

**CITY OF RIVIERA BEACH  
REQUEST FOR QUALIFICATIONS  
FOR  
UTILITY SPECIAL DISTRICT CONTINUING ENGINEERING INSPECTION SERVICE  
AGREEMENT  
(RFQ NO. 948-18-2)**

**600 WEST BLUE HERON BOULEVARD, SUITE 140  
RIVIERA BEACH, FL 33404**



| Event   | Date                     |
|---|--------------------------|
| DATE RELEASE OF RFQ                                 | March 25, 2018           |
| DEADLINE FOR QUESTIONS/REQUEST FOR CLAIFICATIONS    | April 12, 2018 @ 11 A.M. |
| PROPOSAL DUE DATE/TIME (DEADLINE)                   | April 17, 2018 @ 11 A.M. |
| PRELIMINARY SCORING/SHORTLISTING FIRMS *            | TBD                      |
| ORAL PRESENTATIONS/INTERVIEWS OF SHORTLISTED FIRMS* | TBD                      |
| ANTICIPATED COMMISSION APPROVAL TO NEGOTIATE*       | TBD                      |

\* = Estimated dates

**BID CONTACT:**

**PAMELA DALEY, MBA, CPPT  
SENIOR PROCUREMENT SPECIALIST  
UTILITY SPECIAL DISTRICT**

**600 WEST BLUE HERON BLVD.  
Riviera Beach, FL 33404  
Email: [pdaley@rivierabch.com](mailto:pdaley@rivierabch.com)**

**NO PHONE INQUIRIES WILL BE ACCEPTED. ALL CORRESPONDENCE SHALL BE DIRECTED TO THE SPECIAL UTILITY SPECIAL DISTRICT DIRECTOR (WILLIE HORTON, [WHORTON@RIVIERABCH.COM](mailto:WHORTON@RIVIERABCH.COM)) VIA EMAIL OR FAX.**



**CITY OF RIVIERA BEACH  
REQUEST FOR QUALIFICATIONS  
FOR  
UTILITY SPECIAL DISTRICT ANNUAL CONSULTING ENGINEER INSPECTION SERVICE AGREEMENT  
(RFQ NO. 948-18-2)**

**600 WEST BLUE HERON BOULEVARD, SUITE 140  
RIVIERA BEACH, FL 33404**

Pamela Daley, Senior Procurement  
(561) 845-4082, Phone  
(561) 840-7292, Fax  
pdaley@rivierabch.com

The City of Riviera Beach Utility Special District (CRBUSD) pursuant to Florida State Statute 287.055, Consultants Competitive Negotiation Act invites qualified Engineering firms or individuals licensed by the State of Florida to provide continuing professional consulting Engineering Inspection. Services may be activated on a project-by-project, task-by-task basis, or to provide augmentation to the Utility Special District staff.

This solicitation provides guidelines for submission and outlines the essential services desired for the engagement. Submittals will be accepted at the City of Riviera Beach, Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, FL 33404, until **11:00 am (EST) Tuesday, April 17, 2018.**

**Late submittals will not be accepted or considered.**

This Public Solicitation document, including a scope of services may be obtained by visiting the CITY's web-site at [www.rivierabch.com](http://www.rivierabch.com).

Responses shall be prepared, addressed and submitted in compliance with the instructions set forth in the solicitation documents. The CITY reserves the right to reject any or all proposals and to waive technicalities, if such measures are deemed appropriate and in the best interest of the CITY.

PUBLISH: Palm Beach Post – March 25, 2018  
[www.rivierabch.com](http://www.rivierabch.com) – March 26, 2018

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### **Required Forms:**

1. DRUG FREE WORKPLACE
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3. CERTIFICATE OF TRUTH IN NEGOTIATIONS
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5. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACOR



**CITY OF RIVIERA BEACH  
600 WEST BLUE HERON BLVD., SUITE 140  
RIVIERA BEACH, FL 33404**

**PLAN HOLDER INFORMATION SHEET**

**[EMAIL PDaley@RivieraBch.com](mailto:PDaley@RivieraBch.com) OR FAX TO 561-840-7292**

**PROSPECTIVE PROPOSER INFORMATION  
SHEET  
RFP #948-18-2**

**PLEASE COMPLETE AND FAX THIS DOCUMENT TO THE PURCHASING DEPARTMENT. YOUR INFORMATION WILL BE ADDED TO THE CURRENT PLAN HOLDER LIST AND HELP TO INSURE RECEIPT OF CHANGES OR ADDITIONAL INFORMATION.**

**PURCHASING DEPARTMENT: FAX           561-842-7292  
  OFFICE           561-845-4082**

Contact Person

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Business Name

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Business Address

---

Business City, State, Zip

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Email Address:

---

Business Phone # \_\_\_\_\_ Business Fax # \_\_\_\_\_

**GENERAL TERM & CONDITIONS  
SECTION 1**

**1-1 OVERVIEW**

The City of Riviera Beach Utility Special District (CRBUSD) service area includes the entire City of Riviera Beach (approximately 6.8 square miles) and also includes approximately 2.7 square miles of land outside the District's boundaries. Water is provided to approximately 38,000 residential customers and 2,600 commercial, industrial and hotel/motel establishments. The System's water treatment facilities have a permitted capacity of approximately 9.08 million gallons per day (mgd). The City has purchased and reserved 8 million gallons per day (mgd) of capacity in the East Central Regional Wastewater Treatment and Disposal Facility (ECR).

**1-2 PROPOSAL SUBMISSION AND DEADLINE**

Engineering firms or qualified individuals desiring to submit proposals must submit one (1) original hard copy and six (6) bound copies of a comprehensive proposal to include the items listed in Section 5 of this Request for Statement of Qualifications (RFQ). All proposals must be received by the City of Riviera Beach no later than **11:00 AM, TUESDAY, APRIL 17, 2018** in order to be considered. The RFQ must be submitted in sealed packaging with all external packaging clearly identified with the following:

**"RFQ #948-18-2 UTILITY SPECIAL DISTRICT CONSULTING ENGINEERING INSPECTION SERVICES, DUE DATE TUESDAY, APRIL 17, 2018 AT 11:00 AM"**

The response provided for each category should be tabbed separately but numbered sequentially.

