

The City of Lake Worth



REQUEST FOR QUALIFICATIONS

RFQ # NO. 15-303

2-INCH WATERMAIN REPLACEMENT PROGRAM ENGINEERING DESIGN, BID AND CONSTRUCTION PHASE SERVICES



Where the Tropics Begin



Where the Tropics Begin

FINANCE OFFICE
7 North Dixie Hwy.
Lake Worth, FL 33461
TEL: 561-586-1674
FAX: 561-586-1673

RFQ # 15-303

REQUEST FOR QUALIFICATIONS

RFQ # 15-303

2-INCH WATERMAIN REPLACEMENT PROGRAM ENGINEERING DESIGN, BID AND CONSTRUCTION PHASE SERVICES

The City of Lake Worth is seeking Qualifications from qualified engineering firms for design, bid and construction phase services for the 2-Inch Watermain Replacement Program. The work consists of Phases 2-6 of the 2-Inch Watermain Replacement Program at various predetermined locations within the City of Lake Worth.

Time is of the essence and any proposal received after **3:00 p.m., Monday, August 31, 2015**, whether by mail or otherwise will be returned unopened. Qualifications shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour Qualifications are scheduled to be received. Respondents are responsible for insuring that their Qualifications are delivered and stamped by the City's Finance Office personnel by the deadline indicated. The City reserves the right in its sole discretion to reject any or all Qualifications and/or to waive all nonmaterial irregularities on any and all Qualifications. All costs and expenses, including reasonable attorney's fees, incurred by any firm in preparing and responding to this RFQ are the sole responsibility of the respondents including without limitation any and all costs and fees related to a protest.

Interested firms may obtain a copy of the RFQ by contacting the Procurement Office at (561) 586-1674 or from the City's website at www.lakeworth.org, Purchasing Opportunities. All Qualifications must be hand-delivered or mailed to:

City of Lake Worth
Finance Office - 2nd Floor
7 North Dixie Hwy
Lake Worth, FL 33460

ENVELOPE MUST BE IDENTIFIED AS RFQ # 15-303.

BY: *Hirut Darge*
Hirut Darge, Finance Office

PUBLISHED: August 2, 2015
West Palm Beach Post

GENERAL INFORMATION

1. PROJECT OBJECTIVE

The City of Lake Worth is seeking Qualifications from qualified engineering firms for design, bid and construction phase services for the 2-Inch Watermain Replacement Program. The work consists of Phases 2-6 of the 2-Inch Watermain Replacement Program at various predetermined locations within the City of Lake Worth. A more detailed scope of services is attached and incorporated into this RFQ as **Exhibit "A"**.

2. SUBMITTAL OF QUALIFICATIONS

Interested firms are invited to submit a complete set of Qualifications for consideration. The Qualifications must address the items requested, clearly and concisely. The City intends to negotiate a contract for the desired services upon selection of the Qualifications that best satisfy the evaluation criteria.

Time is of the essence and any proposal received after **3:00 p.m., Monday, August 31, 2015**, whether by mail or otherwise will be returned unopened. The City will in no way be responsible for delays caused by any occurrence. Qualifications shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail. Each envelope will be stamped by the Finance Office personnel with the date and time received. The time of receipt shall be determined by the time clock located in the Finance Office. Qualifications shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour Qualifications are scheduled to be received. Respondents are responsible for insuring that their Qualifications are delivered and stamped by Finance Office personnel by the deadline indicated. At the designated time and place, the City's purchasing agent or designee will record the Qualifications for the record.

The City reserves the right in its sole discretion to reject any or all Qualifications and/or to waive all nonmaterial irregularities on any and all Qualifications. All costs and expenses, including reasonable attorney's fees, incurred by any Respondent in preparing and responding to this RFQ are the sole responsibility of the Respondent including without limitation any and all costs and fees related to a protest. The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the Respondent to insure that all pages are included. Therefore, all Respondents are advised to closely examine this RFQ. All Qualifications must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Respondent. Signatures are required where indicated; failure to do so may be cause for rejection of the Qualifications.

