



City of North Port
PURCHASING
Office: 941.429.7170
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Email: purchasing@cityofnorthport.com



WORK ASSIGNMENT

CONSULTANT

CDM Smith Inc.

CONTINUING CONTRACT # &
TITLE

2016-23 Professional Engineering Services for Utilities

THIS WORK ASSIGNMENT

WORK ASSIGNMENT #

2019-07

SHORT TITLE

Southwest Water Treatment Plant Design Review

Attach justification and supporting documentation

DATE SUBMITTED

9/10/2019

AMOUNT (LUMP SUM)

\$199,945.68

SCHEDULED COMPLETION

See scope and schedule

CONTRACT AND BUDGET OVERVIEW - Fiscal Year 19/20

	DEPARTMENT	CITYWIDE (completed by Purchasing-gd 9-12-19)
TOTAL OF PREVIOUS ASSIGNMENTS	\$ 0	\$ 0
THIS WORK ASSIGNMENT	\$ 199,945.68	\$ 199,945.68
TOTAL WORK ASSIGNMENTS	\$ 199,945.68	\$ 199,945.68
ACCOUNT NO/PROJECT NO	420-6061-533.31-05	420-6061-533-31-05

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.
3. THIS WORK ASSIGNMENT CANNOT EXCEED \$200,000 & RESULTING CONSTRUCTION CANNOT EXCEED \$2,000,000 PER FLORIDA STATUTE.

SUBMITTED BY:

9/10/2019

CONSULTANT

DATE

APPROVED BY:

9-11-19

DEPARTMENT DIRECTOR

DATE

Ginny Duyn

Digitally signed by Ginny Duyn
Date: 2019.09.12 12:02:17

PURCHASING

-04'00'

DATE

BUDGET ADMINISTRATOR

DATE

FINANCE DIRECTOR

DATE

ASSISTANT CITY MANAGER

DATE

CITY MANAGER

DATE

TASK AUTHORIZATION NO. ____

FOR

SOUTHWEST WATER TREATMENT PLANT DESIGN REVIEW

This Authorization, when executed, shall be incorporated in and become part of the Agreement for Professional Services between the City of North Port (OWNER), and CDM Smith Inc. (CONSULTANT), dated September 14, 2016 hereafter referred to as the Agreement.

PROJECT BACKGROUND

The OWNER has an agreement with the West Villages Improvement District (WVID), pursuant to which the WVID will construct a water system, which will include a wellfield and a operational water treatment plant (WTP) for the OWNER. This WTP will have an initial capacity to produce at least 1.0 mgd of potable water and will be upgradable to meet all future needs of the WVID. The system will include concentrate disposal piping, raw water wells and connections to water mains (WM) as required by the WVID system that will tie into the City's system through the existing 16-inch WM in the right-of-way along US-41/ Tamiami Trail. The OWNER has requested the CONSULTANT to provide professional engineering services for a third party technical review of the design of the Southwest Water Treatment Plant (SWWTP) prepared by WVID. The scope of work is limited to review of design documents provided by WVID to the OWNER.

SCOPE OF WORK

The following is a description of the services to be provided under this Task Authorization.

TASK 1 - WTP DESIGN REVIEW

During each phase of the design (30%, 60%, 90%), CONSULTANT will provide support to evaluate the design of the RO treatment process, pretreatment, chemical addition, pumping, energy efficiency, membrane systems, water quality, post treatment, corrosion control, blending, and ancillary systems. The CONSULTANT review team will include a wellfield expert, WTP process engineer, water distribution system modeler, electrical engineer, automation engineer, structural engineer, architect, and an O&M specialist. At the end of each design phase review, the CONSULTANT will provide the OWNER with the following documents in electronic format:

- A marked-up set of plans with review comments
- A marked-up set of specifications with review comments
- A tracking spreadsheet of the CONSULTANT's comments. A spreadsheet will be maintained throughout the design and updated at each design milestone to reflect how the comments were addressed by WVID and its design engineer in each subsequent submittal.