Interested parties should send or hand deliver their completed responses to the following address:

**CITY OF RIVIERA BEACH  
OFFICE OF THE CITY CLERK  
600 WEST BLUE HERON BOULEVARD, SUITE 140  
RIVIERA BEACH, FL 33404**

The CITY shall not accept or consider responses submitted via facsimile transmission or email.

Proposals received after this deadline will not be considered. Proposers must return all addenda certification forms, if issued, with their RFQ submittal. It is the responsibility of each proposer to inquire about addenda.

Proposers must be a qualified Engineering firm or individual licensed by the State of Florida to provide professional consulting Engineering services. This proposal summary has been prepared in order to facilitate the Utility Special District's review of the proposals.

**1-3 INQUIRIES**

For additional information, the CITY encourages qualified firms to contact Pamela Daley, Senior Procurement Specialist, at (561) 845-4082 or via email [pdaley@rivierabch.com](mailto:pdaley@rivierabch.com) Monday through Friday between 8:30 a.m. to 5:00 p.m.

#### **1-4 RFQ SCHEDULE**

The CITY will use the following time lines which will result in selection of qualified firms. The City reserves the right to change and or delay scheduled dates.

| <b>Event</b>   | <b>Date</b>              |
|--|--------------------------|
| <b>DATE RELEASE OF RFQ</b>                                 | March 25, 2018           |
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| <b>ANTICIPATED COMMISSION APPROVAL TO NEGOTIATE*</b>       | TBD                      |

#### **1-5 PROPOSAL DISCLOSURE**

Upon opening, proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Firms submitting proposals must invoke in writing the exemptions to disclosure (provided by law) in the response to this RFQ by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

#### **1-6 ACCEPTANCE OR REJECTION OF PROPOSALS**

The CITY reserves the right to reject any and all submittals when (1) such rejection is in the best interest of the CITY; or (2) if the submittal contains any irregularities; provided, however, that the CITY reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The CITY reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other proposals. The CITY is not obligated to enter a contract on the basis of any proposal submitted in response to this document.

#### **1-7 DISQUALIFICATIONS**

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Proposer. It also reserves the right to waive any immaterial defect or informality in any response; to reject any or all responses in whole or in part, or to reissue a Request for Statement of Qualification.

Any responses submitted by a Proposer who is in arrears (money owed) to the City or where the City has an open claim against a Proposer for monies owed the City at the time of Proposal submission, will be rejected as non-responsive and shall not be considered for award.

#### **1-8 PUBLIC ENTITY CRIME**

Pursuant to Florida Statutes Section 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Proposer , supplier, sub proposer , or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

## **1-9 CODE OF ETHICS**

If any firm violates or is a party to a violation of the code of ethics of the State of Florida and/or Palm Beach County with respect to this proposal, such firm may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the CITY.

## **1-10 EQUAL OPPORTUNITY REQUIREMENTS**

It is the policy of the CITY to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the CITY's contracting and procurement programs. It is further the policy of the CITY to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran's status. Each firm should state their commitment to meet these same requirements.

## **1-11 CONTRACTUAL AGREEMENT**

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of submittal.

## **1-12 INDEMNIFICATION**

The Proposer shall indemnify and hold harmless the City of Riviera Beach, its elected and appointed officials and employees from any and all claims, suits, actions, damages, liability and expenses (including attorney's fees). This includes but is not limited to loss of life, bodily or personal injury or property damage and loss of user thereof which are directly or indirectly caused by, resulting from, arising out of, or occurring in connection with the operations of the proposer or his/her subcontractors, agents, officers, employees or independent contractors

## **1-13 CONE OF SILENCE**

No entity filing a response to this RFQ shall through their principal, attorneys, or agents, contact the City Council nor City Staff for the purposes of discussing any aspect of this RFQ for any possible decision on the RFQ; neither shall any such party approach third parties for the purposes of having those third parties have those types of discussions with the City Council or City Staff. **Any action in violation of this provision shall be cause for disqualification of RFQ.**

## **1-14 NON-COLLUSION STATEMENT**

By signing this offer, the proposer certifies that this offer is made independently and free from collusion. Proposer shall disclose below, to their best knowledge, any Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this proposer.

**Failure of a proposer to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

Proposer, if doing business under an assumed name, i.e. an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State Division of Corporations.

### **1-15 LOBBYING**

**Contact with the any CITY employee, appointed official or elected official other than the individual identified above for inquiries regarding this RFQ, shall be grounds for elimination from the selection process. This restriction includes lobbying any CITY employee, appointed official or elected official.**

Lobbying consists of introduction, communication, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process for the project. This includes holding meetings thereof, engaging in the aforementioned prohibited lobbying and/or prohibited contact; which actions may immediately disqualify the Respondent from further CITY consideration for this project. Lobbying does not include any oral presentations before evaluation/selection teams, contract negotiations, or public presentations made to the CITY during any duly noticed public meeting.

By submitting a proposal, qualifications or other response for this RFQ, the firm or individual entity certifies that it or he/she and all of its affiliates and agents have not lobbied or attempted to lobby CITY employees, appointed officials or elected officials as defined herein.

### **1-16 GRATUITY PROHIBITION**

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CITY OF RIVIERA BEACH for the purpose of influencing consideration of this proposal.

### **1-17 DISCREPANCIES, ERRORS AND OMISSIONS**

Any discrepancies, errors or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Procurement Division (Pamela Daley). Should it be necessary, the City will issue a written addendum to the RFQ clarifying such conflicts or ambiguities.

### **1-18 ADDENDA TO RFQ**

The CITY reserves the right to amend this RFQ prior to the RFQ opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the Utility Special District Procurement contact (**Pamela Daley**) before or by the final day and time for questions as indicated.

No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on the CITY OF RIVIERA BEACH. No employee of the CITY OF RIVIERA BEACH is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that obtained in this written RFQ document.

### **1-19 REQUESTS FOR ADDITIONAL INFORMATION**

Prior to the final selection, proposers may be required to submit additional information which the CITY may deem necessary to further evaluate the proposer's qualifications.



## **1-20 RIGHT OF WITHDRAWAL**

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

## **1-21 EXCEPTIONS TO THE RFQ**

It is anticipated that proposers may find instances where they may take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CITY OF RIVIERA BEACH, and a description of the advantage to be gained or disadvantages to be incurred by the CITY as a result of these exceptions.

## **1-22 DENIAL OF REIMBURSEMENT**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a proposal to this RFQ.

The City will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a proposal to this RFQ.