3. REGISTRATION

Each Respondent seeking to submit Qualifications is requested to **register** with the Finance Office in order to receive any addenda to this RFQ. Please complete the Registration form attached as **Exhibit "B"** and mail, fax or e-mail to the Finance Office at the address noted below on or before **3:00 p.m., Monday, August 10, 2015**. It is the responsibility of each Respondent to ensure that it receives all addenda. The City shall have no responsibility to provide any addenda issued under this RFQ to any Respondent; however, the City will use its best efforts to provide issued addenda to those Respondents registered for this RFQ with the City.

Hirut Darge, Purchasing Agent
Finance Office
7 North Dixie Highway
Lake Worth, FL 33460
Fax: (561) 586-1750
hdarge@lakeworth.org

4. CHANGES AND INTERPRETATIONS

Changes to this RFQ will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given.

All questions regarding this RFQ should be submitted in writing via mail, fax or e-mail and must be received by the above noted Purchasing Agent not later than ten (10) calendar days prior to the due date for Qualifications. All questions will be answered via addenda. If a question is not answered, the Respondent should assume all relevant information is contained within this RFQ. The City will attempt to not issue any addenda within three (3) business days of the due date of Qualifications; however, the City reserves the right to issue any addenda at any time prior to the due date and time of Qualifications.

5. PROPERTY OF THE CITY

All materials submitted in response to this RFQ become the property of the City. The City has the right to use any or all ideas presented in any response to this RFQ, whether amended or not, and selection or rejection of a Qualifications does not affect this right. No variances to this provision shall be accepted.

6. RFQ TIMETABLE

The anticipated schedule for this RFQ and contract approval is as follows:

- Registration Form Due August 10, 2015 (before 3 PM)
- Questions from Potential Proposers Due August 17, 2015 (3 PM)
- Issue Addendum (if necessary) August 20, 2015 (by 3 PM)
- Qualifications Due August 31, 2015 (3 PM)

The City reserves the right to amend the anticipated schedule as it deems necessary.

7. CONE OF SILENCE

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City's procurement code, the City's procurement cone of silence will be in effect as of the deadline to submit Qualifications in response to this RFQ. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Respondents are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all responses or some other action by the City to end the selection process.

8. ETHICS REQUIREMENT

This RFQ is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Respondents are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Respondent coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this RFQ.

9. DISCLOSURE AND DISCLAIMER

The information contained herein is provided solely for the convenience of Respondents. It is the responsibility of a Respondent to assure itself that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this RFQ. Any reliance on the contents of this RFQ, or on any communications with City representatives or advisors, shall be at each Respondent's own risk. Respondents should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFQ is being provided by the City without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Respondent or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any Qualifications conforming to these requirements will be selected for consideration, negotiation or approval.

In its sole discretion, the City may withdraw this RFQ either before or after receiving Qualifications, may accept or reject Qualifications, and may accept Qualifications which deviate from the non-material provisions of this RFQ. In its sole discretion, the City may determine the qualifications and acceptability of any firm or firms submitting Qualifications in response to this RFQ. Following submission of Qualifications, the Respondent agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the Qualifications and/or the Respondent, including the Respondent's affiliates, officers, directors, shareholders, partners and employees, as requested by the City. Any action taken by the City in response to Qualifications made pursuant to this RFQ or in making any award or failure or refusal to make any award pursuant to such Qualifications, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any expense, liability or obligation on the part of the City, or their advisors.

Any recipient of this RFQ who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any Qualifications submitted pursuant to this RFQ is at the sole risk and responsibility of the Respondent submitting such Qualifications.

10. CONTRACT AGREEMENT / COMPENSATION

The terms and conditions of the resulting contract including the fee for the services to be rendered will be negotiated with successful Respondent. If the City and the successful Respondent cannot agree on the terms and conditions of the resulting contract, the City reserves the right to terminate negotiations with the successful Respondent and move to the next ranked Respondent to

commence negotiations. Negotiations may continue in this process until the City is able to enter into a contract with a Respondent that best meets the needs of the City.

While the City anticipates awarding one contract, the City reserves the right to award to more than one Respondent if it is in the best interests of the City.

The resulting non-exclusive continuing contract shall be open-ended with a termination provision allowing for either party to terminate the contract without cause upon ten (10) days' notice. Each fiscal year of the contract and any future years will be subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the City of Lake Worth. The City need not include a lack of appropriations provision in the resulting contract to avail itself of such legal right.

