



REQUEST FOR QUALIFICATIONS

Wastewater Collection System Master Plan Consulting Services

RFQ #19-17

March 30, 2017

NOTICE IS HEREBY GIVEN that sealed Statements of Qualifications will be received by the City of Clearwater (City) until **10:00 AM, Local Time, April 28, 2017** to provide **Wastewater Collection System Master Plan Consulting Services**.

Brief Description: The City of Clearwater is seeking an Engineering firm to update the City's Wastewater Collection System (WWCS) Master Plan.

Responses must be in accordance with the provisions, specifications and instructions set forth herein and will be received by Purchasing until the above noted time, when they will be publicly acknowledged and accepted.

This Request for Qualifications, any attachments and addenda are available for download at www.myclearwater.com/bid.

Please read the entire solicitation package and submit the response in accordance with the instructions. This document (less this invitation and the instructions) and any required documents, attachments, and submissions will constitute the response.

General, Process, or Technical Questions concerning this solicitation should be directed, IN WRITING, to the Purchasing Manager.

This Request for Qualifications is issued by:

Alyce Benge, CPPO, C.P.M.
Purchasing Manager
Alyce.Benge@myclearwater.com

Purchasing Office
100 S Myrtle Ave
Clearwater FL 33756-5520
PO Box 4748, 33578-4748
727-562-4630 Tel

INSTRUCTIONS

- i.1 **VENDOR QUESTIONS:** All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the Contact listed on Page One (1) - the Purchasing Manager. Questions should be submitted in writing via letter, fax or email. Questions received less than seven (7) calendar days prior to the due date and time may be answered at the discretion of the City.
- i.2 **ADDENDA/CLARIFICATIONS:** Any changes to the specifications will be in the form of an addendum. Addenda are posted on the City website and mailed to those who register on the City website when downloading solicitations no less than seven (7) days prior to the Due Date. **Vendors are cautioned to check the Purchasing Website for addenda and clarifications prior to submitting their response.** The City cannot be held responsible if a vendor fails to receive any addenda issued. The City shall not be responsible for any oral changes to these specifications made by any employees or officer of the City. Failure to acknowledge receipt of an addendum may result in disqualification of a response.
- i.3 **DUE DATE & TIME FOR SUBMISSION AND OPENING:**
Date: April 28, 2017
Time: 10:00 AM (Local Time)

The City will open all responses properly and timely submitted, and will record the names and other information specified by law and rule. All responses become the property of the City and will not be returned except in the case of a late submission. Respondent names, as read at the opening, will be posted on the City website. Once a notice of intent to award is posted or 30 days from day of opening elapses, whichever occurs earlier, responses are available for inspection by contacting Purchasing.
- i.4 **SUBMIT RESPONSES TO:** Use label at the end of this solicitation package

City of Clearwater
Attn: Purchasing
100 S Myrtle Ave, 3rd Fl, Clearwater FL 33756-5520
or
PO Box 4748, Clearwater FL 33758-4748

Responses will be received publicly at this address. Respondents may mail or hand-deliver responses. E-mail or fax submissions will not be accepted.

No responsibility will attach to the City of Clearwater, its employees or agents for premature opening of a response that is not properly addressed and identified.
- i.5 **LATE RESPONSES.** The respondent assumes responsibility for having the response delivered on time at the place specified. All responses received after the date and time specified shall not be considered and will be returned unopened to the respondent. The respondent assumes the risk of any delay in the mail or in handling of the mail by employees of the City of Clearwater, or any private courier, regardless whether sent by mail or by means of personal delivery. It shall not be sufficient to show that you mailed or commenced delivery before the due date and time. All times are Clearwater, Florida local times. The respondent agrees to accept the time stamp in the City Purchasing Office as the official time.
- i.6 **LOBBYING PROHIBITION.** Any communication regarding this solicitation for the purpose of influencing the process or the award, between any person or affiliates seeking an award from this solicitation and the City, including but not limited to the City Council, employees, and consultants hired to assist in the solicitation, is prohibited.

This prohibition is imposed from the time of the first public notice of the solicitation until the City cancels the solicitation, rejects all responses, awards a contract or otherwise takes action which ends the solicitation process. This section shall not prohibit public comment at any City Council meeting, study session or Council committee meeting.

INSTRUCTIONS

This prohibition shall not apply to communication with the contact(s) identified in the solicitation or City-initiated communications for the purposes of conducting the procurement including but not limited to clarification of responses, presentations if provided in the solicitation, contract negotiations, protest/appeal resolution, or surveying non-responsive vendors.

Violations of this provision shall be reported to the Purchasing Manager. Persons violating this prohibition may be subject to a warning letter or rejection of their response depending on the nature of the violation.

