

THE CITY OF PALM COAST, FLORIDA



REQUEST FOR LETTER OF INTEREST (LOI) – CD-18-66

FOR

PROFESSIONAL SERVICES

FOR

**Indian Trails Sports Complex Reclaimed Watermain
Extension and Control System
Consulting Services**

A. INVITATION TO RESPOND

The City of Palm Coast is seeking Letters of Interest (**LOI-CD-18-66**) only from firms selected by the City to provide Consultant Services per **RFQ-PW-U-14-05**. Costs for responding to this (LOI) are entirely the obligation of the consultant(s) and shall not be chargeable in any manner to the City of Palm Coast.

- **Scope of Services:**

Responses shall be prepared based upon the Continuing Services Agreement and this Scope of Services. Bid/Proposal submittals shall be received electronically through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) by the specified time and date. **No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered). Any emailed, mailed, or hand delivered submittals will be returned to the sender and not be considered.** Your submission must be uploaded, submitted, and finalized through the City's Procurement Portal Web Page prior to the specified time and date. We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. No submissions through the City's Procurement Portal Web Page will be allowed or considered after the specified time and date. If you need general assistance, please contact Central Services Division staff at least one business day in advance. For technical questions related to your submission, please contact Bonfire at Support@GoBonfire.com. There shall be a maximum page limit of 40 pages not including the front and back cover.

- **Due Date/Time:**

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **October 5, 2018 2:00 PM EST**. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission. Upload your submission at: <https://palmcoastgov.bonfirehub.com/opportunities>.

Requested Information:

Name	Type	# Files	Requirement
Letter of Interest	File Type: PDF (.pdf)	Multiple	Required
Addenda (if issued)	File Type: PDF (.pdf)	Multiple	Required

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://palmcoastgov.bonfirehub.com/opportunities/10540>

The Q&A period for this opportunity starts Sep 19, 2018 11:00 AM EDT. The Q&A period for this opportunity ends Oct 5, 2018 2:00 PM EDT. You will not be able to send messages after this time.

- **Requests for Clarifications or Interpretations:**

All Bidders/Proposers shall carefully examine the bid/proposal documents. Any ambiguities or inconsistencies shall be brought to the attention of the City Central Services Division prior to the due date in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>); failure to do so, on the part of the Bidder/Proposer, will constitute an acceptance by the Bidder/Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the attached draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least three (3) calendar days prior to the due date. The City shall not be responsible for any oral statement or instructions made by any employee(s) of the City in regard to this bid/proposal. Any oral statements or instructions given before the bid/proposal due date will not be binding. Note: All prospective proposers are hereby cautioned not to contact any member of the City of Palm Coast staff other than Central Services Procurement. Failure to adhere to this requirement shall result in disqualification.

- **Issuance of Addenda:**

Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders/Proposers should check the City's Procurement Portal Web Page at least one (1) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal. Addenda information will be posted on the City's Procurement Portal Web Page. It is the sole responsibility of the Bidder/Proposer to ensure he/she obtains information related to Addenda.

- **Award of Contract:**

The City reserves the right to accept or reject any or all proposals with or without cause, to waive technicalities, or to accept the LOI, which, in its judgment, best serves the interest of the City. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Personnel Office ADA Coordinator (386) 986-3718 forty-eight (48) hours in advance of the meeting(s). The City shall rank all Proposers in order of preference and submit this ranking as its' final recommendation to the City Manager. The City Manager will make a recommendation to the City Council. The City Council's decision will be final.

- **Evaluation of Proposals:**

In the event a Work Order is to be awarded, it will be to the consultant who has the highest overall score after the Evaluation Team ranking as indicated in section below, who will thereafter enter into a written Agreement with the City. Fees will be negotiated with the firm that is selected as most qualified. Should the City be unable to agree to a fee with the selected firm the City reserves the right to formally terminate negotiations with the selected firm, and after a seventy-two (72) hour cooling off period, to contact the next closest ranked firm.

- **Evaluation Method:**

The City shall negotiate the award to the responsive and responsible proposer who submits a proposal package that is most advantageous to the City. The City Manager will appoint an Evaluation Committee to evaluate proposals. In determining the most advantageous proposal, the City reserves the right to consider criteria such as, but not limited to, cost, customer service, quality, and standardization, past experience, delivery, discount, past performance and/or service reputation, and service capability. The City may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.

Each Evaluation Committee member will evaluate the below factors to determine which Proposers will be short-listed. Each member will assign a criterion score ranging from the minimum points scale allowed to the maximum points scale allowed for each rating factor.

The City Central Services Division will compile the scores from each Evaluation Committee member for each Proposer.

After accumulating the members' scores, the firm with the highest score shall be ranked first, the next highest shall be ranked second, and so on.

The City reserves the right to contact references provided by the Proposer or visit projects listed in the proposals. Information supplied by client references or obtained upon site visits may be used in determining the relative merits of the Proposer under any and all of the Evaluation Criteria.

The right is reserved to make a separate award of each item, group of items or all items, and to make an award, in whole or in part, whichever is deemed in the best interest of the City.