## **1-23 TRUTH IN NEGOTIATION CERTIFICATE**

For all lump sum or cost-plus-a-fixed-fee professional service contracts over \$50,000 the person/firm receiving the award shall execute a truth-in-negotiation certificates stating wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Contract adjustments shall be made within one year following the end of contract.

## **1-24 NON-APPROPRIATION OF FUNDS**

In the event that insufficient funds are appropriated and budgeted or funding is otherwise unavailable in any fiscal period for this project, then the City, shall have the unqualified right to terminate the work order(s) or agreement upon written notice to the Proposer, without any penalty or expenses to the City. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any proposer(s).

## **1-25 SUB-CONTRACTOR(S)**

A sub-contractor is an individual or firm contracted by the Proposer(s) to assist in the performance of services required under this RFQ. A sub-contractor shall be paid through the Proposer(s) and not paid directly by the City. Proposer(s) shall clearly reflect in its response the major sub-contractor to be utilized in the performance of required services. The City retains the right to accept or reject any sub-contractor proposed prior to agreement execution. Any and all liabilities regarding the use of a sub-contractor shall be borne solely by the successful proposer(s) and insurance for each sub-contractor must be maintained in good standing and approved by the City throughout the duration of the Agreement. Neither the successful proposer(s) nor any of its sub-contractors are considered to be employees or agents of the City.

Proposer(s) shall include in their response the requested sub-contractor information and include all relevant information required of the proposer(s).

### **1-26 LOCAL VENDOR PREFERENCE**

Under the City's Procurement Code, Article 10, Section 10-101, the City has a preference for local businesses. A local business, for the purposes of the application of the local vendor preference, means a proposer which has a permanent, physical place of business within the city limits, and a valid business tax receipt and certificate of occupancy applicable to the required goods, services, or construction items being procured. Post office boxes or locations at a postal service center are not verifiable and shall not be used for the purpose of establishing said physical address. If the business is a joint venture/partnership, it is sufficient for qualification as a local business if at least one party of the joint venture/partnership meets the test set forth in this section. The proposer shall have the burden of demonstrating that it meets this definition. Permanent physical location must be established for a minimum of twelve (12) months prior to the published date of this solicitation.

The application of the local vendor preference shall not change the actual cost proposal. Further, in no event will it cause the city to pay more than \$25,000.00 above the amount proposed by the non-local vendor which would have been recommended for award if the local vendor preference had not been applied.

### **1-27 MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION**

All proposes have an opportunity to increase their opportunity to be awarded a CITY contract/project by maximizing their use of qualified MBEs in accordance with the CITY's MBE Program.

The CITY shall have the right to consider price, quality, past performance including meeting qualified MBE commitments, time required for performance and qualifications of the Proposer in making awards.

The proposer shall seek to maximize its use of qualified MBEs. The proposer shall complete the Tabulation of Subcontractors and Material Suppliers form (See Schedule One and Two) that will be provided by the CITY with the RFQ package. The total qualified minority business participation shall be the percentage of the total contract/project dollar amount that will be completed by qualified minority businesses. The total qualified minority business participation shall be completed by qualified minority businesses. The total qualified minority business participation percentage is non-cumulative; however, or more qualified minority businesses can comprise the total qualified minority business participation percentage. The percentage of total bonus points awarded of maximum allowable points in non-cumulative and is the percentage of points to be awarded to a proposer based on the total qualified business participation.

All proposed qualified business shall provide a letter of participation on its own letterhead and signed by the chief operating office stating the actual dollar amount or percentage of work to be completed by its own forces. This information shall be submitted in the sealed proposal packet.

## **1-28 BID PROTEST COST AND FILING FEES**

Article 8 of the City's Procurement Code addresses the process and procedure for bid protests. Time is of the essence with all bid protests and a protest must be timely submitted to the City or it will be waived. The following amounts must be submitted with the protest:

- A. Written Protest. The written protest submitted to the Purchasing Manager must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2% of the value of the Proposal, whichever is greater up to a maximum of \$2,500.
- B. Appeal to the City Manager. The written appeal to the City Manager must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2%, whichever is greater, up to a maximum of \$2,500.
- C. Appeal to the City Council. The written request for an appeal to the City Council must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00, or 2%, whichever is greater, up to a maximum of \$2,500.

Refund of Filing Fees. All costs resulting from a protest shall be borne by the Protestor. If a protest is upheld by either the Purchasing Manager or City Manager, as applicable, the filing fee shall be refunded to the Protestor less costs incurred by the CITY. If the protest is denied the filing fee shall be forfeited to the CITY in lieu of payment of costs incurred by the CITY.

## **1-29 RIGHTS TO INVESTIGATE AND AUDIT: OFFICE OF THE INSPECTOR GENERAL**

The Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of any awarded contract and in furtherance thereof may demand and obtain records and testimony from the contractor and its subcontractors and lower tier subcontractors. The proposer understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the proposer or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the municipality to be a material breach of any contract entered into between the parties as justification for termination.

## **1-30 OTHER ACKNOWLEDGEMENTS**

**By submitting a proposal each proposer is confirming that the proposer has not been placed on the convicted vendors list as described in section 287.133(2) (a), Florida Statutes.**

**By submitting a proposal, each proposer acknowledges that it has read the above information and agrees to comply with all the above City requirements.**

## **1-31 CITY OF RIVIERA BEACH CONTRACT**

The CITY reserves the right to reject any or all offers or to accept any offers which is in its best interest. The CITY also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The CITY reserves the right, before awarding any contract, to require a firm to submit such evidence of qualifications and any current or updated information that was requested in the RFQ as it may deem necessary, and may consider any information available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance with other governmental agencies. Proposers are advised that requests for additional information or site visitation are not to be construed as an indication that a proposer will receive or is in the best position to receive a contract award.

The Proposer(s) selected to provide the service(s) requested herein shall be required to execute a Professional Services Contract with the City. *The term(s) of the Contract shall be for a period of three (3) years with one (1) two year renewal option, at the sole discretion of the City, unless other terms are in the best interest of the City.*

The Contract for Professional Services shall prevail as the basis for contractual obligations between the selected firm and the CITY for any terms and conditions not specifically stated in this Request for Statement of Qualifications.