- i.7 **RESPONSIBILITY TO READ AND UNDERSTAND.** Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. If a vendor suspects an error, omission or discrepancy in this solicitation, the vendor must immediately and in any case not later than seven (7) business days in advance of the due date notify the contact on page One (1). The City is not responsible for and will not pay any costs associated with the preparation and submission of the response. Respondents are cautioned to verify their responses before submission, as amendments to or withdrawal of responses submitted after time specified for opening of responses may not be considered. The City will not be responsible for any respondent errors or omissions.
- i.8 **FORM AND CONTENT OF RESPONSES.** Unless otherwise instructed or allowed, responses shall be submitted on the forms provided. An original and the designated number of copies of each response are required. Responses, including modifications, must be submitted in ink, typed, or printed form and signed by an authorized representative. Please line through and initial rather than erase changes. If the response is not properly signed or if any changes are not initialed, it may be considered non-responsive. The City may require that an electronic copy of the response be submitted. The response must provide all information requested and must address all points. The City does not encourage exceptions. The City is not required to grant exceptions and depending on the exception, the City may reject the response.
- i.9 **DEBARMENT DISCLOSURE.** If the respondent has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a (sub)contractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the respondent shall include a letter with its response identifying the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided. A response from a respondent who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- i.10 **RESERVATIONS.** The City reserves the right to reject any or all responses or any part thereof; to reissue the solicitation; to reject non-responsive or non-responsible responses; to reject unbalanced responses; to reject responses where the terms and/or awards are conditioned upon another event; to reject individual responses for failure to meet any requirement; to award by part or portion, or total; to make multiple awards; to waive minor irregularities, defects, omissions, technicalities or form errors in any response. The City may seek clarification of the response from respondent at any time, and failure to respond is cause for rejection. Submission of a response confers on respondent no right to an award or to a subsequent contract. The City is responsible to make an award that is in the best interest of the City. All decisions on compliance, evaluation, terms and conditions shall be made solely at the City's discretion and made to favor the City. No binding contract will exist between the respondent and the City until the City executes a written contract or purchase order.
- i.11 **OFFICIAL SOLICITATION DOCUMENT.** Changes to the solicitation document made by a respondent may not be acknowledged or accepted by the City. Award or execution of a contract does not constitute acceptance of a changed term, condition or specification unless specifically acknowledged and agreed to by the City. The copy maintained and published by the City shall be

INSTRUCTIONS

the official solicitation document.

- i.12 **ETHICS.** It is the intention of the City to promote courtesy, fairness, impartiality, integrity, service, professionalism, economy, and government by law in the Procurement process. The responsibility for implementing this policy rests with each individual who participates in the procurement process, including respondents and contractors.

To achieve the purpose of this Article, it is essential that respondents and contractors doing business with the City also observe the ethical standards prescribed herein. It shall be a breach of ethical standards to:

- a. Exert any effort to influence any City employee or agent to breach the standards of ethical conduct.
 - b. Intentionally invoice any amount greater than provided in Contract or to invoice for Materials or Services not provided.
 - c. Intentionally offer or provide sub-standard Materials or Services or to intentionally not comply with any term, condition, specification or other requirement of a City Contract.
- i.13 **GIFTS.** The City will accept no gifts, gratuities or advertising products from respondents or prospective respondents and affiliates.
- i.14 **PROTESTS AND APPEALS.** If a respondent believes there is a mistake, impropriety, or defect in the solicitation, believes the City improperly rejected its response, and/or believes the selected response is not in the City's best interests, the respondent may submit a written protest. All protests and appeals are governed by the City of Clearwater Purchasing Policies and Procedures. If any discrepancy exists between this Section and the Procurement Rules, the language of the Procurement Rules controls.

Protests based upon alleged mistake, impropriety, or defect in a solicitation that is apparent before the opening must be filed with the Purchasing Manager no later than five (5) business days before Opening. Protests that only become apparent after the Bid Opening must be filed within ten (10) business days of the alleged violation of the applicable purchasing ordinance. The complete protest procedure can be obtained by contacting Purchasing.

ADDRESS PROTESTS TO:

Alyce Benge, CPPO, C.P.M.
Purchasing Manager
City of Clearwater
100 So Myrtle Ave, 3rd Fl
Clearwater FL 33756-5520
or
PO Box 4748
Clearwater FL 33758-4748