Hourly rates shall remain firm for the first two (2) years of the resulting contract subject to terms and conditions to be negotiated on requests for consideration of a price adjustment.

11. INSURANCE REQUIREMENTS

Prior to execution of the resulting contract derived from this RFQ, the awarded Respondent shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the selected Respondent of its liability and obligations under the resulting contract.

- A. The selected firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The selected firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The selected firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.
- D. The selected firm shall maintain comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the firm or by anyone directly or indirectly employed by the firm.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the selected Respondent shall specifically include the City as an "Additional Insured".

12. EVALUATION AND AWARD

The evaluation and award of the submitted Qualifications shall be consistent with Florida's Consultants' Competitive Negotiations Act (CCNA) (section 287.055, Florida Statutes). The City will assemble an Evaluation Committee to review the submitted Qualifications and determine which Respondents are deemed "qualified" consistent with the Qualification Evaluation Criteria set forth herein. The Evaluation Committee will rank the Respondents and engage in discussions with no fewer than the top three (3) ranked Respondents regarding their Qualifications, approach to the project and ability to furnish the required services. The discussions may be in a presentation format before the Evaluation Committee at a public meeting or by written responses to follow-up questions from the Evaluation Committee or some other process established by the Evaluation Committee. After discussions, the Evaluation Committee shall rank the top qualified Respondents based on the Competitive Selection Evaluation Criteria herein and make a recommendation to the City Commission. City staff may negotiate with the highest ranked Respondent to prepare a contract to be submitted with the Evaluation Committee's recommendation to the City Commission. The Procurement Agent will notify all submitting Respondents and advertise the Evaluation Committee meeting(s) in the appropriate media as directed by law. The City Commission is not bound by the recommendation of the Evaluation Committee and the City Commission may deviate from the recommendation in determining the best overall Qualifications which are most advantageous and in the best interest of the City (consistent with the competitive selection evaluation criteria). Recommended awards will be available for review by interested parties at the Finance Office and the City's website.

Each submitted Qualifications will be evaluated individually and in the context of all other Qualifications. Qualifications must be fully responsive to the requirements described in this RFQ and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFQ. Qualifications failing to comply with the submission requirements, or those unresponsive to any part of this RFQ, may be disqualified. There is no obligation on the part of the City to award to the most qualified, and the City reserves the right to award the contract to the Respondent submitting the best overall Qualifications and in the best interest of the City (consistent with the evaluation criteria and successful negotiations). The City shall be the sole judge of the Qualifications and the resulting agreement that is in its best interests.

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. By submitting Qualifications, Respondents acknowledge this process and consent to the City's investigation. City is the sole judge in determining the Respondent's qualifications.

While the City allows Respondents to specify any desired variances to the RFQ terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Qualifications which are most advantageous to the City.

Evaluation Scoring Criteria:

The evaluation of the Qualifications will be conducted in accordance with the following criteria (with associated points available).

Qualification Evaluation Criteria

Points Available

Evidence of personnel capability, experience and skill:

35 points

Emphasis will be placed on individual past experience with similar projects within the past five years in the City and in Palm Beach County; individual's ability to have similar projects completed on time and within budget; and, knowledge of state, County and City codes and regulations.

Evidence of firm's successful past performance for similar projects: 35 points

Emphasis will be placed on firm's past experience with similar projects within the past five years in the City and in Palm Beach County; similar projects being completed on time and within budget; and, knowledge of state, County and City codes and regulations.

Evidence of adequate personnel to perform 10 points

Emphasis will be placed on firm's identification of individuals to provide services and their availability for the same.

Completeness and responsiveness of Qualifications 5 points

Terminations and/or litigation 5 points

Evidence of required license(s) and certification(s) 5 points

Evidence of small or minority business enterprise 5 points

Competitive Selection Evaluation Criteria Points Available

Ability of professional personnel: 30 points

Emphasis will be placed on individual past experience with similar projects within the past five years in the City and in Palm Beach County; individual's ability to have similar projects completed on time and within budget; ability to meet time and budget requirements of City; and, knowledge of state, County and City codes and regulations.