- **Formal Oral Presentations (if required):**

If Consultant presentations are deemed necessary, the Consultants will be contacted to schedule their presentations. Presentations will be a total of 45 minutes. Each consultant will have up to 30 minutes for their presentation and 15 minutes for questions and answers with the Selection Committee.

- **Proposal Submission requirements:**

Letter of Introduction: The letter of introduction shall be addressed to the City of Palm Coast Central Services Division of no more than two (2) pages and shall include at a minimum the following:

Name of Individual, Partnership, Company, or Corporation submitting LOI; (If a Proposer is a corporation, it must be certified with the Florida Secretary of State and have a corporate status in good standing, and in the case of out-of-state corporation, they must present evidence of authority to do business in the State of Florida & the City of Palm Coast.)

City's LOI Name: **LOI-CD-18-66 Indian Trails Sports Complex Reclaimed Watermain Extension and Control System Project.**

Statement that all terms and conditions of the LOI are understood and acknowledged by the undersigned.

The letter shall name the person or persons authorized to make representations for the Proposer and give address (es) and telephone number(s) for same.

Signature(s) of representative(s) legally authorized to bind the Proposer.

A brief history of your company

Core services you provide

A brief organizational structure of your firm

Years in business

Table of Contents: There shall be a Table of Contents for material included in the Proposal. Include section numbers, section names, and page numbers.

Project Team: Submit a staffing plan, which clearly illustrates the key elements of the organizational structure of the entire design team. Identify the project team members, including major and minor sub-consultants, and provide their contact information and technical resumes. Project management and key personnel within each area of required services shall be identified and past experience of each, as it relates to this project, shall be discussed. The City must approve any changes to the Project Management & Key Personnel. This section should include information only on the individuals who will perform work on this project.

Qualifications and Experience with Similar Projects: Describe your staff and team's capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization.

Provide a listing of projects, maximum of five, by a team member who is specifically part of the team proposed in the response. Identify the team member(s) specific role & responsibilities on each project.

Provide client references.

Project Understanding: Indicate knowledge of the scope of the project. Provide identification of unique project issues. Describe the management and quality assurance process to be undertaken.

Schedule & Availability: Provide a realistic, comprehensive and logical schedule that minimizes contract duration. Proper attention should be provided to the project's critical path elements. Schedule should take into Consideration City of Palm Coast 14-day design review at 30%, 60%, 90%, and 100% completion.

End of proposal submission requirements section

Evaluation Criteria for Ranking of Consultants: The award subsequent to the opening and evaluation of this qualification will be made to the Consultant who in the opinion of the City of Palm Coast is selected as most qualified per the following criteria:

- **Project Team (maximum of 30 Points)**
 - Submit a staffing plan, which clearly illustrates the key elements of the organizational structure of the entire design team. Identify the project team members, including major and minor sub-consultants, and provide their contact information and technical resumes. Project management and key personnel within each area of required services shall be identified and past experience of each, as it relates to this project, shall be discussed. The City must approve any changes to the Project Management & Key Personnel. This section should include information only on the individuals who will perform work on this project.
 - Credit shall be given for organization of the Proposer's team, including sub-consultants for the staffing of the project, including the key staff's experience (must denote specific roles & responsibilities with past projects) and skills relevant to the proposed assignments and teams that have worked together on previous projects.

- **Qualifications and Experience with Similar Projects (maximum of 30 Points)**
 - Describe your staff and team's capacity to complete projects in a timely and efficient manner, while providing high quality workmanship and organization.
 - Provide a listing of projects, maximum of five, by a team member who is specifically part of the team proposed in the response. Identify the team member(s) specific role & responsibilities on each project.
 - Provide client references.

-
- **Project Understanding (maximum of 30 Points):**
 - Understanding of the scope of the project up to 10 points.
 - Identification of unique project issues up to 10 points.
 - Management and Quality Assurance up to 10 points

 - **Schedule and Availability (maximum of 10 Points):**
 - Credit shall be given based upon the availability of the proposed staff as well as for a realistic, comprehensive and logical schedule that minimizes contract duration. Proper attention should be provided to the project's critical path elements.
 - Schedule should take into Consideration City of Palm Coast 14-day design review at 30%, 60%, 90%, and 100% completion.

B. Invitation to Respond – The City of Palm Coast is seeking professional consulting services for the:
Indian Trails Sports Complex Reclaimed Watermain Extension and Control System Project

PROJECT DESCRIPTION

The Indian Trails Sports Complex (ITSC) Reclaimed Watermain Extension and Control System, is a proposed project which involves extension of approximately 1.2 miles of 10-inch reclaimed watermain to the ITSC in order to provide reclaimed water to the existing ballfield irrigation system. The ITSC is a City owned multi-use ballfield recreational area, located at 5455 Belle Terre Parkway. The irrigation water for the ball fields is currently provided by four (4) shallow ground water wells, each with pumps used to charge various irrigation zones throughout the ITSC. The irrigation wells will be abandoned once reclaimed water service is connected to the irrigation system. Additionally, the reclaimed watermain extension will include connection to the existing median irrigation along Belle Terre Parkway.