INSTRUCTIONS – EVALUATION

- i.15 **EVALUATION PROCESS.** Responses will be reviewed by a screening committee comprised of City employees and/or authorized agents. The City staff may or may not initiate discussions with respondents for clarification purposes. Clarification is not an opportunity to change the response. Respondents shall not initiate discussions with any City employee or official.
- i.16 **CRITERIA FOR EVALUATION AND AWARD.** The City evaluates three (3) categories of information: responsiveness, responsibility, and the technical response. All responses must meet the following responsiveness and responsibility criteria.
- a) **Responsiveness.** The City will determine whether the response complies with the instructions for submitting responses including completeness of response which encompasses the inclusion of all required attachments and submissions. The City must reject any responses that are submitted late. Failure to meet other requirements may result in rejection.
 - b) **Responsibility.** The City will determine whether the respondent is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: past performance, references (including those found outside the response), compliance with applicable laws, respondent's record of performance and integrity- e.g. has the respondent been delinquent or unfaithful to any contract with the City, whether the respondent is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. A respondent must at all times have financial resources sufficient, in the opinion of the City, to ensure performance of the contract and must provide proof upon request. City staff may also use Dun & Bradstreet and/or any generally available industry information. The City reserves the right to inspect and review respondent's facilities, equipment and personnel and those of any identified subcontractors. The City will determine whether any failure to supply information, or the quality of the information, will result in rejection.
 - c) **Technical Response.** The City will determine how well responses meet its requirements in terms of the response to the solicitation and how well the offer addresses the needs of the project. The City will rank offers using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation.

The criteria that will be evaluated and their relative weights are:

Evaluation Criteria (<i>response format</i>)	Points
Technical expertise developing calibrated hydraulic models, master planning documents, and CIPs for municipalities of similar nature, size and complexity, including references (Tab 2)	30
Experience and professional qualifications of the Project Manager and key team members, including sub-consultant(s) (Tab 3)	25
Project understanding and ability of proposed approach to meet the needs of the City (Tab 4)	25
Schedule to complete the Master Plan including estimated number of hours per task, by personnel/position (Tab 4)	20

- i.17 **PRESENTATIONS/INTERVIEWS.** The respondent must provide a formal presentation/interview on-site at a City location upon request.
- i.18 **CONTRACT NEGOTIATIONS AND ACCEPTANCE.** Respondent must be prepared for the City to accept the response as submitted. If respondent fails to sign all documents necessary to successfully execute the final contract within a reasonable time as specified, or negotiations do not result in an acceptable agreement, the City may reject response or revoke the award, and may begin negotiations with another Respondent. Final contract terms must be approved or signed by the appropriately authorized City official(s). No binding contract will exist between the respondent and the City until the City executes a written contract or purchase order.

INSTRUCTIONS – EVALUATION

- i.19 **NOTICE OF INTENT TO AWARD.** Notices of the City's intent to award a Contract are posted to Purchasing's website. **It is the respondent's responsibility to check the City of Clearwater's Purchasing website at <http://www.myclearwater.com/bid> to view Purchasing's Intent to Award postings.**
- i.20 **RFQ TIMELINE.** All dates are tentative and subject to change.
Release RFQ: March 30, 2017
Advertise Tampa Bay Times: March 31, 2017
Responses due: April 28, 2017
Review responses/presentations: May 1 – May 19, 2017
Award recommendation: May 22, 2017
Council authorization: June 14, 2017
Contract begins: June, 2017

DETAILED SPECIFICATIONS

1. **PROJECT MISSION.** The City of Clearwater is dedicated to providing superior services to its customers in order to improve the quality of life for Clearwater residents, businesses and visitors. The City is looking for vendors who share that dedication and will help the City meet that goal.
2. **INTRODUCTION.** The City of Clearwater is seeking an Engineering firm to update its wastewater collection system master plan (Master Plan). The Master Plan is used as an aid in determining current sanitary sewer rehabilitation and replacement needs as well as a road map for implementing future facility upgrades, operational and maintenance improvements, compliance with future regulations, and to provide facilities that are efficient and economically feasible for the City and its citizens.
3. **BACKGROUND.** The wastewater collection system currently includes approximately 8,287 manholes and 389 cleanouts; 1,951,179 feet (370 miles) of gravity sewers; 199,811 ft (38 miles) of force main; and 73 pump stations. The system consists of three (3) service areas associated with the City's three (3) water reclamation facilities (East WRF, Northeast WRF, and Marshall Street WRF). The following information is posted on the City's FTP site (access instructions below):
 - Wastewater Collection System Management, Operation and Maintenance, Performance Audit Report Fiscal Year 1998/1999, September 1999, prepared by Tampa Bay Engineering, Inc.
 - Pump Station Data and Drawdown Report, July 2000, prepared by Tampa Bay Engineering, Inc.
 - Sanitary Sewer System Evaluation, Self Audit – Phase 2, Final Report, February 2002, prepared by TBE Group, Inc.
 - Wastewater Collection System Capital Improvement Projects, February 2002, prepared by TBE Group, Inc.
 - Pump Station Evaluation and Prioritization, January 2004, prepared by TBE Group, Inc.
 - Wastewater Collection System Capital Improvement Projects, June 2004, prepared by TBE Group, Inc.
 - Flow Monitoring and Model Recalibration, January 2007, prepared by TBE Group Inc. and Wade & Associates, Inc.
 - Wastewater Collection System, Capital Improvement Projects, May 2010, prepared by Cardno TBE, Inc.
 - Lift Station Evaluation and Hydraulic Model Update, Technical Memorandum No. 1 – Summary of Existing Collection System, July 30, 2010, prepared by Malcolm Pirnie, Inc.
 - Lift Station Evaluation & Hydraulic Model Update, (City) Project # 10-0024-UT, Technical Report No. 1 – Lift Station Evaluation, September 2010, prepared by Malcolm Pirnie, Inc.
 - Collection System CIP Reprioritization, (City) Project # 10-0009-UT, Technical Report No. 2, January 2011, prepared by Malcolm Pirnie, Inc.
 - Flow Monitoring Technical Memorandum, City of Clearwater Inflow & Infiltration Flow Reduction Project, November 30, 2015, prepared by McKim & Creed, Inc. (Marshall Street and East WRF basins).
 - Flow Monitoring Technical Memorandum, City of Clearwater Inflow & Infiltration Flow Reduction Project, October 13, 2016, prepared by McKim & Creed, Inc. (Northeast WRF basin).
 - January 2015 to December 2016 WRF Influent Data.
 - Wastewater collection system maps and asset data in ESRI ArcView Geographic Information System (GIS, data set) format. Data set includes manhole IDs and pipe lengths, diameters, connectivity, and spatial information. About 63% of the pipelines have as-built/survey elevation data; however, the remaining pipelines utilize computer simulated interpretations and should be evaluated prior to use.
 - Existing InfoWorks hydraulic model of the City's wastewater collection system (from 2011 "Collection System CIP Reprioritization" project).