Subtask 1.1 - 30 Percent Design Review

Activities performed under this subtask consist of those general functions required to get a buy-in from OWNER for the proposed layout and the design criteria for the WTP as proposed by WVID. The intent is to lock down the design concept and not require major changes in subsequent detail design.

Subtask 1.2 - 60 Percent Design Review

Activities performed under this subtask consist of overview that the design development has progressed sufficiently to pin-down the proposed layout based on field conditions and the design criteria for the WTP processes including sizing of civil and mechanical components is complete. The intent is to reduce uncertainty in the final design and identify the components of final design.

Subtask 1.3 - 90 and 100 Percent Design Review

Activities performed under this subtask consist of overview that the design development has been completed and includes details per design criteria for the WTP processes including sizing of the components and software and programming logic. The intent is to include detailed design information for licensed contractors to be able to bid on the project for construction of this infrastructure.

Following the submittal of the 100% design package, the CONSULTANT will review the package to check if the comments made at the 90% design stage were addressed by WVID and its design engineer. No additional review comments will be provided for the 100% design package.

Subtask 1.4 - Issued for Bid (IFB) Document Review

Activities performed under this subtask consist of overview of the IFB documents for consistency with general contracting conditions and the 100% design documents previously developed. No additional review comments will be provided for the IFB document review package.

TASK 2 - PROJECT MEETINGS

CONSULTANT will plan for and attend the following meetings:

- Kick-off meeting with OWNER. Prior to the meeting CONSULTANT will review the Unit Process and Site Planning Memorandum.
- One meeting to review the 30% design submittal.
- One meeting to review the 60% design submittal.
- One meeting to review the 90% design submittal.
- One meeting to discuss the 100% design submittal.
- One meeting to discuss the IFB submittal.

The CONSULTANT will prepare and distribute meeting minutes of each meeting as appropriate.

TASK 3 - PROJECT AND QUALITY MANAGEMENT

Activities performed under this task consist of those general functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with CONSULTANT's standards and OWNER's requirements. This task includes internal monthly project status review management meetings and periodic internal team progress meetings.

ASSUMPTIONS

The above described engineering services have been based upon the following assumptions:

1. If desired by the City, CDM Smith can provide construction phase Owner's representative services. These services during construction could include review of shop drawings against approved plans

and specifications, review of change orders against the original contract, and full or part-time resident project representative services. The goal of these services would be to check that the Contractor is constructing the work in accordance with the project documents, NPU Standards, requirements, and applicable regulations.

2. Review of design is not intended to be a QA/QC review of other's work.
3. Review does not include review of design calculations.

DELIVERABLES

CONSULTANT will provide the following deliverables to the OWNER:

1. Meeting minutes for meetings identified under Task 2.
2. Data request list.
3. Review comments on the Unit Process and Site Planning Memorandum.
4. Review comments on 30% design plans and technical specifications.
5. Review comments on 60% design plans and technical specifications.
6. Review comments on 90% design plans and technical specifications.
7. Tracking spreadsheet of review comments on the plans and technical specifications.

TIME OF COMPLETION/SCHEDULE

CONSULTANT shall commence work within 7 calendar days after issuance of a written Notice-to-Proceed from the OWNER. A project kickoff meeting will be held with OWNER and a data request letter provided to the OWNER within 14 days of Notice-to-Proceed. Design reviews will be completed within one week of the OWNER providing the design documents.

COMPENSATION AND PAYMENT

In the Basic Services performed under the Scope of Work, the OWNER agrees to pay the CONSULTANT as follows:

For work done by the CONSULTANT at the hourly billing rate for the category of the individual performing the work, for all time directly chargeable to the project. The CONSULTANT's Fee Estimate based on the schedule of Hourly Billing Rates is attached as Exhibit A.

CONSULTANT will perform the SCOPE OF SERVICES described above, on a time and materials basis in accordance with the terms of the master services agreement for a not-to-exceed fee of \$199,945.68.