Throughout this RFQ, the phrases “must” and “shall” will denote mandatory requirements. Any response that does not meet the mandatory requirements is subject to immediate disqualification.

If a satisfactory contract cannot be negotiated with the recommended proposer, negotiations simultaneously will then be started with the first alternate vendor and so on.

The successful proposal\’s shall become an integral part of the contract, but may be modified by the provisions of the contract.

The CITY reserves the right to cancel the contract, or portions thereof, without penalty at any time.

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## **BACKGROUND SECTION 2**

### **2-1 INTRODUCTION**

The CRBUSD desires to retain three Professional Engineering Consultant firms or individuals to participate in our on-call program for Construction Management and/or Inspection Services separately assist in the implementation of its newly created Water/Wastewater Master Plan which defines the short and long range planning needs, operational and maintenance issues that impact the CRBUSD. The Consultant shall be cognizant of all federal, state, county and local regulations and identify regulatory issues that may impact the CRBUSD. The Consultant must demonstrate water/wastewater experience with a similar sized utility (to the CRBUSD) or larger.

The CRBUSD has three (3) major divisions: Water Supply and Treatment; Water Distribution & Wastewater Collection.

#### **Water Supply and Treatment**

The Water Treatment Division is responsible for the daily operation and maintenance of the City's water system. This involves the operation of water treatment plant (WTP), with a maximum capacity of 17.5 million gallons per day (mgd), which provides air stripping, lime softening, filtration and disinfection of the water.

The raw water source is the Biscayne Aquifer and water is obtained from 27 production wells. Finished water is delivered to customers through the network of water transmission and water distribution lines. The water treatment plant has four (4) constant speed, three (3) variable speed high service pumps and two (2) transfer pumps together with three (3) water storage tanks and re-pump stations to maintain water pressure throughout the utility service area.

#### **Water Distribution**

The Water Distribution Division is responsible for installing, maintaining and repairing the water main system which includes all valves and fire hydrants. The water transmission and water distribution system includes approximately 60 miles of piping varying in size from 6" to 30". The Meter section handles customer service, meter repairs and customer complaints. This division is also responsible for managing a Backflow Prevention Program for the City's Commercial, Industrial and multi-family properties/ businesses. Emergency water interconnections exist with adjacent local utilities.

#### **Wastewater Collection**

The Sewage Collection Division is responsible for the operation and maintenance of the approximately 90 miles gravity sewer lines varying from 8" to 24" in diameter, approximately 50 sewage lift stations and force main network with pipe varying from 8" to 24" in diameter. The division is also responsible for the Master Lift Station (#50); lift stations # 47 & # 39; which pumps sewage through a 30" force main to the East Central Regional Water Reclamation Facility (ECR) in West Palm Beach, Florida.

### **2-2 SCOPE OF WORK**

The CRBUSD requests that the Consultant provides demonstrated water supply and treatment, water distribution and wastewater collection experience with a similar sized utility (to the CRBUSD) or larger. Also, the Consultant must provide the qualifications and expertise of assigned Staff with similar water supply and treatment, water distribution and wastewater collection projects and an understanding of the scope of work.

The Selected Firm(s) shall serve as the CRBUSD'S advocate and representative when designated.. The firm shall assist staff by providing professional services and expertise to manage and/or inspect

projects within the Utility Special District and in compliance with the governing codes and regulations applicable to each work effort. The Selected Firm(s) shall provide a complete range of Engineering, Construction Management and/or Inspection services that are consistent with current and future needs of both the Utility Special District and the City.

### **2-3 TASK LIST**

The following is an overall list of tasks that are intended to be the responsibility of the Selected Firm(s), although specific scopes of work for each project/task may vary based on actual project need. In general, this sequence sets forth the process of project development. Please note that the Utility Special District and the City may elect to deliver projects using various methods including design-bid-build, design-build, Construction Manager @ Risk, multiple prime/trade contracting and performance contracting. Therefore, the task list may vary according to project delivery method. The Selected Firm(s) shall be requested to provide services to support a variety of project delivery methods, based on project needs, and as allowed by applicable laws/regulations. During each phase listed below, coordination and consultation with other City agencies shall be mandatory. It is expected that multiple agency approval/permits will need to be obtained. SBE and MWBE requirements will be addressed on a project-by-project basis. The task(s) listed below may be requested by the Utility Special District and/or City from the Consultant.

### **2-4 CONSTRUCTION MANAGEMENT AND/OR INSPECTION SERVICES**

The proposed scope of work is to provide On-Call Construction Management and/or Inspection Services to the Utility Special District and City as it relates to Utility Special District projects. The selected firm will be required to inspect, oversee and/or manage construction activities for various types of CRBUSD related projects to support the day-to-day operations of staff. Qualifications must include a range of staffing levels, from Resident Engineers (REs) and Structure Representatives (SRs) to inspectors and or a combination of both. Source inspection and landscape architecture services may also be needed.

- The minimum requirements for REs/SRs are as follows:
- Registered Engineer in the state of Florida in good standing.
- Ability to work and make appropriate decisions independently.
- Ability to manage more than one project at a time.
- Familiarity with construction of structures
- Construction Records and Procedures Manual.
- Experience documenting and managing projects
- Construction Manual Guidelines and Requirements.
- Exceptional writing and communication skills.

The selected firm may be required to provide on-call services that include but are not limited to the following:

- **BIDDING/NEGOTIATIONS**
- During this phase of procurement strict compliance with the City's Municode 16.5 Ordinance State of Florida Purchasing Statues and Federal regulations is essential to ensure smooth and timely award of contract:
- Market projects and identify interested Contractors and Suppliers to maximize competitive bidding
- Finalize Bid Invitation Notice
- Schedule pre-bid walk through with appropriate City agencies and representatives
- Set date for advertising/bid opening
- Coordinate document printing and distribution
- Track plan holders by maintaining the plan holders list

- Administer pre-bid walk through
- Facilitate RFI/Addendum process
- Review bid proposals for completeness and conformance
- Complete bid tabulation sheet including bid alternates
- Determine lowest, responsible bidder
- As directed, issue Notice of Award
- **CONSTRUCTION MANAGEMENT SERVICES**
- Bid Review
- Claims Management
- Claims Mitigation
- Constructability Review
- Construction Claims Analysis
- Construction Engineering
- Construction Inspection
- Construction Management
- Construction Quality Control
- Construction Staff Augmentation
- Construction Surveying
- Contract Review Cost Estimating
- Existing Condition Survey
- Litigation Support
- Onsite Testing
- Program Management
- Project Control
- Project Management
- Public Relations
- Safety Review and Training
- Scheduling
- Site Inspection
- Systems Inspection
- Value Engineering
- Provide other Utility related professional services as required.

