

**Okeechobee Utility Authority
Request for Proposal Engineering Services
Southwest Section Wastewater Service Area**

Request for Proposals

PART 1

1.1 PURPOSE

The Okeechobee Utility Authority is requesting respondents to submit their qualifications and proposals to provide professional engineering and technical services with regards to the design, permitting, financing and construction services for general wastewater collection and pumping system for the Southwest Section Service Area.

Wastewater service in the project area is currently provided by the use of onsite treatment systems (septic tanks & drain fields). The selected consultant will evaluate various collection systems to serve this area. At a minimum, the evaluations should include low pressure grinder, vacuum collection and gravity collection systems. The project will also include a sanitary force main to connect this service area to the OUA system. In addition to this design work, the selected consultant shall also be familiar with the USDA and SRF loan/grant procedures.

The purpose of this RFP is to solicit proposals from engineering firms that specialize in these types of project. The proposal should include the respondent's familiarity and experience with wastewater collection systems including the type of collection systems mentioned above. Based upon what is submitted, the OUA will evaluate and rank the proposals. Upon selecting a firm, the OUA shall negotiate with the successful proposer to develop a scope of work and prepare a fee schedule for the work proposed in this RFP.

Ultimately, the OUA will select the engineer/consultant who most closely satisfies, in the opinion of the OUA, the needs of the OUA towards the requirements of this project.

1.2 ISSUING OFFICE

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

863.763.9460 (Tel)

863.763.9036 (Fax)

1.3 INVITATION TO PROPOSE

The Okeechobee Utility Authority (OUA) is soliciting proposals from responders to provide professional engineering services or related professional services for the above referenced project. The project is addressed in general and as outlined in the Scope of Work.

1.4 CONTRACT AWARDS

Okeechobee Utility Authority anticipates entering into a contract with the respondent who submits the proposal judged by the OUA Evaluation committee or the OUA Board to be the most advantageous to the OUA. The OUA anticipates awarding a single contract to the respondent selected and approved by the full Board.

The respondent understands that this request does not constitute an agreement or a contract with the OUA. An official contract or agreement is not binding until reviewed and accepted by the OUA Board and executed by all parties. The OUA reserves the right to reject all proposals, to waive any informality and to solicit and advertise for other proposals.

1.5 DEVELOPMENT COSTS

Neither the OUA nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this request. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the request.

1.6 INQUIRIES

The OUA will not respond to questions posed within two days of RFQ/RFP bid acceptance. Only questions posed in writing and answered by the formal written addenda process will be binding. Oral and or other interpretations or clarifications will be without legal effect. Respondents may submit written inquires for interpretations of this request to:

Okeechobee Utility Authority
Attn: John Hayford, P.E.
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

863-763-9460 (Tel)
863-763-9036 (Fax)

1.7 TIMETABLES

The OUA and respondents shall adhere to the following schedule in all actions concerning this request:

- A. On October 24, 2018, the OUA issues this RFP.
- B. From October 24, 2018 to November 15, 2018, the OUA will receive and answer all inquiries received by mail or e-mail.
- C. The OUA shall receive proposals up to 3:00 PM on November 19, 2018, at which time the proposals will be opened and reviewed for compliance with the request.
- D. The OUA will review the proposals in a timely manner. The proposals shall be discussed during the OUA staff/committee review meeting tentatively scheduled for 10:00 A.M., November 29, 2018. The staff/committee will evaluate and rank the proposals.
- E. The OUA staff/committee will deliver or make available to the Board members a copy of each submittal and the staff/committee review evaluation.
- F. The OUA Board will review the staff/committee evaluations/ranking and publicly discuss the submittals at the OUA Board meeting, tentatively scheduled to begin at 8:30 A.M., Tuesday, December 11, 2018.
- G. The OUA Board may elect to postpone the award decision and to request presentations from the three highest ranked firms. If so, the firms will be notified of the request and a date for the presentations will be selected by the OUA Board.
- H. The OUA Board will determine the final ranking of the RFP's submitted. The OUA will notify all respondent(s) of the results of the ranking and review process.
- I. Upon approval of the final ranking, the highest ranked firm will enter into negotiations for a final scope of work and fee schedule. Upon successful negotiations, a contract will be prepared for review and execution by all parties. If negotiations are unsuccessful, the OUA will move on to the next highest ranked firm.