Exhibit A

City of North Port - Southwest Water Treatment Plant Design Review - Fee Estimate

Task Description	Contract Billing Rate:															
	Principal- in-Charge		Principal/ Principal Architect		Senior PM		Senior Engineer		Senior Designer		Clerical		Total		Total Costs	
	hours		hours		hours		hours		hours		hours		hours			
Task 1 - WTP Design Review	40	32	140	340	32	96	680	\$128,709.44	\$128,709.44							
Subtask 1.1 - 30 % Design Review	12	8	36	70	8	20	154	\$29,633.36	\$29,633.36							
Subtask 1.2 - 60 % Design Review	12	8	36	98	8	24	186	\$35,590.56	\$35,590.56							
Subtask 1.3 - 90 % & 100 % Design Review	10	8	42	92	8	44	204	\$36,661.16	\$36,661.16							
Subtask 1.4 - IFB Design Review	6	8	26	80	8	8	136	\$26,824.36	\$26,824.36							
Task 2 - Project Meetings	10	2	72	168	-	24	276	\$54,367.40	\$54,367.40							
Task 3 - Project and Quality Management	14	20	32	-	12	-	78	\$16,868.84	\$16,868.84							
Total	64	54	244	508	44	120	1034	\$199,945.68	\$199,945.68							

Attachment B

**City of North Port
Professional Engineering Services -
Continuing Services Contracts for City of North Port Utilities
RFP No. 2016-23**

CDM Smith Rate Schedule (10/1/19 through 9/30/20)

Title	New Standard Hourly Rate	Previous Standard Hourly Rate
Principal-in-Charge	\$ 291.50	\$ 275.00
Principal	\$ 222.60	\$ 210.00
Senior PM	\$ 212.00	\$ 200.00
Project Manager	\$ 174.90	\$ 165.00
Senior Engineer	\$ 201.40	\$ 190.00
Engineer	\$ 137.80	\$ 130.00
Senior Inspector	\$ 132.50	\$ 125.00
Inspector	\$ 111.30	\$ 105.00
Senior Planner	\$ 155.82	\$ 147.00
Planner	\$ 125.08	\$ 118.00
Senior Designer	\$ 129.32	\$ 122.00
Designer	\$ 106.00	\$ 100.00
Senior Environmental Specialist	\$ 150.52	\$ 142.00
Scientist/Geologist	\$ 106.00	\$ 100.00
Senior Scientist/Geologist	\$ 132.50	\$ 125.00
Hydrogeologist	\$ 146.28	\$ 138.00
Senior Hydrogeologist	\$ 190.80	\$ 180.00
Senior GIS Specialist	\$ 159.00	\$ 150.00
GIS Specialist	\$ 121.90	\$ 115.00
Clerical	\$ 79.50	\$ 75.00
Senior Technician	\$ 98.58	\$ 93.00
Technician	\$ 82.68	\$ 78.00
Surveyor/Mapper	\$ 137.80	\$ 130.00
CADD Technician	\$ 91.16	\$ 86.00
Survey Crew - 2 man	\$ 137.80	\$ 130.00
Survey Crew - 3 man	\$ 170.66	\$ 161.00
Survey Crew - 4 man	\$ 200.34	\$ 189.00
Senior Architect	\$ 201.40	\$ 190.00
Architect	\$ 163.24	\$ 154.00