Evidence of successful past performance for similar projects: 30 points

Emphasis will be placed on firm's past experience with similar projects within the past five years in the City and in Palm Beach County; similar projects being completed on time and within budget; and, knowledge of state, County and City codes and regulations.

Project Approach 20 points

Recent, current workload 10 points

Location/Convenience to City staff 5 points

Evidence of small or minority business enterprise 5 points

13. QUALIFICATIONS FORMAT

Each Respondent shall submit **one (1) original, five (5) copies and (1) electronic copy (CD, or USB drive)** in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Respondent to respond to a requirement, the response should include reference to the document number and page number. Qualifications not providing this reference will be considered to have no reference materials included in the additional documents.

Qualifications must be properly signed in ink by the owner/principal having the authority to bind the firm to a resulting contract. **Signatures are required where indicated; failure to do so shall be cause for rejection of Qualifications.**

Only one set of Qualifications may be submitted by each Respondent.

Qualifications which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive.

All Qualifications shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause for disqualification.

A. Letter of Transmittal (not to exceed three pages)

This letter will summarize in a brief and concise manner the following:

- General summary of Respondent's firm; how long in business; general approach to tasks and projects; location; and, summary of the firm's qualifications.
- Proposer's brief understanding of the scope of services.
- The letter must name all persons or entities interested in award as principals. Identify all of the persons authorized to make representations for the firm, including the titles, addresses, and telephone numbers of such persons.
- An authorized agent of the firm must sign the Letter of Transmittal and must indicate the agent's title or authority.
- The individual or firm identified on the Letter of Transmittal will be considered the primary firm.
- If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the Qualifications, then same shall be completed prior to submittal. Respondents shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint partnership to be formed.

B. Addenda (unlimited pages)

This section shall include a statement acknowledging receipt of each addendum issued by the City. Each Respondent is responsible for visiting the City's website to view and obtain addendum.

C. References & Materials (not to exceed 30 pages plus the form).

1. Evidence of personnel capability, experience and skill: Respondents shall provide a brief overview of its personnel's capability, experience and skill to provide the requested services (which shall not exceed two pages) and include the firm's organizational structure. Bullet point format is appreciated. Respondents shall provide summaries or resumes of key personnel including those to be assigned to provide services to the City. Resumes should include a description of:

- Training, education and degrees.
- Similar project experience in City and Palm Beach County.
- Professional certifications, licenses and affiliations.

2. Evidence of firms successful past performance for similar projects: Using the reference form provided, Respondents shall identify successful past performance for similar projects within the past five (5) years and within the City and/or Palm Beach County. Respondents shall provide a minimum of three (3) references on the form provided demonstrating their successful past performance. Prior experience with other Florida municipalities is desirable. Respondents are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

3. Evidence of adequate personnel to perform: Please identify key personnel who will be tasked to provide services to the City and their availability.

D. Proof of Licenses (unlimited)

Respondents shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for services to be rendered (including registration with State of Florida Division of Corporations if applicable);
- Statement or proof of required insurance; and,
- Proof of Proposer's Business Tax Receipt (as applicable).

E. Litigation and/or Terminations (unlimited)

Respondents shall provide a summary of any litigation filed against their firm or key personnel in the past five (5) years which is related to the services sought under this RFQ and that the Respondent provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Respondents shall also state if the Respondent has had a contracts for the services sought under this RFQ which were terminated for default, non-performance or delay, in the past five (5) years. Respondents shall describe all such terminations, including the name and address of the other contracting party for each such occurrence. *If none, state as such.*

F. Evidence of Ability to Deliver on Time (limited to three pages)

Respondents shall provide a three-page summary regarding their ability to deliver the requested services in a specific timeframe. Information regarding dedicated staff and current and projected firm workload should be provided.

G. Evidence of small or minority business enterprise (unlimited)

Respondents shall provide their certification(s) as a small or minority business enterprise. To qualify, the Respondent must be certified by a State agency, a Florida county or Florida municipality at the time of submittal of Qualifications.

14. REPRESENTATIONS BY SUBMITTAL OF QUALIFICATIONS

By submitting Qualifications, the Respondent warrants, represents and declares that:

A. Person(s) designated as principal(s) of the Respondent are named and that no other person(s) other than those therein mentioned has (have) any interest in the proposal or in the anticipated contract.