DETAILED SPECIFICATIONS

FTP Site Access

<ftp://ftpserver.myclearwater.com>

Logon user name – vendor

Logon password – clearwater (*note the lower case “c”*)

Select **Engineering**

Open Folder **RFQ 19-17 Documents**

4. **GENERAL.** All Consultant meetings with the City will be at City offices unless otherwise agreed to by both parties. Consultant will organize, facilitate, and produce minutes of all such meetings. Consultant will also provide written documentation of all decisions made outside such meetings.

5. **SCOPE OF SERVICES.**

The Master Plan will include hydraulic modeling, identification of capacity constraints, prioritization of system capacity needs, and development of the Capital Improvement Plan (CIP) program to address these needs. A thirty (30) year planning horizon is assumed for meeting capacity, although the CIP shall be based on a ten (10) year period.

The following list represents anticipated tasks to complete the project. The collection of relevant City data is to be completed by Consultant staff as necessary. The Consultant is encouraged to propose modifications to the individual tasks or the entire scope of services if the Consultant can demonstrate innovative, advanced and well thought-out methodologies that the City may not have specifically identified. Proposed Scope modifications shall be identified as optional items in the Consultant's response.

Task 1 – Project Management

The selected Consultant will be expected to manage assigned projects, carefully control costs and resources, and complete assigned work on schedule. The Consultant shall assign a project manager who will act as the City's primary contact and will be entirely responsible for the Consultant's work (including sub-consultant work if applicable). To ensure the project remains on track, the Consultant shall provide progress reports to the City's project manager at proposed regular intervals (minimum of monthly) which shall include the following information:

- Status of work completed to-date.
- Work anticipated to be completed in the next reporting period.
- Problems/obstacles identified during the reporting period.
- Outstanding issues (items remain on this list until resolved).
- Updated project schedule for completion of the scope of services.

Task 2 – Project Kickoff Meeting

The Consultant will hold a project kickoff meeting with City stakeholders within two (2) weeks of the contract award. The roles of Consultant staff and City stakeholders will be discussed. At the meeting the Consultant will provide a list of additional information (beyond the reports provided on FTP site) requested of the City and methodologies will be determined for compiling the necessary information.

Task 3 – Review of Available Information and Preparation of Data Gaps Technical Memorandum

During this task, the Consultant will review all information that pertains to developing the hydraulic model and Master Plan, identify areas where additional data is needed, and prepare a Data Gaps Technical Memorandum (if necessary) that summarizes additional data the Consultant feels is needed to develop a reasonably accurate depiction of the City's current wastewater collection system (i.e. calibrated hydraulic model). This may include:

DETAILED SPECIFICATIONS

1. Survey information. Approximately 63% of the wastewater pipelines have surveyed elevation data; the remaining pipelines utilize computer simulated interpretations for elevation data. The Consultant will review the existing hydraulic model and GIS data set for available survey information and provide the City with recommendations for additional surveying the Consultant believes will add considerable value to its modeling efforts.
2. A listing of potential errors/discrepancies within the City's hydraulic model and/or GIS data set that should be further evaluated. This may include pipe junctions outside of manholes, adverse pipe slopes, mid-run pipe diameter reductions, etc.
3. Other areas the Consultant recommends additional data is warranted.

