

Chain of Lakes City
Centennial



Celebration
1911 - 2011

February 7, 2011

REQUEST FOR QUALIFICATIONS
RFQ-11-27

Sealed responses marked **"RAPID INFILTRATION FEASIBILITY STUDY"** will be received by the City of Winter Haven until **2:00 P.M., March 2, 2011**, at the office of the Procurement Services Division, Central Stores Complex, 401 6th St. SW, Winter Haven, Florida 33880, for the following:

"Professional Services for a Rapid Infiltration Basin Feasibility Study"

At that time, responses will be publicly opened and read aloud in the Procurement Services Office.

The City is requesting responses from those qualified firms with previous experience in this type of work. Firms submitting responses shall provide evidence of their experience and expertise in similar work performed. Bidders must submit one (1) **unbound original** and four (4) copies of their response.

Questions concerning this bid must be submitted in writing on or before 3:00 p.m., February 23, 2011 to Kim Hansell at khansell@mywinterhaven.com. Questions received after this time may not be answered.

The responses shall be furnished in accordance with the RFQ, requirements, and any other documents prepared for this bid. **W-9** must be attached to the bid when returned by the responding vendor. Payment will be rendered to the name and ID appearing on the W-9.

The City of Winter Haven reserves the right to reject any and all responses, to waive informalities, to re-advertise, and to enter into a contract determined to be in its best interest, in accordance with the documents referenced herein above.

Sincerely,
CITY OF WINTER HAVEN


Bob Bishop
Procurement Services Division Director

Enclosures

Procurement Services PO Box 2277, Winter Haven, FL 33883 Ph 863.291.5664 Fax 863.291.5666

Requirements

REQUEST FOR QUALIFICATIONS
RAPID INFILTRATION BASIN FEASIBILITY STUDY
THE CITY OF WINTER HAVEN, FLORIDA
RFQ-11-27

In accordance with the provisions of Subsection 287.055, Florida Statutes and The City of Winter Haven Purchasing Procedure, notice is hereby given that Winter Haven, a political subdivision of the State of Florida, will accept sealed quotations until **2:00 p.m. on March 2, 2011** for the Rapid Infiltration Basin Feasibility Study.

Winter Haven has two wastewater treatment plants, which both produce effluent that is permitted as public access reclaimed water. The approximate quantity of reclaimed water produced daily by both plants is five million gallons. Currently, less than one million gallons per day of reclaimed water is used beneficially as an offset to potable water supply. Because of the unique location of Winter Haven at the headwaters of the watershed and its aquifer recharge potential, the most beneficial use of reclaimed water may be application to rapid infiltration basins.

The City of Winter Haven (CITY) is interested in receiving qualifications from experienced professionals to perform a feasibility study to determine and quantify the potential benefits and costs associated with using reclaimed water for indirect aquifer recharge in the Winter Haven Area.

The intent of this feasibility study is to meet the following major objectives:

- 1) Assess the ability to obtain operational permits from the Florida Department of Environmental Protection (FDEP) and assess the permitability and requirements for indirect aquifer recharge;
- 2) Quantify changes in aquifer water levels and flows as a result of aquifer recharge scenarios and select recharge locations to improve long-term natural resource and water supply benefits; and
- 3) Perform economic cost analyses of various recharge scenarios, including assessing the cost of additional treatment that may be required to indirectly recharge the surficial aquifer with reclaimed water.

The CITY proposes to select a highly qualified team of professionals for this project. Any qualified firm desiring to provide technical services for the Rapid Infiltration Basin Feasibility Study should submit one (1) unbound original and three (3) bound copies for a total of four (4) sets of the entire proposal including a letter of interest, requested documents and information as indicated in the following pages. Failure to comply with this requirement may result in the proposal being considered non-responsive.

Four (4) copies of a submission package, limited to a maximum of 20 pages double-sided (40 *pages* total), should at a minimum include:

1. The complete legal name and address of individual, professional association, partnership or other legal entity submitting the proposal, along with the name and telephone number of the stated contact person.
2. Summary of the specialized experience and education of key personnel.
3. Demonstrated evidence of the continuity of the firm, ability to meet schedules, balance workloads and maintain a reliable working staff.
4. Detailed descriptions of similar projects completed with client contacts.
5. Familiarity with pertinent regulatory processes.
6. Intent/Capacity to affect the local economy through the use of local labor, vendors, subcontractors, and resources.

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Deposit of submittal to the correct location.

Proposals must be delivered to the Procurement Services Division Director, 401 6th Street, SW, Winter Haven, FL 33880, Phone: (863) 291-5664.

A Selection Committee will evaluate each proposal according to the criteria set forth in the submission package requirements listed above. The Selection Committee will make final rankings, with negotiation of a contract for professional services to follow. Firms may be asked to meet with the Selection Committee. Recommendations will then be made to the City Commission for final approval.

The City of Winter Haven reserves the right to reject any and all proposals, waive minor formalities, or award to and/or negotiate with the firm(s) whose proposal(s) best serve the interests of the City of Winter Haven.

Any questions regarding this information should be directed to Kim Hansell at (863) 298-5470 or by email khansell@mywinterhaven.com.