B. The Qualifications are submitted without connection, coordination or cooperation with any other persons, company, firm or party submitting Qualifications, and that the Qualifications are, in all respects, true and correct without collusion or fraud.

C. The Respondent understands and agrees to all elements of the RFQ unless otherwise indicated or negotiated, and that the RFQ shall become part of any contract entered into between the City and the Respondent.

D. By signing and submitting Qualifications, Respondent certifies that it and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit Qualifications to the City of Lake Worth for 36 months following the date of being placed on the convicted firm list. Respondent certifies that submittal of its Qualifications does not violate this statute.

F. Respondent recognizes and agrees that the City will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure or submittal of its Qualifications to third parties.

15. PROTESTS

Any actual Respondent who is aggrieved in connection with this RFQ may protest such procurement. The protest must be filed with the City in accordance with the City's procurement code. A complete copy of the City's procurement code is available on-line at municode.com

under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

16. EXHIBITS

This RFQ consists of the following exhibits (which are incorporated herein by reference):

- | | |
|----------------|---|
| A. Exhibit "A" | Scope of Services |
| B. Exhibit "B" | Registration Form (should be submitted) |
| C. Exhibit "C" | Respondent Information Form (must be submitted) |
| D. Exhibit "D" | Drug Free Workplace Form (must be submitted) |
| E. Exhibit "E" | References (must be submitted) |

17. COMPLIANCE

All Qualifications received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Respondent believes its Qualifications contain exempt or confidential information, the Respondent must identify the same at the time of submission of its Qualifications. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF GENERAL INFORMATION

EXHIBIT "A"

SCOPE OF SERVICES

The City of Lake Worth ("City"), as part of its infrastructure improvements and future replacement projects, is soliciting engineering proposals from qualified firms for the replacement of all of the identified 2-inch galvanized steel watermains with 4 inch PVC watermains. These mains are primarily located in the easements and alleys behind homes, in addition to some areas where the lines are in the roadway. The project will be carried out in six phases, each to be completed in one year. The approximate lengths of 4 inch watermain to be installed are as follows:

| |
|---------------------------|
| Phase 2: 3.5 miles |
| Phase 3: 3.8 miles |
| Phase 4: 3.6 miles |
| Phase 5: 2.5 miles |
| <u>Phase 6: 3.2 miles</u> |
| Total: 17.2 miles |

All water service lines must be reconnected to the replacement main. In addition, any existing copper service lines should be replaced with PE service lines.

The proposed design must incorporate all existing utility locations within the right of way, and show that all vertical and horizontal clearances are met as required by the Palm Beach County Health Department.

This Request for Qualifications ("RFQ") is for the design, bid and construction phase services for phases 2-6 of the program. **A location map is attached.**

The City anticipates accomplishing the scope of services through the issuance of project-specific "Task Orders" under the awarded continuing contract. The continuing contract will be inclusive of a termination clause, but will not have a termination date. Prior to the execution of the continuing contract, the City will request an original certificate of insurance and other documentation as necessary. Prior to any work being ordered on a Task Order (which would be appended to a City Purchase Order), the fee, including hours per rate category, individuals performing the work, profit, direct expenses attributed to the project, etc., may be negotiated, after the specific scope of work has been defined.

The services sought may include, but are not limited to:

1. **OVERALL PROJECT MANAGEMENT**

A. Project Coordination

- Coordinate major elements of design and construction with City of Lake Worth staff. Provide overall schedule to the City on a monthly basis. Schedule to include as a minimum: Pre-Construction, Design, Construction, Testing and Inspection, Substantial Completion, Punch List, Final Completion, and Warranty.

- Direct and participate in Project Meetings for all project milestones during planning and design phase, including project kickoff meeting, and provide meeting minutes to all parties in attendance.
- Coordinate project installations with all existing utilities, along with planned utility installations.