The existing 10-inch reclaimed watermain is located along the Indian Trail Path (ITP). The ITP is a 1.3 mile long pedestrian recreational walkway which connects to the multi-use paths along US Hwy 1 and Belle Terre Parkway and runs between Belle Terre Elementary School and Indian Trails Middle School. Reclaimed water is provided through an 18-inch main from the City's new AWT Waste Water Treatment Plant No. 2 (WWTP2), located along Peavy Grade (approximately 1.5 miles north of the Indian Trail Path off of US Hwy 1). A wetlands discharge system for reclaimed water disposal from WWTP2, was constructed along the ITP (about 0.7 miles east of US Hwy 1). The discharge system is currently manually operated with valves. Part of this project will involve designing an automated system for actuating the valves including telemetry. Electrical power will need to be extended from either Belle Terre Parkway or US1, to the wetlands discharge system site. The existing 10-inch reclaimed watermain extends along the ITP and stubbed out, approximately 2,000 FT east of the wetlands discharge system.

The ball fields for the Indian Trails Middle School are currently irrigated from a pond on the ITSC site. The proposed project will also include a reclaimed water discharge outfall to the pond to supplement the pond storage.

DESIGN CONSIDERATIONS AND REQUIREMENTS

The extension of the 10-inch reclaimed watermain may be accomplished through two or more possible routes. One possibility, is along the ITP out to and along Belle Terre Parkway and then into the ITSC. Existing utilities and appurtenances within the Belle Terre right-of-way could pose significant challenges along that route. Another possibility is routing the 10-inch main through the Indian Trails Middle School property in the track and ball field areas, located towards the back of the property and then into the ITSC. This route will require coordination with and approval by the School Board and dedicated easements for the reclaimed watermain.

A booster pump system will be needed to boost pressure on the 10-inch main. This would most likely be located at the wetland discharge system site where the existing 18-inch RCWM transitions to the existing 10-inch RCWM. The booster pump system will need the ability to monitor system pressures on the various irrigation zones (four (4) at ITSC and one (1) on Belle Terre medians) and to dynamically adjust the boost amount based on the needed system pressure for the irrigation to work properly.

SUMMARY OF PROJECT DESIGN NEEDS

The following items summarize the minimum project needs:

- Evaluate two (2) alternative routes for extending the 10-inch RCWM to the ITSC, by determining feasibility, cost estimate, comparative schedule (construction duration), identification of challenges. Make recommendation for best option.
- Design the 10-inch RCWM extension, including route survey, preparation of easement descriptions (if necessary) and permitting.
- Design an automated control system for the existing wetland reclaimed water discharge along the ITP, which will be controllable from WWTP2.
- Design a booster pump system for the 10-inch RCWM extension with the ability to monitor irrigation zone pressures and to dynamically adjust boost to meet system needs. The booster pump system will also need to be controllable from WWTP2.
- Design electrical power extension to the wetland discharge/booster system site and all system controls and telemetry/ SCADA.
- Design an automated control discharge outfall for reclaimed water into the ITSC pond, which will be controllable from WWTP2.
-

AVAILABLE INFORMATION

The following information is available to assist in design of the project:

- As-Builts for the ITSC irrigation system and site.
- As-Builts for the reclaimed water wetland discharge system.
- As-Builts for the Belle-Terre Parkway.

PROJECT SCHEDULE CONSTRAINTS, DELIVERABLES AND OTHER SERVICES

The project must be fully designed and ready to bid by no later than the end of October 2019.

The following items are required to be included in the proposal:

- Develop project design schedule.
- Prepare project bidding documents.
- Design review submittals (30%, 60%, 90%).
- Final project cost estimate.
- Limited scope construction administrative services and bidding assistance.

Project Schedule

Below is a tentative schedule for the selection of the Design Team:

1.	LOI Published	September 20, 2018
2.	Submission of Qualifications Proposals	October 5, 2018
3.	Evaluation Committee Meeting and Final Ranking of Firms	October 12, 2018
4.	Top Ranked Firm to submit Draft Scope & Fee to City for Review	October 26, 2018
5.	City to provide comments regarding the Draft Version of Scope & Fee	November 2, 2018
6.	Top Ranked Firm to submit Final Version of Scope & Fee	November 7, 2018
7.	City Council Workshop Meeting to discuss proposed Design Contract	November 13, 2018
8.	City Council Meeting for Award of Design Contract	November 19, 2018
9.	Anticipated Execution of Contract by Proposer & City	December 3, 2018
10.	Design Kick-Off Meeting	December 12, 2018
11.	Design duration	Refer to Evaluation Criteria

City Engineering Contact:

The City Project Manager for this project is:

Mary Kronenberg, Project Coordinator

City of Palm Coast – Community Development Department

Construction Management & Engineering Division

160 Lake Ave

Palm Coast, Florida 32164-3216

[tel]: (386) 986-2306

[email]: mkronenberg@palmcoastgov.com