### **CONSTRUCTION ADMINISTRATION**

During this phase, overseeing of the construction process requires timely response to requests for information, approvals of submittals, and careful monitoring of the schedule and budget. Decision making on the part of the Owner requires presentation of information and alternatives.

- Setup project manual/information tracking systems
- Administer the Pre-construction Conference
- Set project start date and completion date
- Review project schedule and budget
- Coordinate with the contractor, Utility Special District, City staff and other City operations
- Attend weekly job site meetings
- Record/publish/distribute meeting minutes
- Attend weekly work group meetings
- Identify and facilitate bidding of long-lead materials and equipment for early purchasing
- Manage photographic record for the project
- Report project progress/issues CRBUSD\City resolution
- Report cost and schedule impacts
- Prepare cost estimates to verify change order claims
- Process RFIs, Bulletins, RFP, BID, prepare change orders
- Manage processing of submittals/review submittals/shop drawings

- Manage processing of substitution requests/review substitutions
- Maintain and ensure that Project Record Documents are being updated
- Monitor project schedule
- Monitor project budget
- Project labor compliance and monitoring to comply with project funding requirements
- Documentation of preconstruction conditions
- Perform field inspection as required
- Coordinate field testing services
- Coordinate inspections with other regulatory agencies
- Review and process progress payments/pay requests
- Coordinate systems testing programs
- Coordinate with the engineer of record for as-built review and finalization
- Administer close-out process
- Assemble operating manuals and warranties
- Review certified payroll verification
- Assist in claims analysis and dispute resolution
- Coordinate and consolidate final inspections and punch lists for completion
- Prepare Notice of Completion

### **POST CONSTRUCTION**

The purpose of this phase is to evaluate the performance of the project. This phase also affords the opportunity to review processes and procedures, as well as consultant and contractor performance. This helps evaluate product performance, and construction/installation details.

- Facilitate start-up and move-in activities
- Participate in management of warranty work
- Perform consultant evaluation
- Perform contractor evaluation
- Document final project costs/cost evaluation
- Perform product specification evaluation
- Perform General Conditions/General Requirements review
- Develop and administer/update data base for future project reference
- Coordinate commissioning activities/work with the architect/engineer, owner and contractor

### **OTHER SERVICES**

Document project organization and procedures at project start-up to provide continuity between project phases

- Identify value engineering and life-cycle cost study areas and perform studies or cause studies to be performed.
- Monitor the marketplace and report on escalation and other changes
- Manage testing agencies
- Recommend changes in work that will save time/money or improve quality
- Assist in close-out of design and construction contracts

### **ON-CALL LIST DURATION**

The initial on-call list term will be for three (3) years with a possibility of a single two (2) year renewal extension.



## **2-5 PROPOSED WORK PLAN/POTENTIAL PROJECTS**

The CRBUSD suggests that the Consultant review and familiarize themselves with the City of Riviera Beach Utility Special District Water and Wastewater Five Year Capital Master Plan, The Master Plan document is available on the City's website ([www.rivierabch.com](http://www.rivierabch.com)). It is the intent of this Work Plan to include specific items of the Master Plan, but not limit work to those items, with the ultimate goal of continuing to produce a safe and reliable potable water supply to the CRBUSD customers.

Potential Project assignments (work authorizations) for this contract may include but are not limited to the following:

- Design of new raw water wells A & B, as required by the Consumptive Use Permit issued by the SFWMD;
- Replacement/rehabilitation of Lime Softening Units;
- Replacement of Lime Slakers, Lime Silo components and Lime Slurry system;
- Tasks to include developing/calibrating the current water distribution hydraulic model;
- Tasks to include developing/calibrating the current wastewater transmission hydraulic model;
- Recommendations on identification of all regulatory issues that may impact the CRBUSD;
- Replacement/rehabilitation of various wastewater lift stations;
- Design of parallel intracoastal force main and
- Design of additional intracoastal water transmission main.
- Haverhill Road Improvement
- Haverhill Road Improvement
- Silver Beach Road Improvement
- Garden Road Improvement
- Water Mains - Palm Beach Shores
- Underground Contractor On-Call
- Water Meters
- Fire Hydrant Replacement
- Lift Station #47 Rehabilitation
- Aerial Crossing Rehabilitation
- Water and Wastewater Improvements
- Utility Infrastructure in NSA
- Lift Station Rehabilitation - Phase 1
- Lift Station Rehabilitation - Phase 2
- Sanitary Sewer System Relining
- Lift Station #48 Culvert
- Lift Station Pump Replacement
- Parallel Intracoastal Water Mains
- Parallel Intracoastal Force Main
- Security upgrades for Lift Stations and Water Treatment Plant (improved camera coverage, electronic gate and card access )
- Water Distribution System Looping (Military & Port West Boulevard)
- Coordination and Implementation of Unidirectional Flushing Plan
- Subaqueous Sewer FM Crossing of C-17 Canal off Garden Road
- Subaqueous Sewer FM Crossing of M Canal in West Palm Beach
- Water and Sewer Improvements on W 34th St, W 35th Street and W 36th Street (between Ave HW and Ave J)
- Water and Wastewater Improvements on Avenue J (between W 34th St and W 36th St)

- Water and Wastewater Improvements on Avenue E (between W 34th St and W 36th St)
- Gravity Sewer Replacement and or Rehabilitation on Avenue E (between W 16th Street and W 20th Street)
- Gravity Sewer Installation (between W 20th Street and W 21st Street)
- Gravity Sewer Installation on W 21st Street (Avenue E and Broadway)
- Rehabilitation of Existing Water Treatment Plant
- Water Treatment Plant Generators Design and Replacement
- Softening Units Replacement/Rehabilitation
- Perimeter Wall - WTP
- Facility Enhancement
- Utility Field Operations Building
- Ground Water Sanitary Survey
- Water Storage Tank Inspection
- Raw Water Wells design , construction and Rehabilitation
- Raw Water System Assessment and Hydraulic Modelling
- Aqueous Ammonia System
- Water Treatment Plant Disinfection Building
- Raw Water Wells A & B
- Media and Underdrain Replacement
- Avenue U Pump Disinfection
- SCADA Replacement, Integration and Programming
- Lime System Replacement
- North Tower Building Replacement
- Water Treatment Plant Operator Training and Evaluation
- Expansion and Renovation of Utility District Administration Building
- Utility GIS and As-built system Improvements
- Water Treatment Plant Laboratory Certification
- Grant Writing and Application processing for Water and Wastewater Projects
- Updating of the Special Utility District Master Plan
- Updating of the Special Utility District Hydraulic Model(s) for Water and Wastewater Systems
  
- Water distribution system sample station design/installation
  
- Creation of standard operating procedures for the water treatment plant, water distribution system and wastewater collection and transmission system.