After a meeting with the City to discuss its findings, the Consultant will prepare draft and final versions of a Data Gaps Technical Memorandum that identifies each area and provides cost estimates to gather necessary data.

Additional tasks may be authorized based on the results of Task 3.

Task 4 – Field Investigations

The purpose of this task is to collect additional data needed to support development and calibration of the hydraulic model. At a minimum, the Consultant is expected to visit all wastewater lift stations, evaluate their physical condition, and collect pump station data including drawdown test, liquid level, force main pressure, and rain gauge instrumentation/sensors.

The Consultant will be required to prepare and provide the City with site-specific Health and Safety Plans for each authorized field investigation.

Task 5 – Existing Wastewater Collection System

The Master Plan shall include descriptions of the character and nature of the wastewater collection system within each service area. This includes, at a minimum:

1. Number of wastewater accounts (residential, commercial, and industrial) within the City.
2. A map showing the wastewater collection system and its three (3) service areas.
3. Findings from field investigations.
4. A table containing the footages of gravity pipe by diameter, material and age, and the number of maintenance access structures.
5. A table containing the footages of force main pipe by diameter, material and age, and the number of isolation valves and air release valves.
6. A table summarizing the wet well size, number of pumps, and pump horsepower for each lift station.

Task 6 – Wastewater Growth Forecasts and Demand Projections

The Consultant will contact the Pinellas County Planning Department, or other approved source, and obtain population data for the current year, and projection years 2030 and 2050. The Consultant will then calculate the estimated 2030 and 2050 average day wastewater flow on a service area basis, assuming that all currently un-served areas will be served by the year 2050.

Task 7 – Regulatory Impacts

The Consultant will perform an evaluation of existing, new, and pending wastewater regulations and their potential impacts to the City's wastewater system.

Task 8 – Wastewater Modeling

The City wastewater collection system is divided into three (3) service areas (East, Northeast, and Marshall St.). During this Task the consultant will utilize the hydraulic model and GIS data

DETAILED SPECIFICATIONS

provided by the City to develop a reasonably accurate depiction of the City's current wastewater collection system (i.e. calibrated hydraulic model). Although the existing model will be provided, prior to use, the City expects the Consultant to review and compare it to the GIS data set, and identify a list of "data gaps" such as potential errors/discrepancies and/or other areas where additional data is recommended (see Tasks 3 and 4). The Consultant will:

1. Develop pass/fail criteria for evaluating modeling results for gravity pipes, force mains, and pumping stations.
2. Estimate peak flow factors.
3. Calibrate the hydraulic model.
4. Develop I/I flow factors for each service area/sub-basin.
5. Perform simulations to analyze wet weather average day and maximum day wastewater flows under the following conditions:
 - a. Existing conditions
 - b. 2030 year conditions
 - c. 2030 year conditions with CIPs in place
 - d. 2050 year conditions

At the conclusion of this Task, the Consultant shall provide the City:

- Updated hydraulic model (in a format approved by the City) and GIS data set.
- Estimate of total lineal footage of system pipelines that need to be improved (i.e. rehabilitated or replaced/upsized).
- A pipeline replacement/rehabilitation schedule and recommend the most cost effective methods for replacement or rehabilitation available. Rehabilitation methods shall also include trenchless technology where applicable.
- Recommended size and approximate location of future pipelines to accommodate future development. Also summarize recommendations in table format.
- A schematic identifying all recommended improvements and future pipelines overlaying the City's existing collection system.

Task 9 – Recommended Improvements and CIP

The Consultant will utilize all of the information gained during the previous tasks to develop a list of near-term and long-term wastewater collection system improvements. A thirty (30) year planning horizon is assumed for meeting capacity, although the CIP will be based on a ten (10) year period. At a minimum, the Consultant shall prepare:

1. An outline and description of specific projects (including CIPs) that will correct deficiencies or upgrade the level of service for current and/or future demand scenarios.
2. Criteria to utilize when prioritizing recommended improvements, such as:
 - How critical the facility is to system operations (i.e. ramifications of failure).
 - Cost of facility failure (including social and environmental costs in addition to hard costs of repairs).
 - Probability of failure based on condition of facility.
3. Budget level cost estimates associated with upgrades to serve existing conditions and for each future project. Costs shall include design and construction costs, basis for these costs, and be provided at the values current to the proposed year of implementation.
4. Prioritized list of recommended improvements and improvement programs through 2050 with a detailed focus on near-term critical projects through 2030.

