

Request for Qualifications

RFQ #17-025

WWTF Capacity Expansion & Process Optimization



*City of Winter Garden
300 West Plant Street
Winter Garden, FL 34787
(407) 656-4111*

**WINTER
GARDEN**

LEGAL ADVERTISEMENT

**CITY OF WINTER GARDEN
REQUEST FOR QUALIFICATIONS
WWTF CAPACITY EXPANSION & PROCESS OPTIMIZATION**

The City of Winter Garden, Florida, in conformance with the Consultants' Competitive Negotiations Act (CCNA), Florida Statutes Section 287.055, et seq., and the policies and procedures of the City of Winter Garden (City) is soliciting statements of qualifications from qualified professional engineering firms that are interested in providing engineering services related to improvements to the City's Crest Avenue Wastewater Treatment Facility (WWTF) located at 101 E. Crest Avenue, which is currently rated at 4.75 MGD annual average daily flow (AADF).

The City is requesting an evaluation of the existing WWTF process and innovative ways to increase the capacity to a minimum of 6 MGD using property currently owned by the City. The evaluation to increase capacity should include City owned properties located at 420 and 440 E. Smith Street which currently have 2 x 1.5 million gallon uncovered storage tanks.

The City is also requesting an evaluation of the current plant process and operations to determine if meeting more stringent effluent requirements is achievable. Recent legislation will require the City to reduce the effluent concentrations of biochemical oxygen demand (BOD₅), suspended solids, total nitrogen and total phosphorus relative to current permit requirements. The recent legislation will require reclaimed water to meet the maximum concentrations specified in the following table.

Maximum Concentration for a Reclaimed Water Product

Nutrient or Contaminant	Maximum concentration annually
BOD ₅	5 mg/L
Suspended Solids	5 mg/L
Total Nitrogen	3 mg/L
Total Phosphorus	1 mg/L

The improvements will need to be planned in order to minimize impacts to the existing operations. During construction, the plant is to remain operational with coordinated shutdowns of major equipment kept to a minimum. Services to be performed should include surveying, design, permitting, bidding, construction inspection and startup. Competing firms should also have experience in identifying and successfully applying for federal and state grants and successfully completing SRF applications.

The City intends to award a contract to the firm deemed to be the most highly qualified to perform the required services. The proposal will be evaluated and ranked based on innovative ideas, cost estimates for the proposed changes, the maximized projected capacity increases and reducing the concentrations of BOD₅, suspended solids, total nitrogen and total phosphorus in the reclaimed water produced.

A Mandatory Pre-Submittal Meeting followed by a site visit and tour of all three properties identified above will be held on **Friday, February 14th at 2:00 PM**. Qualification packages must be received no later than **Tuesday, March 17th at 2:00 PM**. Any qualification packages received after this time will not be accepted under any circumstances. Any uncertainty regarding the time a qualification package is received will be resolved against the respondent. Qualification packages submitted after this designated time will be returned unopened.

Interested firms or companies shall submit one (1) original and five (5) copies of their qualifications to the City of Winter Garden reception desk by the submission deadline to the attention of:

Jon C. Williams
City of Winter Garden
RFQ 17-025
300 West Plant Street
Winter Garden, FL 34787

No faxed or electronic submissions will be accepted.

The City, through written inquiries directed to Jon Williams, will receive questions regarding the RFQ. Please send such inquiries via email to Mr. Williams at jwilliams@cwgd.com. The deadline for receipt of written inquiries is **Tuesday, March 3rd by close of business**.

Pursuant to Section 287.133(2)(a), Florida Statutes, interested firms who have been placed on the convicted vendor list following a conviction for public entity crimes may not submit a proposal on a contract to provide services for a public entity, may not be awarded a consultant contract, and may not transact business with a public entity for services the value of which exceeds \$15,000 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Interested firms may obtain a copy of the RFQ documents at City Hall, 300 West Plant Street, Winter Garden, FL 34787. The RFQ documents are also available online at <https://www.cwgd.com/bids.aspx>.

SCOPE OF WORK

The City is soliciting statements from qualified professional engineering firms to evaluate the existing WRF process and capacity expansion utilizing innovative ways to increase the capacity to a minimum of 6 MGD. The capacity expansion should use the existing footprint of the WRF site and the two (2) x 1.5 MG uncovered storage tanks located on City owned properties at 420 and 440 E. Smith Street.

In addition to the aforementioned, the City is also requesting an evaluation of the current plant process and operations to determine if meeting more stringent effluent requirements is achievable. Recent legislation will require the City to reduce the effluent concentrations of biochemical oxygen demand (BOD₅), suspended solids, total nitrogen and total phosphorus relative to current permit requirements. The recent legislation will require reclaimed water to meet the maximum concentrations specified in the following table.

