

## IMMOKALEE WATER & SEWER DISTRICT

### REQUEST FOR QUALIFICATIONS

Sealed bids will be received at the Administration Office located at 1020 Sanitation Rd., Immokalee, Florida until Tuesday, September 26, 2017 at 10:00 AM. Immediately thereafter, in the District's Board Room located at the above address, those proposals received will be opened and publicly read concerning:

General Engineering Consultant Services for the Immokalee Water & Sewer District, in accordance with the "Competitive Consultants Negotiation Act" Section 287.055, Florida Statutes, for continuing services.

Complete specifications or additional information may be obtained upon application to Norma Garcia ([normagarcia@iw-sd.com](mailto:normagarcia@iw-sd.com)), 1020 Sanitation Rd., Immokalee, FL 34142

The Immokalee Water & Sewer District reserves the right to accept or reject any or all bids, to award bids on a split-order basis by item number when applicable, to waive any bid informalities and to re-advertise when deemed in the best interest of the Immokalee Water & Sewer District.

Immokalee Water & Sewer District

Eva J. Deyo  
Executive Director

**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**GENERAL ENGINEERING**  
**CONSULTANT**  
**SERVICES**

Immokalee Water and Sewer District

Index to Request for Qualifications

<u>Description</u>	<u>Page Number</u>
<b>Section A</b>	
General Information	1
<b>Section B</b>	
Background	3
<b>Section C</b>	
Scope of Services	4
<b>Section D</b>	
Response Format and Information Content	5
<b>Section E</b>	
Evaluation Procedures	7

**Request For Qualifications**

for

General Engineering Consultant

Services

Immokalee Water & Sewer District

**Section A General Information**

In accordance with Section 287.055, Florida Statutes, and the advertised public notice, the Board of Commissioners is requesting proposals from Engineering Firms licensed in the State of Florida. The District will accept sealed proposals presented at or mailed to: 1020 Sanitation Rd., Immokalee, Florida, 34142 until September 26, 2017 10:00 A.M. Sealed proposals must be submitted in writing and in the format and content as prescribed in this request. All interested parties should provide at least five (5) copies of their proposal. All proposals received after the time and date advertised will be returned unopened. All sealed proposals will be opened at 10:00 A.M. September 26, 2017 in the Immokalee Water & Sewer District Board room

Eva J. Deyo  
Executive Director  
1020 Sanitation Rd.  
Immokalee FL. 34142  
(239) 658-3630

There is no expressed or implied obligation for the Immokalee Water & Sewer District to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The submitted proposals will be evaluated by a review committee.

The evaluations will be based on the material contained in the submitted proposals using the system outlined in Section E - Evaluations Procedures. This may include ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the District.

Three to five firms may be selected for in-person presentations. The Committee will rank the preferred firms in order and recommend that the Board of Commissioners approve the rank ordering. Following such approval, the Committee will enter into contract negotiations with the highest ranked firm. If, as a result of the negotiations, an agreement as to price and terms is reached the Committee will recommend appointment of that firm to the Board of Commissioners. If the negotiations do not produce agreement, the Committee will commence negotiations with the second ranked firm, if that firm is deemed acceptable. If the negotiations do not produce agreement, the Committee will commence negotiations with the third ranked firm, if that firm is deemed acceptable. Any rate increase by instituted after the negotiations are complete, would have to be approved with a majority vote of the Board.

The District reserves the right to reject all bids and terminate the process or re-advertise and solicit new or additional proposals. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Immokalee Water & Sewer District and the firm selected.

It is anticipated the selection of a firm will be completed by October 18, 2017. Following the notification of the selected firm, it is expected a contract will be executed between both parties by November 15, 2017

## **Section B - Background**

The Immokalee Water & Sewer District ( "District" ) was created by an Act of the Florida Legislature on July 5, 1978, for the purpose of providing water and sewer services to Immokalee, Florida, an unincorporated area of Collier County, Florida. The District operates and maintains the water and sewer plants and systems as a special district of the State of Florida. The District is governed by a seven (7) member Board of Commissioners appointed by the Governor of the State of Florida. The Board of Commissioners administers the District, independent from any other local governing body.

### **WATER TREATMENT**

The District operates three water plants:

Jerry V. Warden Plant 2.25 mgd  
Airport Plant 1.35 mgd  
Carson Rd. Plant 2.0 mgd

#### **TREATMENT:**

Aeration, polyphosphate, fluoridation, and chloramination.