B. Public Involvement

- Coordinate and interface with property owners directly affected by proposed project development

2. ENGINEERING DESIGN

A. Survey, Subsurface Utility Targeting

- Completion of a Topographic Survey in the immediate vicinity of the proposed watermain route
- Locate and record all existing utility infrastructure within Right of Way
- Provide base drawing to the City in CAD format
- Obtain all required permitting through the City of Lake Worth Public Works, and all other applicable agencies

B. Potable Water Main Design

- Potable Water main design to connect to existing water main to serve existing properties in the identified project areas by replacing the existing undersized and deteriorated distribution system mains to improve water quality and system pressures.
- Potable water system design shall furnish all additional or replacement water service lines and assemblies as required by code for all impacted properties. All copper service lines to be replaced with PE services.
- Estimate Quantities and prepare Engineer’s Opinion of Probable Construction Cost
- Obtain Palm Beach County Health Department permits
- Prepare all contract documents including construction drawings and project manual in hard copy and electronic format

3. CONSTRUCTION PHASE SERVICES

A. Bid Phase Services

- Attend bid opening and prepare bid tabulation; coordinate with the City of Lake Worth Procurement Office.
- Assistance with bid assessment and qualifying, to be coordinated with the City of Lake Worth Procurement Office; provide responses to bidder’s questions.
- Assistance in awarding and execution of Construction Contract.

- Address design issues and questions arising from permit review by requisite agencies including but not limited to FDOT, Palm Beach County, City of Lake Worth Utilities and Public Services.

B. Services during Construction and Delivery

- Perform onsite inspections including observation of construction progress and quality of work, identifying and reporting significant discrepancies, omissions, substitutions and deficiencies, and the corrective actions taken by the contractor per direction from City Staff.
- Perform Inspection of materials entering into the work verifying adherence the plans, specifications and special provisions for the Construction Contract to determine that the project is constructed in reasonable conformity with such documents.

C. Contract Administration

- During construction, Contract Administration services shall include project set up, monitoring work completed, providing project status reports in support of monthly invoices, and performing design review services as specified herein for the Construction Contract(s)

The City reserves the right to delete or amend any of the services as listed and described herein in negotiations with the selected firm or as the project progresses.

END OF SCOPE OF SERVICES

[SEE SEPERATE ATTACHMENT - ROADWAY AND UTILITIES MASTER PLAN](#)

EXHIBIT "B"

**2-INCH WATERMAIN REPLACEMENT PROGRAM
ENGINEERING DESIGN, BID AND CONSTRUCTION PHASE SERVICES**

RFQ # 15-303

REGISTRATION FORM

Respondents should complete and return this form to the Procurement Office prior **3:00 P.M. EST, Monday August 10, 2015** in order to receive any addenda(s) issued for this RFQ.

It is the responsibility of the Respondent to ensure its receipt of all addenda.

Name of Company: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ Fax(_____) _____

E-Mail Address: _____

Preferred Method of Receipt: Fax E-Mail

EXHIBIT "C"

RESPONDENT INFORMATION PAGE

RFQ # 15-303

Company Name: _____

Authorized
Signature:

Signature Print Name

Title:

Physical
Address:

Street

City State Zip Code

Telephone: _____ Fax: _____

Email Address: _____

Web Site (if applicable): _____

Federal Identification Number: _____

This is a requirement of every Respondent.

EXHIBIT "D"

CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two or more Qualifications are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require 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.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement on behalf of _____, I certify that _____ complies fully with the above requirements.

Authorized Representative's Signature

Date

Name:

Position:

EXHIBIT "E"
REFERENCES

List below or on an attached sheet similar past projects. Please provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided similar services. (THIS FORM MAY BE COPIED).

#1 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (____) _____

Fax: (____) _____

Contact Person Name: _____

Title: _____

Description of services: _____

Project Location: _____.

Completed on time: Yes___ No ___ (explain:_____).

Completed within budget: Yes___ No___ (explain:_____).

#2 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (____) _____

Fax: (____) _____

Contact Person Name: _____

Title: _____

Description of services: _____

Project Location: _____.

Completed on time: Yes___ No ___ (explain:_____).

Completed within budget: Yes___ No___ (explain:_____).

#3 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (____)_____

Fax: (____)_____

Contact Person Name: _____

Title: _____

Description of services: _____

Project Location: _____.

Completed on time: Yes___ No ___ (explain:_____).

Completed within budget: Yes___ No ___ (explain:_____).