## **2-6 CRBUSD RESPONSIBILITIES**

The CRBUSD will assist the selected Consultant in coordinating the implementation of its capital improvement projects and other projects. The CRBUSD staff will work closely with all affected parties to assure continuity in the process.

**INSURANCE REQUIREMENTS  
SECTION 3**

The successful firm or individual entering a resulting contract with the City shall provide, pay for, and maintain in full force and affect at all times during the services to be performed insurance as set forth below:

| <u>Type of Coverage</u>  | <u>Amount of Coverage</u>   |
|--|---|
| Professional liability   | \$1,000,000 per occurrence  |
| Contractual, insurance broad form property, Independent contractor, personal injury) | \$3,000,000 annual aggregate  |
| Automobile (owned, non-owned, & hired)   | \$1,000,000 single limits   |
| Worker’s Compensation, as applicable   | \$1,000,000 per accident<br>\$1,000,000 disease each employee<br>\$1,000,000 disease policy limit |
| Including employer’s liability insurance   | \$1,000,000 per occurrence  |

The successful firm must maintain in full force and effect, during the life of this engagement, Standard Professional Liability Insurance with limits not less than One Million Dollars (\$1,000,000.00) each occurrence with a maximum deductible of Twenty Thousand Dollars (\$20,000.00). Certificates of liability insurance, satisfactory to the City, shall be furnished to the City immediately upon commencement of any services, with complete copies of policies to be furnished upon the City’s request. Such certificates of insurance will provide the City with thirty (30) days prior written notice of any cancellation or non-renewal.

The commercial general liability and excess liability policies will name the City as an additional insured, and proof of such coverage shall be furnished to the City by way of an endorsement to same or a certificate of insurance no later than ten (10) days prior to the provision of services under the awarded contract and upon renewal of each policy each year the awarded contract remains in effect and for a period of one (1) year after the termination of the contract. All such insurance must be with an insurance carrier approved and authorized to do business in the state of Florida, and who must have a rating of no less than “excellent” by A.M. BEST, or as mutually agreed upon by the City and the successful Respondent. All such insurance policies may not be modified or terminated without the express written authorization of the City. The insurance requirements set forth herein may be modified by the City in its sole discretion in competitive negotiations.

Misrepresentation of any material fact, whether intentional or not, regarding the Respondent’s insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each proposal.**

**All policies shall be endorsed to provide sixty (60) days prior written notice of cancellation, non-renewal or reduction in coverage or limits to:**

**CITY OF RIVIERA BEACH  
Attn: Marie Sullin, Risk Manager  
2051 MLK Blvd.  
Riviera Beach, FL 33404  
Email: msullin@rivierabch.com**

**QUALIFICATIONS OF CONSULTANTS  
SECTION 4**

**3-1 MINIMUM REQUIREMENTS**

Proposals will only be considered from Consultants normally engaged in providing the types of services specified herein. The City reserves the right to inspect the consultant's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine contractor's ability to perform. The Purchasing Official reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.

No proposal will be accepted from, nor will any contract be awarded to any person who has an outstanding debt to the City, or who is a defaulter, as surety or otherwise, upon any obligation to the City, or who is deemed irresponsible or unreliable by the City.

The firms and their sub-consultant team will have demonstrated the required experience and credentials as professional engineering consultants in accordance with the following:

- A. The Consultant must be actively performing similar services for at least four (4) years prior to the date of issue of this RFQ. Verification shall be through the Florida Department of State Registration (Please include a copy of your 2016 or 2017 Florida Profit Annual Report).
- B. The Consultant must be able to document a minimum of five (5) projects similar in scope and complexity as that identified in the RFQ requirements.

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**PROPOSAL FORMAT  
SECTION 5**

**5-1 PROPOSAL FORMAT**

This document is intended to be used as the instrument to transmit proposals and to define the terms, conditions and specifications desired by the CITY. It is the intent of the CITY to select one or more proposers to supply the services necessary for successful completion of the proposal as defined herein. Nothing in this RFQ is intended to restrict the CITY in any way in the selection of the proposal or proposals that best meets the needs of the CITY. **The CITY reserves the right to reject any or all offers and to negotiate changes in proposals or best and final offers. All proposals submitted become the exclusive property of the City of Riviera Beach.**

Proposers shall submit one original Statement of Qualification and five (5) copies in a clear, concise format, on 8-1/2" X 11" paper. Each set shall contain all the information requested herein to be considered for award. Omission of required data may be cause for disqualification.

All Statements of Qualifications must indicate Federal I.D. Number. Statement of Qualifications shall clearly indicate the legal name, address, and telephone Number of the Proposer. The "Proposer's Information Form" shall be included in each set.

1. ADMINISTRATIVE SECTION

The responses shall include an introduction which clearly demonstrates a comprehensive understanding on the part of the respondent of the objective and scope of the service desired. Responses shall further include information as to the organizational and management structure and capabilities that will be utilized to satisfy the objectives of the proposed work.

2. TECHINCAL SECTION

The response shall include a statement of work which details all services which are necessary to satisfy the project tasks. It shall include information concerning the extent of the experience with other services technically similar to this project.