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Task 10 – Capacity, Management, Operations and Maintenance Report

The Consultant will develop a Capacity, Management, Operation, and Maintenance (CMOM) program, as identified by the U.S. Environmental Protection Agency. During this Task, the Consultant will expand the existing “Wastewater Collection System Management, Operation, and Maintenance Audit Report, September 1999” into the CMOM. The CMOM must be provided as a standalone document signed and sealed by a Professional Engineer licensed in the State of Florida. At a minimum, the CMOM shall include the following components:

1. COLLECTION SYSTEM MANAGEMENT
 - a. Goals
 - b. Organization
 - c. Training/Safety
 - d. Customer Service
 - e. Information Management and Geographic Information Systems
 - f. Legal Authorities and Controls
2. GENERAL SYSTEM INFORMATION
 - a. Wastewater Treatment and Collection System Description
 - b. Collection System Details
 - c. Age Distribution of Collection System
 - d. Length of Pipe by Diameter
 - e. Sanitary Sewer Overflow History
 - f. System Map
3. CLEANING, INSPECTION AND ASSESSMENT
 - a. Cleaning
 - b. Pipe and Manhole Inspection
 - c. Assessment
 - d. Staffing and Equipment
4. GRAVITY LINE PREVENTIVE MAINTENANCE
 - a. Fats, Oils, and Grease (FOG) Control
 - b. Root Control
 - c. Service Laterals
5. EASEMENTS and PAVING: MAINTENANCE AND ACCESS
 - a. Maintenance of Right of Way and Easements
 - b. Street Paving Coordination
6. PUMP STATION/FORCE MAIN MAINTENANCE
 - a. Mechanical and Electrical Maintenance
 - b. Force Main Maintenance
 - c. Private Pump Stations

DETAILED SPECIFICATIONS

- d. Corrosion Control
- 7. REACTIVE MAINTENANCE
 - a. Corrective Maintenance
 - b. Scheduling
 - c. Tracking and Recording Repairs
 - d. Complaint Response
 - e. Reactive Response Summary
- 8. EQUIPMENT AND TOOL INVENTORY
 - a. Essential day-to-day items
 - b. Spare Equipment and Tools
- 9. CAPACITY MANAGEMENT
 - a. Lateral replacement Program
 - b. Sewer Capacity Certification/ Connection Policy
- 10. RESOURCES AND BUDGET
 - a. Budget Process
 - b. Rate Setting, Budgetary Policies and Financial History
 - c. Historical Rate Review
 - d. Operating and Maintenance Expense
 - e. Capital Improvement Program Overview
 - f. Capital Improvement Plan
- 11. SEWER SYSTEM MAINTENANCE PLAN UPDATES
 - a. Plan Update Process
 - b. Monitoring, Measurement, and Program Modifications

COMPONENTS OF THE MASTER PLAN

The Master Plan must be signed and sealed by a Professional Engineer licensed in the State of Florida and include hydraulic modeling, identification of capacity constraints, prioritization of system capacity needs, and development of the 10-year capital improvements programs to address these needs. During preparation of the Master Plan, the City will be afforded two (2) to three (3) weeks to review the results of each task as it is completed. The City will compile review comments from its stakeholders and Consultant will schedule a review meeting to facilitate further discussion until all comments are resolved to the City's satisfaction. At a minimum, the Master Plan will contain the following components:

- Title page and cover sheet
- Table of contents
- List of figures, tables, exhibits and maps
- List of appendices (if any)
- List of acronyms
- Executive summary
- Introduction
- Discussion and results of field investigations
- Description of existing wastewater collection system

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- Wastewater growth forecasts and demand projection methodology
 - Discussion of potential regulatory impacts
 - Discussion and results of wastewater modeling
 - Recommended improvements and CIP plan
6. **QUALIFICATIONS.** Each Consultant must demonstrate the necessary ability, financial resources, and experience to perform the work in a satisfactory manner. The Consultant shall demonstrate a thorough understanding of data collection, hydraulic modeling and calibration, and cost estimating as related to developing capital planning and maintenance strategies for wastewater collection systems.
7. **INSURANCE REQUIREMENTS.** The Contractor (respondent) shall, at its own cost and expense, acquire and maintain (and cause any subcontractors, representatives or agents to acquire and maintain) during the term with the City, sufficient insurance to adequately protect the respective interest of the parties. Coverage shall be obtained with a carrier having an AM Best Rating of A-VII or better. In addition, the City has the right to review the Contractor's deductible or self-insured retention and to require that it be reduced or eliminated.

