

THE CITY OF PALM COAST, FLORIDA



REQUEST FOR LETTER OF INTEREST (LOI-CD-19-27)

FOR

PROFESSIONAL SERVICES

FOR

**Wastewater Treatment Plant No. 1
Headworks Bypass System and Coating and
Diffused Air System Improvements**

A. INVITATION TO RESPOND

The City of Palm Coast is seeking Letters of Interest (LOI-CD-19-27) only from firms selected by the City to provide Engineering Design 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. 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 30 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 **January 18, 2019 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/12450>.

- **Requests for Clarifications or Interpretations:**

All Proposers shall carefully examine the 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 Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the 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 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 proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All 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 proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their proposal submittal. Addenda information will be posted on the City's Procurement Portal Web Page. It is the sole responsibility of the 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, 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-19-27 Wastewater Treatment Plant No. 1, Headworks Bypass System and Coating and Diffused Air System Improvements**

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 (5), 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 20 Points):**
 - Understanding of the scope of the project.
 - Identification of unique project issues.
 - Management and Quality Assurance.

- **Schedule and Availability (maximum of 20 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. PROJECT DESCRIPTION – Wastewater Treatment Plants No. 1
Headworks Bypass System and Coating and Diffused Air System Improvements

Project description/Invitation to respond

The City of Palm Coast is seeking professional engineering services for the following improvements to Wastewater Treatment plant No.1:

- Design a permanent bypass system for the current plant active headworks, which will allow maintenance of the headworks system components. Of particular consideration in the design, will be to determine the feasibility of using of the original/old plant headwork system (currently inactive), as part of the bypass system. The coating of the active headworks system will be part of the design, including establishing operation procedures/sequencing for carrying out the bypass operation.
- Design an improved aeration system for the existing three (3) oxidation ditches which currently use brush aeration. The proposed aeration system shall reduce electrical consumption and increase aeration as compared to the existing aeration system.

Responses should be prepared based upon the Continuing Services Agreement and the provided Scope of Services.

Scope of work:

Services should include:

- Prepare design plans and bidding documents for the headworks bypass system and diffused air system improvements separately so that these projects can be bid individually. Specifications shall conform to City of Palm Coast Standards.
- Develop operation manual for headworks bypass system.
- Perform all calculations and prepare analysis reports needed to support the designs.
- Develop construction cost estimates.
- Deliver 30%, 60%, 90% and Final Plans, each for review and addressing of comments.
- Apply for and obtain all necessary permits.
- Provide limited scope construction administration services and bidding assistance.

Objective

The main objective is for the Consultant to engineer designs which are cost effective, construction viable, permit compliant and integrating of City of Palm Coast existing systems and standards.

Project Schedule

City Engineering Contact:

The City Project Manager for this project is:

Alex Blake, P.E.

City of Palm Coast – Community Development Department
Construction Management & Engineering Division
160 Lake Ave
Palm Coast, Florida 32164-3216
[tel]: (386) 986-2515
[email]: ablake@palmcoastgov.com