CITY of NORTH PORT

F L O R I D A

LETTER OF INTEREST

**Professional Engineering
Services for City of
North Port Utilities**

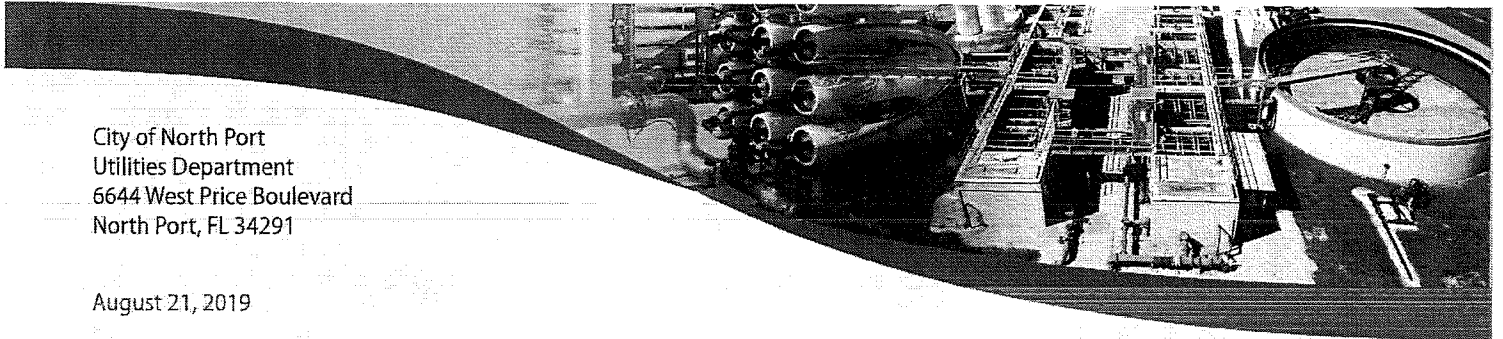
NO. 2016-23

August 2019

*No. 2019-07: Southwest Water
Treatment Plant Design Review*

CITY OF NORTH PORT
MYAKKAHATCHEE CREEK
WATER TREATMENT FACILITY

**CDM
Smith**



City of North Port
Utilities Department
6644 West Price Boulevard
North Port, FL 34291

August 21, 2019

Subject: Professional Engineering Services for City of North Port Utilities No. 2016-23 – Request for Letter of Interest No. 2019-07: Southwest Water Treatment Plant Design Review

Dear Ms. Tipp and Mr. Acosta:

CDM Smith Inc. is pleased to submit our Letter of Interest (LOI) for the Southwest Water Treatment Plant (SWWTP) Design Review Project for the City of North Port (City). The City of North Port Utilities Department (NPU) successfully manages the critical service of treatment and distribution of potable water for its consumers. NPU desires to expand its utilities infrastructure by taking over the operation of the SWWTP after West Villages Improvement District (WVID) has completed its design, construction, and startup consistent with the City's agreement with WVID and as stated in the RFP.

CDM Smith offers the full range of services the City has requested and will provide a single point-of-contact for this project. Our highly-experienced team will assist the City in protecting its interests and its rate payers through our expert review of the design, engineering, and construction (if requested) of the proposed new SWWTP and related raw water production and distribution improvements. We are a full-service firm well-versed in providing the complete range of services for this work including review of developer's design, permitting assistance, cost estimates, project management, construction phase services, regulatory closeout, and transfer of operations after startup. In this proposal you will find an overview of our understanding of your project, and the unique capabilities CDM Smith offers the City, to realize the City's goal of a reliable, efficient water treatment plant to meet the needs of the City.

CDM Smith understands that the selected consultant must work closely with the City to complete project assignments and deliver successful projects. We offer the City the following:

UNDERSTANDING OF PROJECT AND DELIVERABLES

The City has an agreement with the WVID, pursuant to which the WVID will construct a water system which will include a wellfield and a fully operational water treatment plant for dedication to the City. This WTP will have a capacity to produce up to 1.0 mgd of potable water and will be upgradable to treat all 2.70 mgd of water from the WVID wellfield, as given in the water use permit (WUP) allotted by the Southwest Florida Water Management District (SWFWMD). The system will also include concentrate disposal piping, raw water wells and connections to water mains (WM) as required by the WVID system that will tie into the City's system through a new 16-inch WM to be constructed in the right-of-way along US 41/Tamiami Trail.

