



**CITY OF NORTH PORT**

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

**Date: 07/22/19**

**Page: 1 of 3**

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

**Contact Person: Michael Acosta, P.E.  
Contact Phone: 941-240-8013  
Contact Fax: 941-240-8022  
Contact Email: macsota@cityofnorthport.com**

**Reply No Later Than: August 21, 2019 @ 2:00 p.m. (EDT)**

**REQUEST FOR LETTERS OF INTEREST NO. 2019-07**

**CITY OF NORTH PORT  
SOUTHWEST WATER TREATMENT PLANT 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 water treatment plant (WTP) and associated raw water piping, concentrate disposal piping, and raw water wells including water quality predictions 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 water treatment facility for dedication to the City of North Port by the WVID. In preparation to meet this covenant, WVID has notified the City that it has engaged Kimley Horn to design the WTP.

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 SWWTP, NPU seeks a professional firm to represent the City's interests in the review of the developer's design engineering as the project progresses. It is anticipated that the design phase of this project will be completed in late 2019 or early 2020 with construction to begin soon after 100% plans have been approved by the City. It is anticipated that WVID will use a construction manager at risk approach to the construction phase.

**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 water system and capacity to include the City's current water treatment plant and distribution system along with the City's Water Master Plan, the recent Utilities Master Plan update, and the US 41 Corridor Study for the provision of water 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 water system, 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 water treatment facility designs. At a minimum, a familiarity with the following documents is expected:

- 1) 2017 Water Hydraulic Model
- 2) 2015 Master Plan
- 3) US 41 Corridor Study
- 4) List of currently planned water treatment, distribution, and/or pumping projects, as applicable
- 5) 2007 Amended and Restated Utility Agreement between WVID and the City of North Port, as amended
- 6) The 2019 Amended and Restated Utility Agreement, replaces the 2007 version when approved by the City Commission.
- 7) Southwest Florida Water Management District Water Use Permit

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 water systems and future plans associated therewith.

## **TASK 4 – DESIGN ENGINEERING REVIEW**

As the City participates in progress meetings and receives engineering designs for the new SWWTP, the firm is to attend project meetings, as requested by the City, with the City and developer/Kimley Horn; review designs and specifications 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 and meet the City's 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 water system, 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 developer and Kimley Horn, as requested by City
- Review and comment with recommendations in the City's best interest on staged engineering design plans at 30%, 60%, 90% and final design completion.
- Review specifications as they are developed by Kimley Horn
- Recommendations to aid City in developing operational and budget planning for assuming operations of the completed facility.

#### **PROPOSAL REQUIREMENTS**

It is the responsibility of the Engineer to be knowledgeable of the City's water system and 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; and detail the firm's plan to ensure timely review and comment for City response to developer design plans and specifications 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. Scrutinized Companies Form
4. Statement of Non-Submittal
5. 2007 Amended and Restated Utility Agreement between WVID and the City of North Port, as amended
6. Most current version of the 2019 Amended and Restated Utility Agreement
7. Southwest Florida Water Management District Water Use Permit
8. The City's water hydraulic model can be provided if necessary. The model was developed in WaterGems however the City recently purchased InfoWater and will use that software going forward.

*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 Michael Acosta and Nicole Brown at [macosta@cityofnorthport.com](mailto:macosta@cityofnorthport.com) and [nbrown@cityofnorthport.com](mailto:nbrown@cityofnorthport.com), respectively no later than August 14, 2019.

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 AUGUST 21, 2019 AT 2:00 P.M. (EST) VIA EMAIL TO:**

**MICHAEL ACOSTA: [MACOSTA@CITYOFNORTHPORT.COM](mailto:MACOSTA@CITYOFNORTHPORT.COM)  
AND  
NICOLE BROWN: [NBROWN@CITYOFNORTHPORT.COM](mailto:NBROWN@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**

### 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):** \_\_\_\_\_

### 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. **2019-06 City of North Port Water Pipeline Bridge Replacements – Biscayne Dr & Haberland Blvd..**

- ☐ 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).

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**REMARKS:**

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**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**Note:** Please email "Statement of Non-Submittal" to:

**MICHAEL ACOSTA: MACOSTA@CITYOFNORTHPORT.COM**  
**AND**  
**NICOLE BROWN: NBROWN@CITYOFNORTHPORT.COM**