Specifically the Contractor must carry the following minimum types and amounts of insurance on an occurrence basis or in the case of coverage that cannot be obtained on an occurrence basis, then coverage can be obtained on a claims-made basis with a minimum three (3) year tail following the termination or expiration of this Agreement. Specific work may require additional coverage on a case by case basis:

- a. **Commercial General Liability Insurance** coverage, including but not limited to, premises operations, products/completed operations, products liability, contractual liability, advertising injury, personal injury, death, and property damage in the minimum amount of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) general aggregate.
- b. **Commercial Automobile Liability Insurance** coverage for any owned, non-owned, hired or borrowed automobile is required in the minimum amount of \$1,000,000 (one million dollars) combined single limit.
- c. Unless waived by the State of Florida, statutory **Workers' Compensation Insurance** coverage in accordance with the laws of the State of Florida, and **Employer's Liability Insurance** in the minimum amount of \$100,000 (one hundred thousand dollars) each employee each accident, \$100,000 (one hundred thousand dollars) each employee by disease and \$500,000 (five hundred thousand dollars) aggregate by disease with benefits afforded under the laws of the State of Florida. Coverage should include Voluntary Compensation, Jones Act, and U.S. Longshoremen's and Harbor Worker's Act coverage where applicable. Coverage must be applicable to employees, contractors, subcontractors, and volunteers, if any.
- d. If the Contractor is using its own property, or the property of the City or other provider, in connection with the performance of its obligations under this Agreement, then **Contractor's Equipment Insurance or Property Insurance** on an "All Risks" basis with replacement cost coverage for property and equipment in the care, custody and control of others is required.
- e. **Professional Liability Insurance** coverage appropriate for the type of business engaged in by the Contractor with minimum limits of \$1,000,000 (one million dollars) per occurrence. If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great a duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.

DETAILED SPECIFICATIONS

The above insurance limits may be achieved by a combination of primary and umbrella/excess liability policies.

6. OTHER INSURANCE PROVISIONS.

- a. Prior to the execution of this Agreement, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this Agreement remains in effect, the Contractor will furnish the City with a Certificate of Insurance(s) (using appropriate ACORD certificate, SIGNED by the Issuer, and with applicable endorsements) evidencing all of the coverage set forth above and naming the City as an "Additional Insured." In addition when requested in writing from the City, Contractor will provide the City with certified copies of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows: **City of Clearwater**
Attn: Purchasing, RFQ #19-17
P.O. Box 4748
Clearwater, FL 33758-4748
- b. Contractor shall provide thirty (30) days written notice of any cancellation, non-renewal, termination, material change or reduction in coverage.
- c. Contractor's insurance as outlined above shall be primary and non-contributory coverage for Contractor's negligence.
- d. Contractor reserves the right to appoint legal counsel to provide for the Contractor's defense, for any and all claims that may arise related to Agreement, work performed under this Agreement, or to Contractor's design, equipment, or service. Contractor agrees that the City shall not be liable to reimburse Contractor for any legal fees or costs as a result of Contractor providing its defense as contemplated herein.

The stipulated limits of coverage above shall not be construed as a limitation of any potential liability to the City, and failure to request evidence of this insurance shall not be construed as a waiver of Contractor's obligation to provide the insurance coverage specified.

MILESTONES

ANTICIPATED BEGINNING AND END DATE OF INITIAL TERM. June 2017 to October 2018.

If the commencement of performance is delayed because the City does not execute the contract on the start date, the City may adjust the start date, end date and milestones to reflect the delayed execution.

1. **EXTENSION.** The City reserves the right to extend the term of this contract, provided however, that the City shall give written notice of its intentions to extend this contract no later than thirty (30) days prior to the expiration date of the contract.

PROPOSAL FORMAT

1. **RESPONSE SUBMISSION** - Submit one (1) signed original (identified as ORIGINAL) response, with five (5) copies, and one (1) electronic format copy on a disc or thumb drive in a sealed envelope/container.
2. **RESPONSE FORMAT** - Qualifications shall be submitted in bound volumes on standard 8½" x 11" paper; a single 8½"x11" sheet printed on both sides is two (2) pages. All information must be assembled and indexed in the order indicated below. The page count shall not exceed twenty (20) total pages, include typed text, graphics, charts and photographs, but does not include supporting documents for Tab 5, the tabbed separator pages, cover page, and back page.

TAB 1 – Letter of Interest. The cover letter should briefly introduce the Consultant and also include:

- A statement confirming that all information contained in the Response is complete and accurate.
- Signature from the firm's principal certifying that sufficient resources in personnel, equipment, and time are available and can be committed to this project.
- Contact information for the firm's principal including email address and phone number.

TAB 2 – Technical Expertise. Provide background about the company and present the firm's understanding of the Scope of Services to be provided and ability to provide such services:

- Include information for three (3) projects, preferably within the last 10 years, for which Consultant has provided services closely related to this scope of services. Project descriptions shall identify any change order(s) to the original agreement.
- Explain innovative solutions that resulted in cost savings to the agency, and accuracy of prepared municipal capital improvement plans to the actual costs to the agency.
- Provide client references for the three (3) selected projects including the contact name, mailing address, email address, and phone number.