The scope of work includes peer review of engineering design drawings and specifications prepared by WVID's engineer and providing recommendations to City staff, attendance at project meetings, and providing value engineering services to ensure the facility is designed in concurrence with NPU standards, specifications and City's need with the goal to safeguard the City's interest in the quality and cost-effectiveness of this facility. This calls for an in-depth knowledge of wellfield development, yield and long-term degradation of wellfield water quality, reverse osmosis (RO) WTP design, utility design, permitting, and professional services during its construction. The RFP lists CMAR as the project delivery method that WVID will use.

The project will begin with a **kickoff meeting** to discuss critical success factors, such as project vision, key requirements of the City, and details including City's desired level of automation. Prior to the kickoff meeting, CDM Smith will utilize the City's existing water distribution model to check the sizing of the pipelines and make recommendations if additional modeling or calibration is warranted. In preparation for the kickoff meeting, we will also prepare and submit a data request list outlining information necessary to review the basis of design and compatibility of the new water mixing in the distribution system with water from the City's existing treatment plant. Subsequently, CDM Smith will coordinate with the City, WVID, and its engineer on the schedule for design reviews.

During each phase of the design, CDM Smith will provide support to evaluate the design of the RO treatment process, including pretreatment, chemical addition, pumping, energy efficiency, membrane systems, water quality, post treatment, corrosion control, blending, and ancillary systems. Our review team will include a wellfield expert, WTP process engineer, distribution modeler, electrical engineer, automation engineer, structural engineer, architect, and an O&M specialist. Each reviewer will leverage their years of WTP expertise to develop recommendations to protect the City's interests.

At the end of each design phase review, CDM Smith will provide the City with the following documents in electronic format:

- A marked-up set of plans identifying recommended changes to protect the interests of the City.
- A marked-up set of specifications identifying recommended changes to protect the interests of the City.
- A tracking spreadsheet of all CDM Smith's comments. The spreadsheet will be maintained throughout the design and updated at each design milestone to reflect how the comments were addressed in each subsequent submittal.

CDM Smith has the necessary experience to perform the work needed for this project:

- CDM Smith developed the City's groundwater model that WVID's engineer will use to predict RO wellfield performance and estimate the degradation in water quality for a sustainable long-term yield. As such, we are uniquely positioned to check the water quality predictions and calibration of this model for this project, to make the most of the available water use permit, through a well thought out spacing of wells for more efficient production and less degradation in water quality.
- Our automation engineer will not only review the proposed SCADA system for consistency with the City's desired level of automation. He will also evaluate the system for compliance with industry best practices for reliability and cyber security.
- CDM Smith has in-house O&M specialists and licensed operators who will review the design, operation and maintenance of the facility, and assist the City in making plans for the turnover of the WTP.
- CDM Smith, through its internal construction group, will prepare accurate opinions of probable construction cost based on their completion of more than \$1B in constructed costs in the last three years alone. This will allow for better development of life-cycle costs for equipment proposed by WVID vs. equipment typically specified by CDM Smith.
- If desired by the City, CDM Smith can provide construction phase owner's representative services. These services during construction could include review of shop drawings against approved plans and specifications, review of change orders against the original contract, and full or part-time resident project representative services. The goal of these services would be to confirm that the Contractor is constructing the work in accordance with the project documents, NPU Standards, requirements, and all applicable regulations.

CDM SMITH'S ABILITIES AND RELEVANT EXPERTISE

CDM Smith is an industry leader in membrane technologies, with work at more than 200 plants worldwide totaling more than 2 billion gallons per day of installed membrane treatment processes. Our experience includes the planning, design, construction, and operations of small systems to some of the largest and most complex membrane plants in the world. In Florida alone, we have worked at more than 40 membrane plants (as shown to the right) completing literally hundreds of design projects. We provide the full breadth of expertise, including not only typical RO membrane design and optimization, but also critical expertise in hydrogeology and raw water supply. **CDM Smith has demonstrated this expertise on the Myakkahatchee Creek Water Treatment Plant RO Production Capacity Improvements and Myakkahatchee Creek Water Treatment Plant Wellfield Comprehensive Hydrogeologic Evaluation projects, completed in 2017 and 2018, respectively.**