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The scope of services is anticipated to include; but not be limited to the following:

- Design
 - Surveying
 - Preliminary Design Report – Capacity Analysis; Feasibility Study to Recommend Optimal Design Alternative; Identify State and/or Federal Funding Sources; Assist with Applying for State and/or Federal Funding
 - Design for Construction
- Permitting Services
- Bidding Services
- Construction Phase Services

SUBMISSION REQUIREMENTS

The interested and qualified firms shall submit a statement of qualifications describing their qualifications and experience in the type of work requested. Submissions shall be limited to a total of **thirty-two (32) 8.5" x 11" single-sided pages** (including résumés but excluding front and back covers, dividers, and a 2-page cover letter). The document shall be presented with portrait orientation and 12-point font. The required submission material includes the following:

I. Firm's Qualifications/Ability to Perform (Twelve [12] single-sided pages max)

- List of the firm's employees, their qualifications, and their roles in providing services to the City that are detailed in the Scope of Work.
- Firm's and employees' certifications and registration with regulatory agencies, professional organizations, etc.
- List of firm's sub-consultants, their qualifications, and their role in providing services to the City described in the Scope of Work.
- Provide a brief analysis of the firm's staffing availability to provide services under this agreement.
- Demonstrate success in meeting time and budget requirements.

II. Firm's Experience and Past Performance (Ten [10] single-sided pages max)

- List of firm's current projects or projects completed within the last ten (10) years that are similar to services requested in this RFQ for WWTFs with capacities greater or equal to 3 MGD AADF. Experience and Past Performance should focus on demonstrating the firm's ability to apply innovative solutions to increase treatment capacity of a WWTF with footprint limitations. Include cost savings achieved by applying each innovative solution.
- Examples of experience and past performance should also highlight the consultant's ability to achieve effluent permitted water quality reductions given the condition that the WWTF was unable to support physical expansion beyond currently owned property.
- List of at least three (3) client references including organization name, contact person, telephone number(s), and e-mail address(es) for similar work demonstrated in this Submission Requirement section.

III. Project Approach (Ten [10] single-sided pages max)

- Provide examples of potential innovative solution(s) that may be implemented to expand the treatment capacity of the Crest Avenue WWTF to 6 MGD AADF without physically expanding the plant. Each example of an innovative solution should include a preliminary cost estimate.

- Provide a discussion for each innovative solution that addresses impacts to effluent reclaimed water quality. Ideally the innovative solutions will achieve the targeted 6 MGD treatment capacity and meet the more stringent future reclaimed water quality requirements listed in this RFQ.

The City reserves the right to accept or reject any or all submittals that it may, in its sole discretion, deem unresponsive or waive technicalities that best serve the overall interests of the City.

Cost of preparation of a response to the RFQ is solely that of the consultant, and the City assumes no responsibility for such cost incurred by the consultant.

Any request to withdraw a qualification package must be addressed in writing as above. Such requests must be received by the City prior to the deadline for submission.

PROOF OF PROFESSIONAL LIABILITY INSURANCE

The successful respondent shall be required to provide evidence of both General (Public and Property) Liability and Professional (Design Errors and Omissions) Liability Insurance in the form of a certificate of insurance issued on behalf of the City of Winter Garden by companies acceptable to the City at the following minimum limits and coverage's with deductible amounts acceptable to the City:

Comprehensive General Liability Insurance: \$1,000,000.00
(The City of Winter Garden is to be named as an additional insured.)

Professional Liability Insurance: \$1,000,000.00
(Design Errors and Omission)

The contractor shall not commence any work in connection with an agreement until all of the following types of insurance have been obtained and such insurance has been approved by the City, nor shall the contractor allow any subcontractor to commence work on a subcontract until all similar insurance required of the subcontractor has been so obtained and approved. Policies other than Workers' Compensation shall be issued only by companies authorized by subsisting certificates of authority issued to the companies by the Department of Insurance of Florida which maintain a Best's Rating of "A" or better and a Financial Size Category of "VII" or better according to the A.M. Best Company. Policies for Workers' Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.57, Florida Statutes.

Loss Deductible Clause

The City shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the general contractor and/or subcontractor providing such insurance.

Workers' Compensation Insurance

The contractor shall obtain during the life of the agreement Workers' Compensation Insurance with Employer's Liability Limits of \$500,000/\$500,000/\$500,000 for all the Contractor's employees connected with the work of this project and, in the event any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Florida Workers' Compensation law. In case any class of employees engaged in hazardous work under this contract for the City is not protected under the Workers' Compensation statute, the contractor shall provide, and cause each subcontractor to provide adequate insurance, satisfactory to the City, for the protection of the contractor's employees not otherwise protected. Include Waiver of Subrogation in favor of the City of Winter Garden

Contractor's Public Liability and Property Damage Insurance

The contractor shall obtain during the life of the agreement commercial automobile coverage. This policy should name the City of Winter Garden as an additional insured, and shall protect the contractor from claims for damage for personal injury, including accidental death, as well as claims for property damages that may arise from operations under this agreement whether such operations be by the contractor or by anyone directly or indirectly employed by the contractor, and the amount of such insurance shall be the minimum limits as follows:

Automobile Bodily Injury Liability & Property Damage Liability

\$1,000,000 combined single limit per occurrence (each person, each accident)

All covered automobile will be covered via symbol 1

Liability coverage will include hired and non-owned automobile liability

Include Waiver of Subrogation in favor of The City of Winter Garden.