3. FORMAT

The Proposer/Firm must have demonstrated experience in providing the type of service requested in this Request for Statement of Qualifications (RFQ). Written proposals should be brief, but may be accompanied by preprinted brochures. Proposals shall include at least the following (in this order):

- A. Title page to include project name and number; name of firm or individual submitting the proposal, address, telephone number, e-mail address, contact person, and date of proposal.
- B. Table of Contents. The table of contents should outline in sequential order the major areas of the proposal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.
- C. Transmittal letter (on company letterhead). An introduction letter introducing the company and including; the corporate name, address and telephone number of corporate headquarters and the local office, number of years in business and size of staff. Include a reproduction of Corporate Charter Registration, if applicable. Indicate the primary person responsible for this project. Introduction shall be signed by an individual authorized to bind the firm. Briefly state the Proposer's understanding of the work to be done, and make a positive commitment to perform and complete the services. The letter should not exceed two pages in length.

- D. Company Overview/Qualifications of Firm. To include the number of years in business, licenses, equipment, references, whether the proposer is local, regional, or national, and other pertinent information to demonstrate that the proposer has the capacity necessary to perform the work as required. Additionally, specify whether the proposer is a corporation, sole proprietor, or partnership. Document whether or not your company is a Minority Woman owned business. Include M/WBE certification and other certifications and licenses.
- E. Staff Experience. Identify your Project Manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned. Describe the experience in conducting similar projects for the Project Manager(s) or individuals assigned to the engagement. Describe the organization of the proposed project team, detailing the level of involvement, and field of expertise.
- F. Past Performance. Provide a minimum of five (5) references (in matrix format), including at a minimum four (4) municipalities located in the State of Florida for which you provided a similar service within the past six (6) years of the scope and nature required by this RFQ. These references must include, as a minimum: name of company, address, contact person, phone number, dates of performance, and a general description of the work performed.

| Name & Address of Company | Contact Person | Phone Number | Dates Services Provided: Start - End | Description of work performed |
|---------------------------|----------------|--------------|--------------------------------------|-------------------------------|
|                           |                |              |                                      |                               |

- G. Project Understanding, Proposed Approach, and Methodology. Describe in detail, your understanding of the Scope of Work and your positive commitment to timely perform the proposed contract work.
- H. Disputes, Litigation and Defaults. State whether you have been involved in any litigation in the last five (5) years or is there any pending litigation arising out of your performance.
- I. Required Forms: Proposal Required Forms with all required information completed and all signatures as specified. Any modifications or alterations to these forms shall not be accepted and proposal will be rejected. The enclosed original forms will be the only acceptable forms.
- J. Addenda.

The response provided for each category should be tabbed separately but numbered sequentially.

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**EVALUATION PROCESS  
SECTION 6**

**6-1 GENERAL OVERVIEW**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all documentation, is submitted in the format outlined in the RFQ, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

As part of the proposal evaluation process, the City may conduct a background investigation of individuals working for the proposer including a record check by the Riviera Beach Police Department. Proposer's submission of a proposal constitutes acknowledgment of the process and consent to such investigation. The City shall be the sole judge in determining proposal qualifications. The evaluation of proposals shall be to establish the ranking order of the Proposers. The Evaluation Committee shall evaluate all responsive proposals to establish the final ranking order.

The selection of Proposers shall be based on the three (3) highest scores for written proposals. Oral interviews shall be optional, however, if in the City's sole discretion, oral interviews are required, then selection shall be based upon the three (3) highest combined scores for both the written proposal and oral interview. The City reserves the right to reject any or all offers or to accept any offers which is in its best interest. The City also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The City reserves the right, before qualifying any Proposer, to require the Proposer to submit such evidence of qualifications and any current or updated information that was requested in the RFQ as it may deem necessary, and may consider any information available to it of the financial, technical, and other qualifications and abilities of a Proposer, including past performance with other governmental agencies. Proposers are advised that requests for additional information or site visitation are not to be construed as an indication that a Proposer will receive or is in the best position to receive a contract award.

The Utility Special District Procurement contact will prepare and submit a recommendation to the user department which will then submit a recommendation to the City Manager.

The City Manager will submit a recommendation for approval to the City Council of the City of Riviera Beach.

The City Council may award a contract or reject any or all proposal(s). The City Council may, in its discretion, interview proposers and/or evaluate based upon the criteria set forth herein. The City Council can award a contract based upon its independent review in rendering a decision.

The City reserves the right to cancel this RFQ, or portions thereof, without penalty at any time.

## **6-2 EVALUATION CRITERIA**

A maximum total number of points are set out in the table following this discussion. Each category of evaluation criteria will be broken down further with points assigned to each. When appropriate, points will be awarded based upon a quantitative review of the proposals.

The following qualitative guidelines will be used for assigning points:

**OUTSTANDING PROPOSAL:** Highly comprehensive, excellent reply that meets all of the requirements of the areas within that category. In addition, the proposal covers areas not originally addressed within the RFQ category and includes additional information and recommendations that would prove both valuable and beneficial to the agency. This proposal is considered to be an excellent standard, demonstrating the Proposer's authoritative knowledge and understanding of the project.

**EXCELLENT PROPOSAL:** Provides useful information, while showing experience and knowledge within the category. The proposal is well thought out and addresses all requirements set forth in the RFQ. The Proposer provides insight into its experience, knowledge and understanding of the subject matter.

**GOOD PROPOSAL:** Meets all the requirements within the category and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. This proposal demonstrates an above average performance with no apparent deficiencies noted.

**FAIR PROPOSAL:** Meets the requirements in the category in an adequate manner. This proposal demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Proposer.

**INADEQUATE PROPOSAL:** Minimally meets the requirements in the category.

**FAILED PROPOSAL/ NO PROPOSAL (NO POINTS AWARDED):** Does not meet the requirements for the category

Proposals will be evaluated on a "best value" basis using the stated evaluation criteria listed below.

| Criteria  | Points |
|---|--------|
| <b>Firms Qualifications</b>                         | 25     |
| <b>Experience of Staff</b>                          | 25     |
| <b>Past Projects</b>                                | 20     |
| <b>Project Understanding</b>                        | 20     |
| <b>Disputes / Litigation</b>                        | 15     |
| <b>Local Vendor</b>                                 | 15     |
| <b>W/MBE Participation</b>                          | 15     |
| <b>Total Available Points for Written Submittal</b> | 135    |
| <b>Possible Bonus Points</b>                        | 13.50  |
| <b>TOTAL POINTS: WRITTEN AND BONUS</b>              | 148.50 |



