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**REQUEST FOR QUALIFICATIONS**  
**RFQ #22-18**  
**Water Supply and Treatment Master Plan Consulting Services**

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March 20, 2018

NOTICE IS HEREBY GIVEN that sealed Statements of Qualifications will be received by the City of Clearwater (City) until **10:00 AM, Local Time, May 10, 2018**, to provide **Consulting Services to develop a Water Supply and Treatment Master Plan**.

**Brief Description:** The City of Clearwater is seeking a Consultant to provide assessment, evaluation, and recommendations for improvements to optimize City water supply facilities, in the form of a Water 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, including attachments and addenda are available for download at [www.myclearwater.com/bid](http://www.myclearwater.com/bid).

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

**General, Process or Technical Questions concerning this solicitation should be directed, IN WRITING, to the following Sr. Procurement Analyst:**

**Lori Vogel, CPPB**  
**Sr. Procurement Analyst**  
[Lori.Vogel@myclearwater.com](mailto:Lori.Vogel@myclearwater.com)

**This Invitation to Bid is issued by:**

**Alyce Benge, CPPO, C.P.M.**  
**Purchasing Manager**  
[Alyce.Benge@myclearwater.com](mailto:Alyce.Benge@myclearwater.com)

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

## INSTRUCTIONS

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- 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 the solicitation 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: May 10, 2018**  
**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, 3<sup>rd</sup> 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

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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 the official solicitation document.

## INSTRUCTIONS

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- 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 Bengé, CPPO, C.P.M.**  
**Purchasing Manager**  
**City of Clearwater**  
**100 So Myrtle Ave, 3<sup>rd</sup> 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:

<b>Evaluation Criteria</b> (see <i>Response Format</i> , pages 11-12)	<b>Points</b>
Technical Expertise assessing hydrogeological conditions (brackish and freshwater) and developing computer models, 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-consultants (Tab 3)Pg	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 5)	20

- i.17 **SHORT-LISTING.** The City at its sole discretion may create a short-list of the highest scored proposals based on a preliminary evaluation against the evaluation criteria. Only those short-listed proposers would be invited to give presentations and/or interviews. Upon conclusion of any presentations/interviews, the City will finalize the scoring against the evaluation criteria.
- i.18 **PRESENTATIONS/INTERVIEWS.** The respondent must provide a formal presentation/interview on-site at a City location upon request.
- i.19 **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

## INSTRUCTIONS – EVALUATION

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- 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.
- i.20 **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.21 **RFP TIMELINE.** All dates are tentative and subject to change.  
Release RFQ: March 20, 2018  
Advertise Tampa Bay Times: March 22, 2018  
Responses due: May 10, 2018  
Review responses/presentations: May 29 – June 1, 2018  
Award recommendation: June 8, 2018  
Council authorization: July 16, 2018  
Contract begins: August, 2018

## DETAILED SPECIFICATIONS

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1. **PROJECT MISSION.** The City of Clearwater is dedicated to providing superior services to its customers and improving 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. **BACKGROUND.** The City of Clearwater (City) is an incorporated municipality in Pinellas County, located on the central west coast of Florida between the Gulf of Mexico and Tampa Bay. The City is currently providing on average over 11 million gallons per day (GPD) of potable water to the city and unincorporated areas within its water service area. A significant portion of the water comes from the City's own drinking water sources: forty-four (44) brackish/freshwater wells and three (3) water treatment plants (two [2] utilize reverse osmosis technology). The remaining water is purchased from Pinellas County water available via the interlocal agreement and six (6) interconnects.
3. **SCOPE OF WORK.** The purpose of the Water Supply and Treatment Master Plan is to assess hydrogeological conditions within the City's water service areas and evaluate existing water supply systems (wellfields, raw water pipelines, water treatment plants, and future capital projects). The resulting Master Plan will include recommendations for improvements to optimize the City's water supply and related facilities and a prioritized list of capital improvements projects.

The Water Supply and Treatment Master Plan will be developed through a series of tasks/phases. A general overview of project goals includes:

- Review of background information including an evaluation of the current condition of the system with respect to demands, system capacity, operations, and regulatory requirements
- Preparation of a data gaps memorandum summarizing additional data the Consultant feels is required to develop a reasonably accurate depiction of the City's underlying hydrogeologic conditions
- Thorough evaluation of hydrogeological conditions within the city limits in efforts to identify various water quality characteristics in the aquifer(s)
- Evaluate future demands based on growth projections and anticipated regulatory changes
- Project future water quality and treatment requirements
- Identify needed improvements and make recommendations, including potentially reusing previously abandoned well sites
- Identify and evaluate water supply strategies to meet current and future demands, including, but not limited to, expansion of current supply and wholesale water purchases
- Preparation of a Capital Improvement Plan based on recommended improvements and associated financial analysis
- Preparation of the Water Supply and Treatment Master Plan

### Available Resources

The following documents are accessible on the City's FTP site:

**<ftp://ftpserver.myclearwater.com>**

Username: vendor

Password: clearwater (lower case 'c')

Directory: Purchasing

File: RFQ #22-18 WATER SUPPLY AND TREATMENT MASTER PLAN  
CONSULTING SERVICES

- City of Clearwater and Leggett, Brashears & Graham, Inc. *2012 Annual Water Report*. (File: 2012 Annual Water Report)
- City of Clearwater and Leggett, Brashears & Graham, Inc. *2013 Annual Water Report*. (File: 2013 Annual Water Report)
- City of Clearwater and Leggett, Brashears & Graham, Inc. *2014 Annual Water Report*. (File: 2014 Annual Water Report)
- City of Clearwater and Leggett, Brashears & Graham, Inc. *FY 2014-2015 Annual Water Report*. (File: 2015 Annual Water Report)

