

**Okeechobee Utility Authority
Request for Proposal Engineering Services
Okee-Tantie Utility System Improvements**

Request for Qualifications/Proposals

PART 1

1.1 PURPOSE

The Okeechobee Utility Authority is requesting respondents to submit their qualifications and proposals to provide professional engineering and technical services with regards to the preparation and submittal of a Preliminary Engineering Report providing for water and wastewater utility system improvements to the Okee-Tantie service area. The completion of the PER may lead to design, permitting and construction services for a water and wastewater utility system improvements.

Each RFP, based upon the content submitted, will be evaluated with each proposal scored and ranked. The will strive to negotiate successfully the top ranked firm to set forth the terms and conditions whereby the OUA shall contract with the successful proposer to develop a scope of work and prepare a fee schedule for the work proposed in this RFQ.

Ultimately, the OUA will select the engineer/consultant who most closely satisfies, in the opinion of the OUA, the needs of the OUA towards the requirements of this project.

1.2 ISSUING OFFICE

Okeechobee Utility Authority
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

863.763.9460 (Tel)
863.763.9036 (Fax)

1.3 INVITATION TO PROPOSE

The Okeechobee Utility Authority (OUA) is soliciting proposals from responders to provide professional engineering services or related professional services for the above referenced project. The project is addressed in general and as outlined in the Scope of Work.

1.4 CONTRACT AWARDS

Okeechobee Utility Authority anticipates entering into a contract with the respondent who submits the proposal judged by the OUA Evaluation committee or the OUA Board to be the most advantageous to the OUA. The OUA anticipates awarding a single contract to the respondent selected and approved by the full OUA Board.

The respondent understands that this request does not constitute an agreement or a contract with the OUA. An official contract or agreement is not binding until reviewed and accepted by the OUA Board and executed by all parties. The OUA reserves the right to reject all proposals, to waive any informality and to solicit and advertise for other proposals.

1.5 DEVELOPMENT COSTS

Neither the OUA nor their representatives shall be liable for any expenses incurred in connection with the preparation of a response to this request. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the request.

1.6 INQUIRIES

The OUA will not respond to questions posed within two days of RFQ/RFP bid acceptance. Only questions posed in writing and answered by the formal written addenda process will be binding. Oral and or other interpretations or clarifications will be without legal effect. Respondents may submit written inquires for interpretations of this request to:

Okeechobee Utility Authority
Attn: John Hayford, P.E.
100 SW 5th Avenue
Okeechobee, Florida 34974-4221

jhayford@ouafl.com

863-763-9460 (Tel)
863-763-9036 (Fax)

1.7 TIMETABLES

The OUA and respondents shall adhere to the following schedule in all actions concerning this request:

- A. On September 1, 2021, OUA issues this RFP.

- B. From September 1, 2021 to September 30, 2021, the OUA will receive and answer all inquiries received by mail or e-mail.
- C. The OUA shall receive proposals up to 3:00 PM on October 5, 2021, at which time the proposals will be tabulated, opened and reviewed for compliance with the requirements to make a submittal.
- D. The OUA will review the proposals in a timely manner. The proposals shall be discussed during the OUA staff/committee review meeting tentatively scheduled for 11:00 A.M., October 6, 2021. The staff/committee will evaluate and produce a preliminary ranking of the proposals.
- E. The OUA staff/committee will deliver or make available to the OUA Board members a copy of each submittal and the staff/committee review evaluation.
- F. The OUA Board will review the staff/committee evaluations/ranking and publicly discuss the submittals at the OUA Board meeting, scheduled to begin at 8:30 A.M., Monday, October 11, 2021.
- G. The OUA Board may elect to postpone the award decision and to request presentations from the highest ranked firms. If so, the firms will be notified of the request and a date for the presentations will be selected by the OUA Board.
- H. If a presentation is not required, then, based upon the data provided and discussions, the OUA Board will determine the final ranking of the RFP's submitted. The OUA will notify all respondent(s) of the results of the ranking and review process.
- I. Upon approval of the final ranking, the highest ranked firm will enter into negotiations for a final scope of work and fee schedule. Upon successful negotiations, a contract will be prepared for review and execution by all parties. If negotiations are unsuccessful, the OUA will move on to the next highest ranked firm.

1.8 DELAYS

The OUA may delay scheduled due dates if it is to the advantage of the OUA to do so. The OUA will notify respondents of all changes in the scheduled due dates by written addenda.

1.9 QUALIFICATION SUBMISSION AND WITHDRAWAL

The OUA will receive proposals at the issuing office address set forth in Paragraph 1.2.

To facilitate processing, please mark the outside of the envelope in the lower left-hand corner as follows: **Engineering Services for Okee-Tantie Utility System Improvements**. The outside of the envelope shall also include the Respondent's name and return address in the upper left-hand corner.

Respondents shall submit ten (10) copies of the proposal in a sealed, opaque envelope marked as noted above. The respondent may submit the proposals by U.S. mail, express delivery service or deliver in person.

THE OUA MUST RECEIVE THE PROPOSAL BY THE TIME AND DATE SPECIFIED IN SECTION 1.7

Due to the irregularity of delivery services, the OUA cautions respondents to assure actual delivery of proposals to the issuing office prior to the deadline set forth above.