**EVALUATION CATEGORIES**

The Evaluation Committee shall rank all proposers received, which meet the submittal requirements. The evaluation committee will consider the following factors when ranking the proposals received:

| <b>EVALUATION CATEGORIES</b>  | <b>POINTS POSSIBLE</b>                           |
|---|--|
| <p><b>COMPANY/FIRM QUALIFICATIONS AND CAPABILITES- (25 points)</b></p> <p>Include the number of years in business, licenses, equipment, references, whether the proposer is local, regional, or national, corporation, sole proprietor, or partnership and other pertinent information to demonstrate that the proposer has the capacity necessary to perform the work as required.</p>   | <b>25</b>  |
| <p><b>EXPERIENCE OF STAFF - (25 points)</b></p> <p>Identify your Project Manager and each individual who will work as part of the engagement. Include resumes for each person to be assigned. Describe the experience in conducting similar projects for the Project Manager(s) or individuals assigned to the engagement. Describe the organization of the proposed project team, detailing the level of involvement, and field of expertise.</p>  | <b>25</b>  |
| <p><b>PAST EXPERIENCE (20 points)</b></p> <p>Provide a minimum of five (5) references (in matrix format), including at a minimum four (4) municipalities located in the State of Florida for which you provided a similar service within the past six (6) years of the scope and nature required by this RFQ. These references must include, as a minimum: name of company, address, contact person, phone number, dates of performance, and a general description of the work performed.</p> | <b>20</b>  |
| <p><b>PROJECT UNDERSTANDING (20 points)</b></p> <p>Describe in detail, your understanding of the Scope of Work and your positive commitment to timely perform the proposed contract work.</p>   | <b>20</b>  |
| <p><b>LITIGATION (15 points)</b></p> <p>State whether you have been involved in any litigation in the last five (5) years or is there any pending litigation arising out of your performance.</p>   | <b>15</b>  |
| <p><b>Principal Office Location and Local Participation (15 points)</b></p> <p><b>Location Within:</b><br/> Riviera Beach<br/> Palm Beach County<br/> Florida<br/> Outside Florida</p>  | <b>15</b><br><b>10</b><br><b>05</b><br><b>02</b> |
| <p><b>M/WBE OWNED (15 points)</b><br/> <b>Meet or Exceeds 15% participation</b><br/> <b>&lt; 15% participation</b></p>  | <b>15</b><br><b>10</b><br><b>5</b>               |
| <p><b>TOTAL WRITTEN POSSIBLE POINTS</b></p>   | <b>135</b>                                       |

|   |               |
|---|---------------|
| <b>EVALUATION CATEGORIES<br/>SECTION 5</b>  |               |
|   |               |
| <b>POSSIBLE BONUS POINTS:</b> Total qualified business participation as outlined in Code of Ordinance No. 16.5, Section 312 <b>(PLEASE REFER TO APPENDIX)</b> | <b>13.50</b>  |
|   |               |
| <b>ORAL INTERVIEW POSSIBLE POINTS</b>   | <b>60</b>     |
|   |               |
| <b>OVERALL TOTAL POINT</b>  | <b>208.50</b> |

## **REQUIRED FORMS**

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. DRUG FREE WORKPLACE
2. NOTIFICATION OF PUBLIC ENTITY CRIMES LAW
3. CERTIFICATE OF TRUTH IN NEGOTIATIONS
4. SCHEDULE 1 – PARTICIPATION FOR M/WBE PROPOSER S/PROPOSERS
5. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A MINORITY/SUB

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING REJECTED.**

**IT IS THE PROPOSER'S RESPONSIBILITY TO CONTACT THE UTILITY SPECIAL DISTRICT PRIOR TO SUBMITTING A PROPOSAL TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS PROPOSAL.**

**DRUG FREE WORKPLACE**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or *nolo contendere* to, any violation of chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by \_\_\_\_\_ the  
(INDIVIDUAL'S NAME)

\_\_\_\_\_ Of \_\_\_\_\_  
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**CITY OF RIVIERA BEACH**

**NOTIFICATION OF PUBLIC ENTITY CRIMES LAW**

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a Proposer , supplier, sub Proposer , or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name & Title (Print or Type)

**TRUTH IN NEGOTIATIONS CERTIFICATE**

This is to certify that, to best of my knowledge and belief, the cost or pricing data submitted, either actually or by specific identification in writing, to the Contracting Officer or the Contracting Officer's representative in support of \_\_\_\_\_

\_\_\_\_\_ \*

are accurate, complete, and current as of \_\_\_\_\_ \*\*

This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between proposer and the City that are part of the proposal.

FIRM: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ \*\*\*

\*Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFQ No.).

\*\* Insert the day, month, and year when price negotiations were concluded and price agreement was reached, of, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.

\*\*\* Insert the day, month, and year of signing, which should be as close to practicable to the date when the price negotiations were concluded and the contract price was agreed to.

SCHEDULE 1  
PARTICIPATION FOR M/WBE PROPOSER/PROPOSERS

RFQ TITLE: \_\_\_\_\_

RFQ NUMBER: \_\_\_\_\_

NAME OF PRIME BIDDER: \_\_\_\_\_

RFQ OPENING DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

| NAME, ADDRESS &<br>TELEPHONE<br>NUMBER OF MINORITY<br>PROPOSER | TYPE & DESCRIPTION OF<br>WORK TO BE<br>PERFORMED | BLACK | HISPANIC | OTHER | WOMEN |
|--|--|-------|----------|-------|-------|
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
|  |  |       |          |       |       |
| <b>TOTAL</b>   |  |       |          |       |       |

TOTAL PARTICIPATION: \_\_\_\_\_%

TO BE COMPLETED BY  
PRIME PROPOSER:

RFQ PRICE: \_\_\_\_\_

SCHEDULE 2

RFQ NUMBER: \_\_\_\_\_  
LIASON: \_\_\_\_\_

LETTER OF INTENT TO PERFORM AS A MINORITY/SUB

TO: \_\_\_\_\_

The undersigned intends to perform work in connection with the above RFQ as (check one):

an individual                       a corporation                       a partnership                       a joint venture  
 The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

At the following price/ contract percentage (%): \_\_\_\_\_

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items: \_\_\_\_\_ Projected Commencement Date: \_\_\_\_\_ Projected Completion: \_\_\_\_\_

\_\_\_\_\_ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority Proposer s and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

\_\_\_\_\_  
(NAME OF MINORITY PROPOSER)

DATE: \_\_\_\_\_

BY: \_\_\_\_\_