1.8 DELAYS

The OUA may delay scheduled due dates if it is to the advantage of the OUA to do so. The OUA will notify respondents of all changes in the scheduled due dates by written addenda.

1.9 QUALIFICATION SUBMISSION AND WITHDRAWAL

The OUA will receive proposals at the issuing office address set forth in Paragraph 1.2.

To facilitate processing, please mark the outside of the envelope in the lower left hand corner as follows: **Engineering Services for Southwest Section Wastewater Service Area**. The outside of the envelope shall also include the Respondent's name and return address in the upper left-hand corner. Please include executed public crimes and drug free workplace attachments.

Respondents shall submit six (6) copies of the proposal in a sealed, opaque envelope marked as noted above. The respondent may submit the proposals by U.S. mail, express delivery service or deliver in person.

THE OUA MUST RECEIVE THE PROPOSAL BY THE TIME AND DATE SPECIFIED IN SECTION 1.7

Due to the irregularity of mail service, the OUA cautions respondents to assure actual delivery of proposals to the issuing office prior to the deadline set forth above.

Respondents may withdraw their submissions by notifying the OUA in writing at any time prior to the opening time and date specified. Respondents may withdraw their submissions in person or via an authorized representative. Respondents and authorized representatives must provide a letter of withdrawal, picture identification, and proof of authorization (in the case of authorized representatives.) Proposals, once opened, become the property of the OUA and will not be returned to the respondent. Opened proposals become "public records" and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1.10 ADDENDA

If revisions become necessary, the OUA will provide written addenda to all respondents who receive this Request and have identified themselves to the OUA as having received this RFQ/RFP.

1.11 EQUAL OPPORTUNITY

The OUA recognizes fair and open competition as a basic tenet of the public procurement process and encourages participation by any and all qualified firms or individuals including those participating as minority and women business enterprises.

1.12 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the OUA.

PART II STATEMENT OF WORK

2.1 SCOPE OF WORK

A. INTRODUCTION

With this request, the OUA is soliciting proposals from engineers for professional services to evaluate a centralized wastewater collection service to the southwest area as noted on Figure 1. Figure 2 shows a proposed route for the connection of the proposed service area to the OUA system.

B. SCOPE OF SERVICES

Once selected, the work required under this contract will include, at a minimum, the following:

EVALUATION OF WASTEWATER COLLECTION IN THE SOUTHWEST SECTION

1. Evaluate various wastewater collection and pumping options to serve the service area. Determine and identify sanitary force main routes, sizing and construction methods,
2. Determine financing options (USDA & SRF) and impacts to costs related to the OUA. The OUA rate consultant will determine impacts to rates, fees and budgetary costs.
3. Prepare a preliminary engineering report as prescribed by the financing options.

DESIGN, PERMITTING AND BIDDING SERVICES

1. Acquire topographic surveying and geotechnical services (if needed) required for the design.
2. Design wastewater collection system and sanitary force main to meet intended domestic levels of service.
3. Prepare plan sheets, to include at a minimum:
 - Cover page
 - General notes, abbreviations and legend page(s)
 - Plan Sheets (determine scale as appropriate, maybe 1:20)
 - Standard Detail(s)
4. Prepare permits, such as:
 - FDEP
 - SFWMD (as needed)
 - NPDES
 - City (as needed)
5. Prepare specification to include typical front end documents and technical specifications.
6. Provide bid services such as pre-bid meeting, answer bid questions, provide clarification to the bid documents, issue addenda, conduct bid opening, evaluate bids, create a bid tabulation, prepare a recommendation to award letter and other services typically provided during the bid phase for a project of this type.

