



THE CITY OF LAKE CITY, FLORIDA

**REQUEST FOR QUALIFICATIONS
RFQ-017-2010**

**PROFESSIONAL ENGINEERING SERVICES FOR PERMITTING, DESIGN
BIDDING AND CONSTRUCTION PHASE SERVICES FOR THE
WASTEWATER TREATMENT FACILITIES**

In accordance with the “Consultants Competitive Negotiation Act” (F.S. 287.055), the City of Lake City, Florida is seeking SOQ (statements of qualifications) from Florida registered firms to provide Engineering services for the City’s new Wastewater Treatment Plant.

Sealed responses will be received by the City’s Purchasing & Contracting Department in the City of Lake City, City Hall, 205 N Marion Avenue, Lake City, Florida 32055, **until Thursday May 13, 2010 at 3:00 P.M. local time.** The same day, at 3:15 P.M. local time all responses will be publicly acknowledged in the Council Chambers, 2nd floor City Hall. Only the names of the offeror’s will be read. The City of Lake City reserves the right to accept or reject any or all proposals, in part or total and to waive any minor informalities, as deemed in the best interest of the City. No faxed or telecommunicated proposals will be accepted. It is the sole responsibility of the offeror to see that the company's proposal is in the hands of the Purchasing & Contracting Department, stamped and dated by personnel in the above office before the due date and time indicated herein. The City is not responsible for responses lost or delivered to the wrong location. Solicitation documents may be obtained at the Purchasing and Contracting Department in City Hall, 205 N. Marion Avenue, Lake City, FL 32055 or our website <http://www.lcfla.com/purchasing.htm>.

One (1) original (clearly marked “original”) plus six (6) copies (clearly marked “copy”) of your qualifications must be sealed and plainly marked on the outside of the envelope with RFQ-017-2010, PROFESSIONAL ENGINEERING SERVICES, Thursday May 13, 2010 at 3:00 P.M. local time. Qualifications must be addressed to the following:

City of Lake City
Purchasing & Contracting
205 N. Marion Street
Lake City, Florida 32055

All proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Engineer’s name, address, phone number, (RFQ-017-2010), (Request for Qualifications for Professional Engineering Services) Thursday May 13, 2010. The qualifications must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All qualifications which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the qualifications.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

By submission of his/her qualifications, the Engineer certifies that:

- A. The qualifications have been arrived at by the Engineer independently and have been submitted without collusion with any other Engineer described in the Request for Qualifications.
- B. The contents of the qualifications have not been communicated by the Engineer, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Engineer or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the qualifications.

Submittals may not be withdrawn for a period of 60 days after the scheduled closing time for receipt of bids.

All questions must be in writing and directed to the Purchasing Director. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the form of addenda. Any and all Addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **May 6, 2010 by 5:00 P.M.** Questions received after this date and time will not be considered. Questions may be submitted via e-mail to purchasing@lcfla.com or by mail

to City of Lake City, Purchasing & Contracting Department, 205 N. Marion Avenue, Lake City, FL 32055.

It will be the sole responsibility of the offeror to contact the Purchasing and Contracting Department prior to submitting proposals to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their proposal.

(386) 719-5818 or (386) 719-5816

purchasing@lcfla.com

Wendell Johnson
City Manager

SCOPE OF SERVICES

The City of Lake City hereby solicits qualifications for Professional Engineering Services for Design, Permitting, Bidding and Construction Phase Services for the following Wastewater Treatment Facility Improvements details of which are summarized in separate Preliminary Engineering Reports.

1. Upgrades to the St. Margaret Road WWTF
 - a. Headworks – New Mechanical Screen
 - b. Aeration – Conversion of fixed air to diffused air
 - c. Clarification – New Clarifier w/splitter box upgrade
 - d. Digestion – New Aerobic Digester

2. New Kicklighter Road WWTF
 - a. 6.0 MGD AWT, PAR WWTF to be implemented in two side-by-side 3.0 MGD phases with option to construct as small as a 1.5 MGD start-up plant.
 - b. Unit processes to include
 - i. Headworks - Mechanical screen w/de-gritting unit
 - ii. Aeration – 1.5 MGD rated carousel type aeration basins adequate to provide biological nutrient removal to current AWT standards.
 - iii. Clarification – Circular clarifiers, _____ MGD rated each.
 - iv. RAS/WAS – Standard for supporting flows.
 - v. Filtration – Provide piping for future unit process
 - vi. Disinfection – High Level Disinfection (Bleach), Rectangular CCTs w/effluent transfer pump station, VSD vertical turbine transfer pumps.
 - vii. Digestion – Aerobic Digesters, 2 each for 3.0 MGD rating.
 - viii. Yard Piping – Adequate for 6.0 MGD AADF, 9.0 MGD PHF.
 - ix. Access Roads – 12’ wide paved access from Kicklighter Rd.
 - x. On-site civil – Stormwater retention, clearing, grading, fencing.
 - xi. Electrical, Instrumentation, Controls, Yard lighting
 - xii. Office - Approximately 2,500 sf as adequate for 2 staff offices, reception, bench lab, records storage, break room, restrooms w/HC access, mechanical room, maintenance closet.
 - xiii. Control Building – Sized to accommodate MCC for 6.0 MGD plant.
 - xiv. Maintenance Building – Metal Building adequate for O&M expendables and yard maintenance (mowers, etc.) equipment.
 - xv. Chemical Storage Building – As needed for bleach, alum, etc.

Your proposal must address these specific items that will be used in the committee's selection process.

Provide a description of all wastewater treatment facility projects completed by the engineering team that will be assigned to this project. Include only relevant projects completed within the last ten years.

Include a list of all personnel that will be assigned to this project.

Include prior experience with the firm.

All proposals will be ranked individually using this criteria matrix.

Team and key individual qualifications and experience	20
Demonstrated experience with local conditions and techniques	20
Experience and references from similar projects	20
Capacity of team to service the project	10
Completeness of proposal	20
Budget and schedule compliance experience	10
MAXIMUM ALLOWABLE POINTS	100

INSURANCE:

1. Without limiting Bidders indemnification, it is agreed that the successful proposer must purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidders policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
 - a. Statutory Workers Compensation insurance as required by the State of Florida.
 - b. Commercial General Liability insurance to provide coverage of not less than \$300,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 - c. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

- d. Professional Liability Insurance shall be maintained by the selected firm or individual with a combined single limit of not less than \$1,000,000, protecting the selected firm against claims of the City for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the selected firm or individual.

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____
City & State City & State
2. The above named entity is submitting a Proposal for the City of Lake City RFQ-017-2010 described as Request for Qualifications WWTP Engineer.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor any one associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor any one associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this _____ day of _____ 2010.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 2010.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City, RFP-021-2006, Request for Proposal for Financial Advisor.

Firm Date

Authorized Signature and Title Printed or Typed Name and Title

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida
County of _____

Sworn to and subscribed before me this ____ day of _____ 2010.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Proposal No. _____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
- a. A predecessor or successor of a person convicted of a public entity crime;
or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- _____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with an convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date _____

STATE OF _____

COUNTY OF _____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH BID PROPOSAL