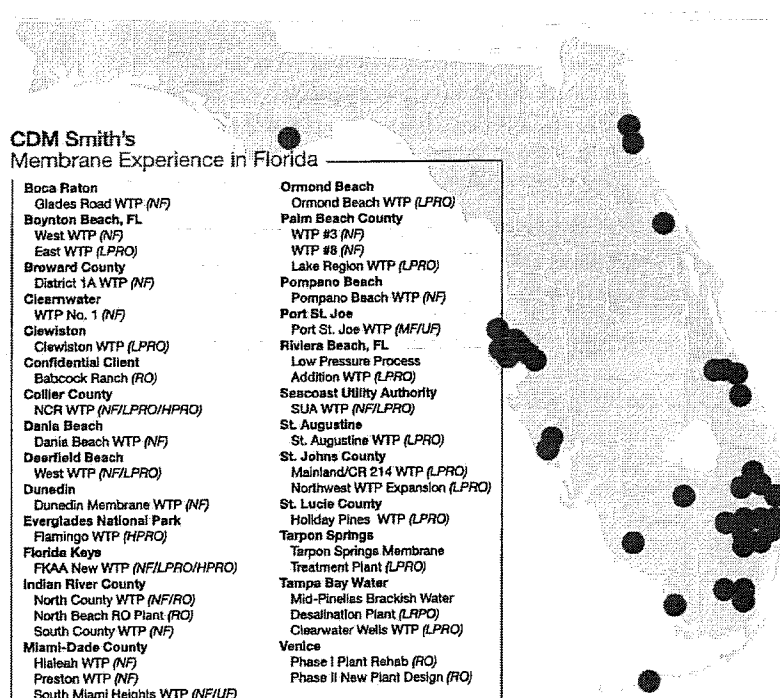
Experienced Delivery Team – Project management will be led by our principal-in-charge **Jason A. Sciandra, PE**. Mr. Sciandra has more than 16 years of experience in water and wastewater industry and has spent his entire career helping water and wastewater utilities in Southwest Florida deliver their infrastructure projects. Mr. Sciandra is also a key project team member for the City of Fort Myers Electrical Upgrades project for which he served as project manager during the design and construction phases. He understands the perspective of the utility manager and will direct our staff in meeting the needs of the City. Mr. Sciandra will be assisted by **Dr. Raj D. Vaidya PE, BCEE, PMP** who will serve as the assistant project manager. Dr. Vaidya is a professional engineer with 18 years of experience in the design, permitting, and construction oversight of RO WTPs.

The City will benefit from convenient access to the services of **Dr. Dave MacNevin, PE, LEED® AP**, CDM Smith's regional expert in RO WTP design and operations, whose primary residence is within a 10-minute drive of the West Villages. Dr. MacNevin offers the City 14 years of experience in water treatment, with a focus on RO membranes, distribution system blending of multiple water supplies, and corrosion control.

Lee P. Wiseman, PE, BCEE has more than 31 years of experience in hydrogeology, groundwater modeling, and water supply planning and design, and will serve as the wellfield and water quality reviewer. Mr. Wiseman served a similar role on both the Myakkahatchee Creek Water Treatment Plant RO Production Capacity Improvements and Myakkahatchee Creek Water Treatment Plant Wellfield Comprehensive Hydrogeologic Evaluation projects.