Comprehensive General Liability (Occurrence Form)

This policy should name the City of Winter Garden and additional insured and should indicate that the insurance of the contractor is primary and not contributory over the insurance of the City of Winter Garden.

\$2,000,000 GENERAL AGGREGATE

\$1,000,000 PRODUCTS-COMPLETED OPERATIONS AGGREGATE

\$1,000,000 PER OCCURRENCE

\$1,000,000 PERSONAL AND ADVERTISING INJURY

Include Waiver of Subrogation in favor of the City of Winter Garden.

Subcontractor's Comprehensive General Liability, Automobile Liability and Workers' Compensation Insurance

The contractor shall require each subcontractor to procure and maintain during the life of this subcontract, insurance of the type specified above or insure the activities of these subcontractors in the contractor's policy, as specified above.

Owner's Protective Liability Insurance

The contractor shall procure and furnish an Owner's Protective Liability Insurance Policy with the following limits: \$1,000,000, and per occurrence, \$2,000,000. Aggregate and naming the City of Winter Garden as the Named Insured.

Contractual Liability – Work Contract

The contractor's insurance shall also include contractual liability coverage. NOTE: PUBLIC LIABILITY INSURANCE AND AUTOMOBILE LIABILITY INSURANCE, THE CITY SHALL BE NAMED AS ADDITIONAL INSURED.

\$1,000,000 PER OCCURRENCE

\$2,000,000 AGGREGATE

Certificates of Insurance

A certificate of insurance form, naming the City of Winter Garden as an additional insured, will be furnished by the contractor upon notice of award. These shall be completed by the authorized resident agent and returned to the office of the buyer. This certificate shall be dated and show the following: the name of the insured contractor, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date.

Statement that the insurer shall mail notice to the owner at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

SELECTION CRITERIA

Submittal packages will be reviewed and evaluated by a selection committee and a short list of qualified firms may be invited to make a formal presentation. Submittal packages will be reviewed and evaluated in accordance with the following criteria and weighting factor:

1. Firm's Qualifications/Ability to Perform	20 points
2. Firm's Experience and Past Performance	30 points
3. Project Approach	50 points
Total	100 points

SELECTION PROCEDURE

A City selection committee will evaluate each respondent's submittal and recommend one engineering firm to the City Commission to provide the requested services. The City Commission approves the selection of the engineering firm, and the City Commission's decision shall be final.

The criteria for selection shall be based on the selection criteria above. The City reserves the right, before awarding the contract, to require a respondent to submit such evidence of its qualifications, as it may deem necessary. The City shall be the sole judge of the competency of respondents.

All successful respondents shall be required to execute an agreement that provides, among other things, that all plans, drawings, reports, and submittals that result from the respondent's services shall become the property of the City. Upon the successful negotiation of an agreement, a formal contract will be prepared and submitted to the City commission for approval and executed by both parties.

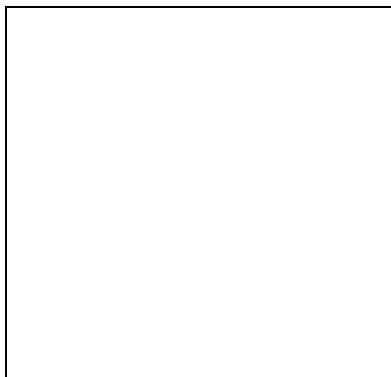
COMPANY INFORMATION/RFQ SIGNATURE SHEET

FAILURE TO COMPLY WITH THESE RFQ INSTRUCTIONS WILL RESULT IN DISQUALIFICATION OF YOUR SUBMITTAL PACKAGE. PLEASE SIGN BELOW ATTESTING THAT YOU HAVE READ AND UNDERSTAND ALL RFQ INSTRUCTIONS AND THAT YOU UNDERSTAND THAT THE SUCCESSFUL RESPONDENT WILL BE REQUIRED TO ENTER INTO A LEGALLY BINDING CONTRACT WITH THE CITY OF WINTER GARDEN.

COMPANY NAME	TELEPHONE (INCLUDE AREA CODE)
AUTHORIZED SIGNATURE	FAX (INCLUDE AREA CODE)
NAME/TITLE (PLEASE PRINT)	E-MAIL ADDRESS
ADDRESS 1	REMITTANCE ADDRESS 1
ADDRESS 2	REMITTANCEADDRESS 2
CITY STATE ZIP	CITY STATE ZIP
FEDERAL ID# _____	
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify): _____	

Sworn and subscribed before me this _____ day of _____, 20__ .

Personally Known or
 Produced Identification Type of Identification: _____



NOTARY SEAL

NOTARY PUBLIC – State of _____
 County of _____

Signature of Notary Public