Respondents may withdraw their submissions by notifying the OUA in writing at any time prior to the opening time and date specified. Respondents may withdraw their submissions in person or via an authorized representative. Respondents and authorized representatives must provide a letter of withdrawal, picture identification, and proof of authorization (in the case of authorized representatives.) Proposals, once opened, become the property of the OUA and will not be returned to the respondent. Opened proposals become "public records" and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

1.10 ADDENDA

If revisions become necessary, the OUA will provide written addenda to all respondents who receive this Request and have identified themselves to the OUA as having received this RFQ/RFP.

1.11 EQUAL OPPORTUNITY

The OUA recognizes fair and open competition as a basic tenet of the public procurement process and encourages participation by any and all qualified firms or individuals including those participating as minority and women business enterprises.

1.12 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the OUA.

PART II THE PROJECT

2.1 SCOPE OF WORK

A. INTRODUCTION

This RFQ/RFP process is to assist the OUA in selecting a qualified professional engineering services firm for the Okee-Tantie Utility System Improvements project. The RFQ/RFP submittal will include firm specific information, such as, team members, location, past project experience, current project capabilities, project approach and other pertinent information in order to choose the best firm for project success.

B. THE PROJECT

The selected engineering firm will be tasked providing, at a minimum, the following project elements:

- Preliminary Engineering Report or Facilities Plan to serve the Okee-Tantie Utility System Improvement project area;
- Evaluate current water and wastewater services and expanded service area with proposed improvements;
- Provide surveying, design and permitting services in the development of project plans and specifications;
- Provide bidding & construction (CEI) capabilities along with certification and project closeout services.

Segment A (± 11,600 LF)

Primarily a transmission main connecting the State Road 78 corridor to the Southwest Service Area (SWSA) project. The OUA does own property at the southern end of this segment if there would be a benefit of a collection/pump station at this location.

Segment B (± 4,100 LF)

This an optional element of this project to serve the SR78 commercial district with a low pressure or vacuum collection system.

Segment C (± 18,200 LF)

This segment begins at the Okee-Tantie area with a pump station to serve a future commercial development. The force main extending up the initial portion of the SR78 corridor will allow for connecting wastewater flows from several mobile home parks and businesses.

The project requirements are to review existing water & wastewater system infrastructure in the project area, alternatives to meet proposed expansion, associated cost analysis of all alternatives proposed and a ranking of the alternatives proposed. The final preliminary work product will identify, in general, as to how the work can be done while minimizing disruptions of service while meeting the needs of the residents.

C. PROJECT AREA

Please find attached Figures 1 & 2 depicting the project area.

PART III INSTRUCTION FOR PREPARING RFQ/RFP SUBMISSIONS

3.1 RULES FOR SUBMISSIONS

The submittal must name all persons or entities interested in or participating in the submission. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal.

SUBMISSION FORMAT

A. Letter of Transmittal

This letter will summarize in a brief and concise statement the Respondent's proposal. An official authorized to negotiate for the respondent must sign the letter of transmittal. The letter should not exceed five (5) pages in length. All subcontractors and percentage of work shall be clearly identified.

B. Location and Personnel

The location of the Respondent's office(s) that will be responsible for the actual production of the work shall be identified. The key personnel in that office(s) who will be responsible for the completion of the work must also be identified.

C. Project References

This section may be submitted by the respondent to aid in the review of the respondent's capabilities. If submitted, the submission must include a list of no more than five (5) representative reports/studies/projects of a similar type that have been completed within the last ten (10) years. For each report/study/project, identify the responsible office(s) and key individual(s) that completed these submittals. For review purposes, the list should include at a minimum, the following items:

1. A brief description of the submittal including all costs and time allowed for the proposed work.
2. List any work directives, change orders, etc. that were issued and reason for same.
3. Total final cost and time.
4. Owner of the project.
5. The name and telephone number of a contact person for the Owner.
6. The dates the project was initiated and completed.

Similar type reports/studies/projects shall mean the key elements of the work items identified in this RFP Scope of Work or in the Respondents Scope of Work submittal.

D. Proposed Schedule of Work, Investigations, Milestones and Results

Provide a proposed Table of Contents with brief description of the work intended, project approach and knowledge of the project scope. The proposed work should meet or exceed the guidelines proposed within this RFP.

E. Other Information

This section can include key staff members who will actually oversee, assist in or conduct the work (these members should be clearly identified as to their expected work assignments), workload projections, and any other information the respondent wishes to include for consideration.

PART IV EVALUATION OF SUBMISSIONS

4.1 EVALUATION METHOD AND CRITERIA

A. General

The OUA shall be the sole judge of its' own best interest, the submittal, and the resulting negotiated agreement. In all instances the OUA's decisions will be final.

The OUA's evaluation criteria will include, but not be limited to, consideration of the following:

1. Familiarity with the Okeechobee Utility Authority's Standards and Specifications.
2. Experience with similar type reports/studies/projects.
3. Key personnel's experience with similar projects and their availability to work on this project.
4. Knowledge of project scope and intent.
5. References from other related projects.
6. Project approach.

B. Selection

The OUA shall review, discuss and evaluate the written proposals submitted for proposed project. The OUA may choose to conduct interviews and schedule presentations prior to making a final decision. The OUA Board will make the final selection.

C. Negotiations

The OUA Board will select and rank the submittals based upon the qualifications and certifications listed in the submittals. Staff will negotiate with the top ranked firm to clearly define a scope of work, project work schedule and a compensation package. Should these negotiations fail, then the negotiations with this firm will be terminated and staff will begin discussions with the next firm on the list.

As stated in Paragraph 1.4 above, the OUA reserves the right to reject any or all proposals, and to waive any irregularities.

Figure 1



Figure 2