Isaac D. Holowell, PE will be responsible for review of the existing water distribution hydraulic model and updates to the model for the new WTP, as well as the process mechanical and pipeline components of the wellfield. Mr. Holowell's 6 years of experience

CDM Smith's Membrane Experience in Florida



Boca Raton	Ormond Beach
Glades Road WTP (NF)	Ormond Beach WTP (LPRO)
Boynton Beach, FL	Palm Beach County
West WTP (NF)	WTP #3 (NF)
East WTP (LPRO)	WTP #8 (NF)
Broward County	Lake Region WTP (LPRO)
District 1A WTP (NF)	Pompano Beach
Cleamwater	Pompano Beach WTP (NF)
WTP No. 1 (NF)	Port St. Joe
Clewiston	Port St. Joe WTP (MF/UF)
Clewiston WTP (LPRO)	Riviera Beach, FL
Confidential Client	Low Pressure Process
Babcock Ranch (RO)	Addition WTP (LPRO)
Collier County	Seacoast Utility Authority
NCR WTP (NF/LPRO/HPRO)	SUA WTP (NF/LPRO)
Dania Beach	St. Augustine
Dania Beach WTP (NF)	St. Augustine WTP (LPRO)
Deerfield Beach	St. Johns County
West WTP (NF/LPRO)	Mainland/CR 214 WTP (LPRO)
Dunedin	Northwest WTP Expansion (LPRO)
Dunedin Membrane WTP (NF)	St. Lucie County
Everglades National Park	Holiday Pines WTP (LPRO)
Flamingo WTP (HPRO)	Tarpon Springs
Florida Keys	Tarpon Springs Membrane
FKAA New WTP (NF/LPRO/HPRO)	Treatment Plant (LPRO)
Indian River County	Tampa Bay Water
North County WTP (NF/RO)	Mid-Pineles Brackish Water
North Beach RO Plant (RO)	Desalination Plant (LPRO)
South County WTP (NF)	Clearwater Wells WTP (LPRO)
Miami-Dade County	Venice
Hialeah WTP (NF)	Phase I Plant Rehab (RO)
Preston WTP (NF)	Phase II New Plant Design (RO)
South Miami Heights WTP (NF/UF)	

includes previous hydraulic modeling experience for the City, having previously developed the City's wastewater hydraulic model and designing numerous wells for Collier County.

Richard K. Newberg is an O&M Specialist and licensed WWTP/ WTP operator with 41 years of experience in the operation of water treatment plants.

Cynthia L. Stellmack, PE has 38 years of experience in the design of electrical systems for water and wastewater treatment facilities. She is the lead electrical engineer for the City of Fort Myers Electrical Upgrades project.

Michael J. Graham, PE is an automation engineer with 25 years of automation design experience for treatment facilities.

Michael T. Alford, AIA LEED® AP BD+C is an architect with 20 years experience in the architectural design of treatment facilities.

Kevin M. Francoforte, PE is a structural engineer with 14 years of structural design experience for treatment facilities.

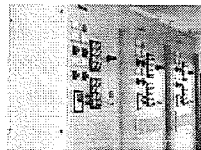
Subconsultants – For this project, CDM Smith does not propose the use of any subconsultants.

AVAILABILITY OF STAFF AND ABILITY TO MEET PROJECT SCHEDULE

We understand that the City has an agreement with WVID which requires a two-week response time to communicate the completeness of design development submittals by WVID and its engineer. CDM Smith proposes to provide its reviews within 7 calendar days of receipt of all information. Following the CDM Smith review a meeting will be held with the City to discuss comments. To enable project success and meet the schedules listed in this RFP, we have carefully considered our workload and staffing plan and affirm that the staff shown herein and devoted to this project will meet project schedule. The primary responsibility of our project manager Jason Sciandra will be to communicate effectively with internal teams, the City and related third-parties to drive the required changes and accomplish project progress. We will provide the City timely updates for project activities, progress, issues, and potential resolutions and on a weekly basis provide written scheduling and variance statements. This will aid the City in decision making and driving the project while leveraging our technical and project management experience.

REFERENCES FOR THREE SIMILAR PROJECTS

The CDM Smith project team has completed numerous design review and owner's representative projects for water facilities throughout Florida, including locally, over the past ten years:



City of Fort Myers – Electrical Upgrades Owner's Representative – 2013 to Present

Contact: Heath Laufenberg, Interim Wastewater Superintendent

Email: Hlaufenberg@cityftmyers.com

Phone Number: 239.321.7574

This project included preliminary design, owner's representative/ design review services, and construction inspection for the \$36M electrical upgrade.