TAB 3 – Experience and Qualifications. Describe the firm's background, experience with similar projects, and qualifications of key personnel proposed to work on the project. Include an organization chart and an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in Florida. Include resumes for key team members (including subcontractors) demonstrating specific project experience relevant to the project. Include the expected amount of involvement for each consultant team member. Any changes in key personnel after the contract award must be approved by the City.

TAB 4 – Project Methodology. Demonstrate project understanding and ability of proposed approach to meet the needs of the City. Provide a detailed work plan, including a tentative schedule to complete the Master Plan including estimated number of hours per task, by personnel/position.

TAB 5 – Other Forms. The following forms should be completed and signed:

1. Exceptions, Additional Materials, Addenda form
2. Company Information form
3. Response Certification form
4. Copies of the firm's current Florida Department of Business and Professional Regulation's License and key personnel licenses
5. If the firm is a corporation, a copy of the current Florida Corporation Registration
6. Firm's Health and Safety policy
7. W-9 Form. All responses should include a fully completed, most current W-9 form. Failure to include the W-9 will not disqualify your bid. (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

EXCEPTIONS/ADDITIONAL MATERIALS/ADDENDA

Respondents shall indicate any and all exceptions taken to the provisions or requirements in this solicitation document. Exceptions that surface elsewhere and that do not also appear under this section shall be considered invalid and void and of no contractual significance.

Exceptions (mark one):

****Special Note – Any material exceptions taken to the City's Terms and Conditions may render a Response non-responsive.**

_____ No exceptions

_____ Exceptions taken (describe--attach additional pages if needed)

Additional Materials submitted (mark one):

_____ No additional materials have been included with this response

_____ Additional Materials attached (describe--attach additional pages if needed)

Addenda

Respondents are responsible for verifying receipt of any addenda issued by checking the City's website at www.myclearwater.com/bid prior to the bid opening. Failure to acknowledge any addenda issued may render a submittal Non-responsive.

Acknowledgement of Receipt of Addenda (initial for each addenda received, if applicable):

Addenda Number	Initial to acknowledge receipt

Vendor Name _____ Date _____

COMPANY INFORMATION

Company Legal/Corporate Name: _____

Doing Business As (if different than above): _____

Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: _____ Fax: _____

E-Mail Address: _____ Website: _____

DUNS # _____

Remit to Address (if different than above):

Address: _____

City: _____ State: _____ Zip: _____

Order from Address (if different from above):

Address: _____

City: _____ State: _____ Zip: _____

Contact for Questions about this response:

Name: _____ Fax: _____

Phone: _____ E-Mail Address: _____

Day-to-Day Project Contact (if awarded):

Name: _____ Fax: _____

Phone: _____ E-Mail Address: _____

_____ Certified Small Business

Certifying Agency: _____

_____ Certified Minority, Woman or Disadvantaged Business Enterprise

Certifying Agency: _____

RESPONSE CERTIFICATION

By signing and submitting this Response, the Company certifies that:

- a) It is under no legal prohibition to contract with the City of Clearwater.
- b) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- c) It has no known, undisclosed conflicts of interest.
- d) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and or goods/materials covered by this contract.
- e) It understands the City of Clearwater may copy all parts of this response, including without limitation any documents and/or materials copyrighted by the respondent, for internal use in evaluating respondent's offer, or in response to a public records request under Florida's public records law (F.S. 119) or other applicable law, subpoena, or other judicial process.
- f) Respondent hereby warrants to the City that the respondent and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees.
- g) Respondent certifies that they are not in violation of section 6(j) of the Federal Export Administration Act and not debarred by any Federal or public agency.
- h) It will provide the materials or services specified in compliance with all Federal, State, and Local Statutes and Rules if awarded by the City.
- i) It is current in all obligations due to the City.
- j) It will accept such terms and conditions in a resulting contract if awarded by the City.
- k) The signatory is an officer or duly authorized agent of the respondent with full power and authority to submit binding offers for the services as specified herein.

ACCEPTED AND AGREED TO:

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

MAILING LABEL

CUT ALONG THE LINE AND AFFIX TO THE FRONT OF YOUR BID CONTAINER

----- For US Mail -----

SEALED RESPONSE

Submitted by:

Company Name:

Address:

City, State, Zip:

RFQ #19-17, Consulting Services – WWCS Master Plan

Due Date: April 28, 2017, at 10:00 A.M.

City of Clearwater
Attn: **Purchasing**
PO Box 4748
Clearwater FL 33758-4748

----- For US Mail -----

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----

SEALED RESPONSE

Submitted by:

Company Name:

Address:

City, State, Zip:

RFQ #19-17, Consulting Services – WWCS Master Plan

Due Date: April 28, 2017, at 10:00 A.M.

City of Clearwater
Attn: **Purchasing**
100 S Myrtle Ave 3rd Fl
Clearwater FL 33756

----- For Hand Deliveries, FEDEX, UPS or Other Courier Services -----