



CITY OF NORTH PORT

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

Date: 11/15/16

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**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.

SCOPE OF SERVICES

TASK 1- PROJECT MANAGEMENT AND COORDINATION

The firm's project manager will make staffing assignments, review work progress, coordinate quality assurance and review procedures, and communicate with the City's Utilities and Planning Department (if needed) during the project. The firm's project manager will manage the budget, schedule, and invoicing.

TASK 2 - QUALITY MANAGEMENT

The firm will perform quality assurance and quality control (QA/QC) on all deliverables to ensure they meet standards and requirements. All QA/QC will be performed by a Quality Manager assigned to the project.

TASK 3 - KICKOFF MEETING AND DATA COLLECTION/REVIEW

The firm should be familiar with the City's wastewater and reuse systems and capacity to include the City's current wastewater treatment plant, collection system, and reuse system, along with the City's Wastewater and Reuse Master Plans, the recent Utilities Master Plan update, and the US 41 Corridor Study for the provision of wastewater capacity to the businesses along US 41. The firm will develop a data request list that will identify information needed from the City.

The firm will facilitate a working Kickoff Meeting to review the project scope, schedule, and City requirements and expectations. The Kickoff Meeting will also serve as a venue for the City to provide any updates on its wastewater and reuse systems, system challenges, and future plans and projects. During the Kickoff Meeting, the firm will present a list of data needed for comprehensive review of the WVID wastewater treatment facility designs. At a minimum, a familiarity with the following documents is expected:

- 1) 2017 Wastewater Hydraulic Model (when available)
- 2) 2015 Master Plan
- 3) 2008 Reuse Master Plan
- 4) US 41 Corridor Study
- 5) List of currently planned wastewater treatment, collection, and/or pumping projects, as applicable
- 6) 2007 Amended and Restated Utility Agreement between WVID and the City of North Port, as amended

Additional data may be requested as needed. The firm will work with City staff to acquire the information. This may include phone calls, meetings, and email communications with staff.

The firm will review all applicable and available materials to gain a thorough understanding of the City's wastewater and reuse systems, and future plans.

TASK 4 – DESIGN ENGINEERING REVIEW

As the City participates in progress meetings and receives engineering designs for the new SWWTF, the firm is to attend project meetings, as requested by the City, with the City and developer; review designs as they are submitted; and make recommendations to City staff to provide value engineering where possible and ensure that the facility is designed in concurrence with NPU standards, specifications, constructability, City needs and planning, as well as regulatory compliance.

Project plans will be reviewed in consideration of minimizing life cycle cost, efficient operations and maximizing operability under an electronic surveillance system, automated control system or electronic control system to qualify for a reduction in staffing requirements under section 62-699.310 (2)(a), F.A.C. so as to meet 62-699-311 (4) (b) (2) and 62-699-311 (10) and in conjunction with the City's existing wastewater and reuse systems, permits,

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.

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 DECEMBER 2, 2016 AT 2:00 P.M. (EST) VIA EMAIL TO:**

RICK NEWKIRK: RNEWKIRK@CITYOFNORTHPORT.COM

AND

ANNA DUFFEY: ADUFFEY@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. **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