## DETAILED SPECIFICATIONS

- City of Clearwater and Leggett, Brashears & Graham, Inc. *Fiscal Year 2016 Annual Water Report*. (File: 2016 Annual Water Report)
- Parsons Water and Infrastructure Inc. (October 2004). *City of Clearwater Water Master Plan*. (File: Clwtr Cap Imp Implementation MP Oct 2004)
- Reiss Engineering. (August 2011). *RO-2 Concentrate and Filter Backwash Management Evaluation*. (File: Conc GST Final Memo \_8\_9\_11)
- Reiss Engineering. (July 2011). *Hydraulic Grade Memo for RO-1 Concentrate to RO-2*. (File: Final Hydraulic Grade Memo 7\_15\_11)
- Reiss Engineering. (February 2011). *Citywide Potable Water System Evaluation Report*. (File: RevisedDraftCitywidePotableWaterSystemEvaluationReport 022811)
- SDI Environmental Services, Inc. (March 2012). *RO2 Impact Analysis Model Report* (File: RO2 MODEL REPORT 032612)
- SDI Environmental Services, Inc. (May 1996). *Drilling, Testing, and Well Construction at City of Clearwater Well Sites 68M, 78, 79 and 81 and Geophysical Logs at Well Sites 48 and 67*. (File: SDI Wells construction report May 1996)
- SDI Environmental Services, Inc. (September 2009). *Wellfield 2 Test Production Well Drilling Analysis Report* (File: Test Production Well Drilling and Analysis Report Text, Tables, and Figures Sept2009)
- Well Fields Location Map (file: Well Fields Map)
- Water Use Permit ( file:WUP 18)

Exhibit A – Professional Services Agreement is provided as an example of the resulting contract for the required services.

4. **REQUIRED QUALIFICATIONS.** Qualified firms will 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, hydrogeologic modeling and calibration, and cost estimating as related to developing capital planning and maintenance strategies for water supply and treatment systems of similar size and scope.
5. **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.



## DETAILED SPECIFICATIONS

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- 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.

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

### 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 #22-18**  
**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

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**ANTICIPATED BEGINNING AND END OF CONTRACT TERM.** August 2018 through August 2020.

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.

## RESPONSE FORMAT

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1. **RESPONSE SUBMISSION** - Submit one (1) signed response (identified as ORIGINAL) along 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" x 11" 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 (22) total pages, including typed text, resumes, graphics, charts and photographs. The total page count does not include documents submitted for Tabs 6 and 7, the tabbed separator pages, cover page, and back page.

**TAB 1 – Letter of Interest (two [2] pages).** The cover letter should briefly introduce the Consultant and 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 (30 points; eight [8] pages).** Provide background about the firm and present an understanding of the Scope of Work to be provided and ability to provide such services. Identify any subconsultants that the firm would use to complete the work including the name of the firm, key staff, and relevant project experience.

- Information for three (3) projects, preferably within the last 10 years, for which Consultant has provided closely related services to this Scope of Services. Project descriptions shall identify any change order(s) to the original agreement.
- Provide client references for the three (3) selected projects including contact name, mailing address, email address, and phone number.

**TAB 3 – Experience and Professional Qualifications (25 points; six [6] pages).** Describe the firm's professional 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 subconsultants) 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 (25 points; four [4] pages).** Demonstrate project understanding and planned approach to complete the scope of work. Provide a proposed work plan by task, complementary to the schedule provided in Tab 5.

**TAB 5 – Schedule (20 points; two [2] pages up to 11"x17").** Provide an estimated schedule of tasks to complete the scope of work, including estimated number of hours per task, by personnel/position, complementary to the work plan provided in Tab 4.

**TAB 6 – Litigation.**

1. Provide a complete listing of any convictions or fines incurred by the respondent firm or any of its principals for violations of any state or federal law within the past three (3) years. Identify firm's executives who have current claims or who have participated in litigation against the City of Clearwater while with another firm. Executives of firms currently under litigation with the City may not be considered for this project.
2. Provide a complete listing of all litigation involving a construction project or contract (excluding personal injury and workers' compensation) whether currently pending or concluded within the past three (3) years in which the respondent firm was a named party.

## RESPONSE FORMAT

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3. Provide a complete listing of all administrative proceedings involving a construction project or contract, whether currently pending or concluded within the past three (3) years, in which the respondent firm was a named party. (NOTE: Administrative Proceedings shall include: (i) any action taken or proceeding brought by a governmental agency, department, or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts; (ii) any action taken by a governmental agency, department, or officer imposing penalties, fines, or other sanctions for failure to comply with any such legal or contractual requirement, or (iii) any other matter before an administrative body.)
4. Provide a complete listing of all arbitrations involving a construction project or contract, whether currently pending or concluded in the past three (3) years, in which the respondent firm was a named party.

**TAB 7 – Other Forms.** The following forms should be completed and submitted:

- Exceptions, Additional Materials, Addenda form
- Company Information form
- Response Certification form
- Copy of current Florida Department of Business and Professional Regulation's License
- If the firm is a corporation, a copy of the current Florida Corporation Registration
- Include a fully completed, most current W-9 form (<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](http://www.myclearwater.com/bid) prior to the bid opening. Failure to acknowledge any addenda issued may render a Bid 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

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**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 #22-18, Water Master Plan Consulting Services**

**Due Date: May 10, 2018, 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 #22-18, Water Master Plan Consulting Services**

**Due Date: May 10, 2018, at 10:00 A.M.**

City of Clearwater  
Attn: **Purchasing**  
100 So Myrtle Ave, 3<sup>rd</sup> Floor  
Clearwater FL 33756-5520

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