ENGINEERING SERVICES DURING CONSTRUCTION

1. Provide traditional engineering services and inspections during construction and project management, inclusive of: preconstruction activity including the preconstruction meeting; review of shop drawings; review of pay requests and schedules; performance of periodic and milestone inspections; progress meetings; and preparation of contract modifications, where needed.
2. Provision of special engineering services during construction inclusive of: resident inspection services to monitor the project

while under construction to certify that it is constructed in conformance with the contract documents.

3. Provide construction closeout services inclusive of: preparation of record drawings; review and delivery of operation and maintenance manuals; final contract closeout review with contractor and completion of all applicable regulatory certifications.

The scope of work provided herein is presented as a framework for respondents' actual proposal. These scope items may be used as presented, modified, or deleted as needed. While not specifically mentioned, working within and for the goals and objectives of this project is paramount to the successful conclusion of this project.

PART III INSTRUCTION FOR PREPARING SUBMISSIONS

3.1 RULES FOR SUBMISSIONS

The submittal must name all persons or entities interested in the submission. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal.

SUBMISSION FORMAT

A. Letter of Transmittal

This letter will summarize in a brief and concise statement the Respondent's proposal. An official authorized to negotiate for the respondent must sign the letter of transmittal. The letter should not exceed eight (8) pages in length. All subcontractors and percentage of work shall be clearly identified.

B. Location and Personnel

The location of the Respondent's office(s) that will be responsible for the actual production of the work shall be identified. The key personnel in that office(s) who will be responsible for the completion of the work must also be identified.

C. Project References

This section may be submitted by the respondent to aid in the review of the respondent's capabilities. If submitted, the submission must include a list

of no more than five (5) representative projects of a similar type that have been completed within the last ten (10) years. For each project, identify the responsible office(s) and key individual(s) that completed these projects. For review purposes, the list should include at a minimum, the following items:

1. A brief description of the project including all costs and time allowed for the proposed work. Additionally, identify the type of work included in this project (e.g. gravity sewer, vacuum sewer, etc.).
2. List all work directives, change orders, etc. that were issued and reason for same.
3. Total final construction cost and time.
4. Owner of the project.
5. The name and telephone number of a contact person for the Owner.
6. The dates the project was initiated and completed.

Similar type projects shall mean the design, permitting and construction of major work items identified in this RFP Scope of Work or in the Respondents Scope of Work submittal.

D. Proposed Schedule of Work, Investigations, Milestones and Results

Provide a Table of Contents with a very brief description of the work intended, project approach and knowledge of the project scope. The proposed work should meet or exceed the guidelines proposed within this RFP.

E. Other Information

This section can include key staff members who will actually oversee, assist in or conduct the work (these members should be clearly identified as to their expected work assignments), workload projections, and any other information the respondent wishes to include for consideration.

PART IV EVALUATION OF SUBMISSIONS

4.1 EVALUATION METHOD AND CRITERIA

A. General

The OUA shall be the sole judge of the OUA's own best interest, the submittal, and the resulting negotiated agreement. In all instances the OUA's decisions will be final.

The OUA's evaluation criteria will include, but not be limited to, consideration of the following:

1. Familiarity with the Okeechobee Utility Authority's Standards and Specifications.
2. Experience with similar type projects.
3. Key personnel's experience with similar projects and their availability to work on this project.
4. Knowledge of project scope and intent.
5. References from other related projects.
6. Project approach.

B. Selection

The OUA shall review, discuss and evaluate the written proposals submitted for proposed project. The OUA may choose to conduct interviews and schedule presentations prior to making a final decision. The OUA Board will make the final selection.

C. Negotiations

The OUA Board will select and rank the submittals based upon the qualifications and certifications listed in the submittals. Staff will negotiate with the top ranked firm to clearly define a scope of work, project work schedule and a compensation package. Should these negotiations fail, then the negotiations with this firm will be terminated and staff will begin discussions with the next firm on the list.

As stated in Paragraph 1.4 above, the OUA reserves the right to reject any or all proposals, and to waive any irregularities.