### **WATER DISTRIBUTION**

The District operates and maintains approximately 100 miles of PVC, asbestos cement and ductile iron distribution lines.

### **WASTEWATER TREATMENT**

The District operates a 4.0 mgd extended aeration, oxidation ditch system with approximately 364 acres of Sprayfield for primary effluent disposal, with a deep injection well for backup effluent disposal.

### **WASTEWATER COLLECTION**

The District operates and maintains 44 lift stations and more than 80 miles of wastewater collection lines.

### **Section C - Scope of Services**

The Immokalee Water & Sewer District is soliciting the services of qualified engineering firms to provide General Engineering Consultant Services on a continuing basis.

Services will include, but will not be limited to:

- \* Attendance at all Regular Board Meetings, and all required Special Meetings.
- \* Development of a long-range Capital Improvement Plan and assisting in the application for funding.
- \* Handling of developer review issues
- \* Assisting in finding grants and applying for them.
- \* Assisting in the annual budgeting process when directed.
- \* Represent the District in dealings with Federal, State, Local or other agencies
- \* Participate in Committees when appointed.
- \* Undertake District Studies & Projects within the limits of the CCNA
- \* Water Treatment Plant Design
- \* Wastewater Treatment Plant Design
- \* Water Distribution System Design
- \* Wastewater Collection System Design
- \* Water & Wastewater Pressure System Design, including Pumping Stations
- \* Rate Studies
- \* Hydraulic Modeling

The District reserves the sole right to determine if the above work should be awarded to the General Engineering Consultant should be advertised in accordance with the State of Florida, Consultants Competitive Negotiations Act. *Any questions regarding this RFQ should be forwarded to the District in writing.*

## **Section D - Response Format and Information Content**

The format and information content for a response must be consistent with the following. Any deviation without adequate justification will constitute a valid reason for the submitting firm to be disqualified.

1. Cover Page
2. Table of Contents
3. Brief Overview

Not more than two pages summarizing the major points in the response.

4. Firm Qualifications

Describe the firm, including the number of offices, number of partners and professionals.

Indicate for the firm the number and type (city, county, district, etc.) of government clients served and the types of engagements.

Describe the firm's approach to continuing professional education with particular attention to continuing professional education related to utility sector engagements.

Describe any disciplinary actions that have been instituted or proposed against the firm during the last three years and describe any pending disciplinary matters of which the firm is aware.

5. Staffing

Indicate the firm office(s) that will staff the Immokalee Water & Sewer District engagement and describe the number of partners and professionals in the office(s). Describe the professional qualifications of the firm, demonstrating multidisciplined engineering capability and experience with water and wastewater projects.



Indicate the principle-in-charge and other professional staff that will be assigned to the Immokalee Water & Sewer District engagement. In Appendix A, for each person named including the partner-in-charge, provide a brief biographical background with a list of utility clients served that includes the type of engagement and the capacity served.

Describe the overall approach that would result in staffing changes and indicate the actions that the firm would take to notify the District in advance of such changes.

Provide a list of key sub-consultants who could be utilized in completing the work. Define responsibility and key personnel to be assigned.

6. Approach To This Engagement

Describe the overall approach that the firm would take in this engagement including a schedule indicating the timing of a Capital Improvement Program. Indicate how the firm would handle the transfer of information from our current engineering firm. This would include our GIS system, files, and general duties.

7. Additional Information

Proof of professional liability and errors and omissions insurance.

Indicate the type of your firms' computer hardware and list the spreadsheet and word processing software.

At the time the response is submitted, the firm must show satisfactory documentation of state licenses.

8. References

Provide three recent local utility clients that can be contacted as references. Include the client name, address, telephone number and the name of a contact person.

## **Section E - Evaluation Procedures**

Responses will be evaluated by a review committee. The responses will be evaluated on the basis of completeness and quality in the four areas as outlined below:

- \* General experience, size and quality of firm
- \* Qualifications of Staff:
  - Experience
  - Continuing Professional Education
  - Understanding of Immokalee System
  - Rural Development Funding Experience
- \* Approach to the Engagement
- \* Evaluation of References

Based on the evaluation of the proposals, three to five firms may be invited to make presentations to the Committee in early October 2017. Following the presentations, the committee will rank order the qualified firms and recommend that the District approve the rank order and authorize the committee to undertake negotiations in rank order until an agreement can be reached with a firm. Final selection of the firm should occur by October 18, 2017 and a contract should be signed by November 15, 2017.