City of Tarpon Springs – Alternative Water Supply Project – 2007 to 2015

Contact: Bob Robertson, PE; Project Administration Department Director

Email: rrobertson@ctsfl.us

Phone Number: 727.942.5610

This project included preliminary design and serving as the owner's representative for a new \$45M, 6.4-mgd RO drinking water facility.



Miami-Dade Water and Sewer Department, FL – South Miami Heights Membrane WTP and Wellfield Improvements, 2005 – 2018

Contact: Brian Trujillo, PE; Project Manager

Email: btruj01@miamidade.gov

Phone Number: 786.552.4406

CDM Smith prepared the Design Criteria Packages of the WTP and raw water supply system. We also provided full time Owner's Representative services during the wellfield test program.

CDM Smith has developed a team specifically to meet the needs of the City as indicated in the RLI. Our team exceeds all of the requirements set forth, and we are confident that this has been articulated in this LOI and will provide the required services to the City with a high degree of confidence. We look forward to the opportunity to serve the City in a collaborative manner and stand committed to providing the City with the competent professional services upon which our solid reputation is built.

Very truly yours,

Jason A. Sciandra, PE; Principal
CDM Smith Inc.

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: CDM Smith Inc.

SIGNATURE: Jason A. Sciandra, PE; Principal

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: CDM Smith Inc.

NAME (PERSON AUTHORIZED TO BIND THE COMPANY): Jason A. Sciandra, PE; Principal

SIGNATURE: _____

DATE: August 21, 2019

THIS PAGE MUST BE SUBMITTED WITH LETTER OF INTEREST

Scrutinized Company Certification Form

Company Name: CDM Smith Inc.

Authorized Representative Name and Title: Jason A. Sciandra, PE; Principal

Address: 4210 Metro Parkway, Suite 230 City: Fort Myers State: FL ZIP: 33916

Phone Number: 239.938.9600 Email Address: sciandraja@cdmsmith.com

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: [Signature]

AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Jason A. Sciandra, PE; Principal

Date Certified: August 21, 2019

Solicitation/Contract/PO Number (Completed by Purchasing): _____



**CDM
Smith®**
cdmsmith.com

2016-23 RLI Evaluation Form

Project:	WVID WTP Design Review
RLI No.:	2019-07
Date of Ranking:	8/26/2019

Hazen and Sawyer

Evaluation Criteria		Value	MA	JD	JF	CN	Score
Understanding of Project/Deliverables		0-5	5	3	4	4	16
Expertise/Qualifications of Personnel		0-5	5	5	4	4	18
Availability of Personnel/Timeline		0-5	5	5	4	4	18
Evaluations/Experience on NPU projects		0-5	4	4	3	3	14
Proposed Cost Saving Measures		0-5	3	4	3	3	13
Quality of Proposal		0-5	4	3	3	3	13
References		0-5	5	5	5	4	19
			31	29	26	25	0
							111

CDM Smith

Evaluation Criteria		Value	MA	JD	JF	CN	Score
Understanding of Project/Deliverables		0-5	5	4	5	4	18
Expertise/Qualifications of Personnel		0-5	5	4	5	3	17
Availability of Personnel/Timeline		0-5	5	4	5	4	18
Evaluations/Experience on NPU projects		0-5	5	5	5	4	19
Proposed Cost Saving Measures		0-5	4	3	4	3	14
Quality of Proposal		0-5	4	4	5	5	18
References		0-5	5	4	5	3	17
			33	28	34	26	0
							121

Stantec Consulting- Non-Submittal							
Evaluation Criteria		Value	MA	JD	JF	CN	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

TKW - No Response							
Evaluation Criteria		Value	MA	JD	JF	CN	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



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 and 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
AND
NICOLE BROWN: 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: _____	

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CHOOSE ONE OF THE FOLLOWING

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- ☐ 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).

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:

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