport.com

Reply No Later Than: December 2, 2016 @ 2:00 p.m. (EST)

REQUEST FOR LETTERS OF INTEREST NO. 2017-04

**CITY OF NORTH PORT
SOUTHWEST WASTEWATER TREATMENT FACILITY DESIGN REVIEW**

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 the professional services of a qualified firm to review developer's engineering design drawings and specifications for the construction of a wastewater treatment facility (WWTF) in the West Villages Improvement District (WVID) to provide value engineering and confirm concurrence with NPU standards, specifications, constructability, City needs and planning, as well as regulatory compliance.

BACKGROUND/SCOPE OF SERVICES:

BACKGROUND

Pursuant to the 2007 Amended and Restated Utility Agreement between WVID and the City of North Port, the WVID is to design and construct a fully operational wastewater treatment facility for dedication to the City of North Port by the WVID. In preparation to meet this covenant, WVID completed the design of the wastewater treatment facility in 2007, however progress on the project was stalled during the economic downturn. Now that development in the WVID has resumed, the new major landholder of the WVID property has hired a firm to design and permit the wastewater treatment facility.

In the time since the original design and permitting of the Southwest Wastewater Treatment Facility (SWWTF), it is anticipated that changes in regulatory compliance requirements, technology, and industry standards, as well as City infrastructure, planning and development, have impacted the needs and capacity to serve the WVID as well as the US 41 Corridor, prompting review and revisions to the original design engineering as permitted. To ensure that the best interests of the City of North Port and its rate payers are served in the final design engineering and construction of the new SWWTF, NPU seeks a professional firm to represent the City's interests in the review of the developer's new design engineering as the project progresses. It is anticipated that the design phase of this project will be completed in 2017 with construction to begin in 2018.

infrastructure, and capacities to determine the impacts of the new facility's operations on the existing systems and identify potential challenges.

Based upon engineering design review, the selected firm will make recommendations to aid the City in developing operational and budgetary planning to ensure smooth transition and compliant operations when the City assumes control upon dedication of the completed facility to the City.

DELIVERABLES

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

- Kickoff meeting
- Data request list
- Attendance at progress meeting with the City and developer, as requested by City
- Review and comments with recommendations in the City's best interest on staged engineering design plans at 30%, 60%, 90% and final design completion.
- Technical Memorandum with summarizing recommendations and resulting design modifications.
- Recommendations to aid City in developing operational and budget planning for assuming operations of the completed facility.

BUDGET

The City has a budgeted amount of \$100,000 to perform this scope of work.

PROPOSAL REQUIREMENTS

It is the responsibility of the Engineer to be knowledgeable of the City's wastewater and reuse systems, permitted capacities.

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 firms' proposed cost saving measures for the project; and detail the firm's plan to ensure timely review and comment for City response to developer designs as provided for this project.

Engineers are to provide references for at least three (3) similar projects within the last 10 years. Name, 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. 2007 Amended and Restated Utility Agreement between WVID and the City of North Port, as amended

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 Rick Newkirk and Anna Duffey at rnewkirk@cityofnorthport.com and aduffey@cityofnorthport.com, respectively no later than December 2, 2016.

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

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. **2017-04 Southwest Wastewater Treatment Facility Design Review**.

- ☐ 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:

RICK NEWKIRK: RNEWKIRK@CITYOFNORTHPORT.COM
AND
ANNA DUFFEY: ADUFFEY@CITYOFNORTHPORT.COM