

Chain of Lakes City
Centennial



Celebration
1911 - 2011

September 8, 2011

REQUEST FOR QUALIFICATIONS
RFQ-11-28

Sealed responses marked **"WWTP#3 RECLAIMED WATER PUMPING STATION AND PIPELINE"** will be received by the City of Winter Haven until **2:00 P.M., September 28, 2011**, at the office of the Procurement Services Division, Central Stores Complex, 401 6th St. SW, Winter Haven, Florida 33880, for the following:

"Professional Engineering Services for the design of a Wastewater Treatment Facility #3 Reclaimed Water Pumping Station and Pipeline"

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., September 21, 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

REQUEST FOR QUALIFICATIONS
WASTEWATER TREATMENT FACILITY NUMBER 3 RECLAIMED WATER
PUMPING STATION AND PIPELINE
THE CITY OF WINTER HAVEN, FLORIDA
RFQ-11-28

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 qualifications until **2:00 p.m. on September 28, 2011** for the Wastewater Treatment Facility Number 3 Reclaimed Water Pumping Station and Pipeline.

The City of Winter Haven (CITY) is interested in receiving qualifications from experienced engineers for the design and professional engineering services of a proposed reclaimed water pumping station to be located at Winter Haven's Wastewater Treatment Facility No. 3 (WWTF 3). The design shall also include a proposed pipeline to pump reclaimed effluent from the CITY's WWTF 3 into the CITY's reclaimed water reuse system.

The CITY's WWTF 3 was recently upgraded adding tertiary filtration, producing reclaimed quality water effluent. The CITY proposes the design and construction of a reclaimed pump station to be located at WWTF 3. With the addition of the proposed reclaimed water pumping station, the CITY will be able reuse the treated effluent wastewater from WWTF 3 as irrigation quality water at sites serviced by the existing reclaimed water system.

The reclaimed pump station is proposed to tie into the existing CITY reclaimed water reuse system, currently supplied by CITY Wastewater Treatment Facility Number 2. The connection will require a pipeline with the route, location, and design to be determined and defined as part of the reclaimed water pumping station design project.

The project will be completed in up to three phases, including: preliminary engineering design of the pump station and piping with route selection of piping; final design and permitting of pump station and piping; and engineering services during construction.

The CITY proposes to select a highly qualified engineer for the design and construction engineering services of the project. Any qualified firm desiring to provide design and engineering services during construction for the Wastewater Treatment Facility Number 3 Reclaimed Water Pumping Station and Pipeline 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, sub-contractors, 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, 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 and the attached evaluation sheets. 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.

EXHIBIT B

EVALUATION FORM

RFQ - 11 - 28

CCNA PROJECTS and REQUEST FOR PROPOSALS

SUBMITTAL EVALUATION & SCORING

Each section to be evaluated is identified and weighted on a scale of 0 to 20 (0 being the lowest, 20 being the highest) or as indicated. Each section is weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: _____

Section	Weight	Subtotal
Experience and expertise of the consulting firm and its key personnel.	20 points 0 - 20	
Approach to meeting the City's needs as stated in the Scope of Services or Requirements.	10 points 0 - 10	
Demonstration that the consultant understands the City's needs and has a clear and specific plan to respond to requests for specific project proposals.	10 points 0 - 10	
Proposed design philosophy, possible alternatives, and/or cost savings clearly stated in the proposal.	10 points 0 - 10	
Intent/capacity to affect the local economy through the use of local labor, vendors, sub-contractors, and resources.	10 points 0 - 10	
Specific documentation that demonstrates an ability to work with City and regulatory agency staff.	4 points 0 - 4	
Ability to expedite permitting.	2 points 0 - 2	

Client reference list showing the current contact person, telephone number and email address for each project used as a reference.	5 points 0 – 5	
Ability to complete projects in a timely manner.	10 points 0 – 10	
Description of the means the firm will use to manage the project team member's time and the methods that will be used to expedite the project.	2 points 0 – 2	
Positive evaluation rating for past projects with the City.	12 points 0 – 12	
. How long it will take the firm's key personnel to physically respond to the project/construction site.	1 point 0 - 1	
Firms located in the City of Winter Haven utility service area.	3 points 0 - 3	
Firms with a presence in Polk County.	1 point 0 – 1	
	TOTAL	

Evaluator: _____