



City of Milton

P.O. Box 909, MILTON, FL 32572
Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: RFP 2021.10 Engineering Services Expansion to the Sundial WWTP
DATE: 11/13/2021

Notice is hereby given that the City of Milton will receive sealed bids for RFP 2021.10 Engineering Services Expansion to the Sundial Wastewater Treatment Plant. The proposal documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join.)

All proposers must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed proposal is:

Tuesday, December 14, 2021 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to DEbentheuer@miltonfl.org by Monday, December 6, 2021 at 2:00 p.m. Answers will be posted by Wednesday, December 8, 2021 at 2:00 p.m. (CST)

Interpretations of the bid, clarification of specifications, and requirement or changes to the bid which have a material effect will be documented and communicated to bidders only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All bidders are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS FOR PROPOSALS

RFP2021.10 Engineering Services Expansion Sundial Wastewater Treatment Plant

I. Deadlines/Dates:

- Proposal Published: November 13, 2021
- Questions Deadline: Monday, Dec 6, 2021 @ 2:00 p.m. (CST)
- Answers Posted by: Wednesday, Dec 8, 2021 @ 2:00 p.m. (CST)
- **Proposal Due: Tuesday, Dec 14, 2021 @ 2:00 p.m. (CST)**

II. Contact Information:

Contact: Diane Ebentheuer, Purchasing Officer
Phone: (850) 983-5438
Email: DEbentheuer@miltonFL.org

III. Proposals Must be Complete and Include:

1. Bidders Declaration (page 3-5)
2. Proposal Content & Format as described (page 6-7)
3. Public Entity Crime Form F.S. 287.133(3)(A) (*City Website*)
4. Drug-Free Workplace Form F.S. 287.087 (*City Website*)
5. Non-Collusion Affidavit (*City Website*)
6. Conflict of Interest Disclosure Form (*City Website*)
7. E-Verify Statement of Compliance (*City Website*)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. **Copies:** Please provide one (1) original, and four (4) copies of your proposal. Faxed or emailed proposals are **not** accepted.

V. Sealed Proposals can be mailed to:

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Proposals must be sealed and marked:

To: CITY OF MILTON

FIRM Name: _____

SEALED BID * DO NOT OPEN

Sealed ITB#: RFP 2021.10

RFP Title: Engineering Services Sundial WWTP Expansion

DUE DATE/TIME: Dec 14, 2021 / 2:00 p.m. (CST)



BIDDER'S DECLARATION

RFP2021.10 Engineering Services Expansion Sundial Wastewater Treatment Plant

The firm/bidder understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the proposal process.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids from interested parties at its offices located at City Hall, Milton, Florida. Any bid received after the bid deadline will **not** be considered.
7. Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.
9. The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. The City of Milton reserves the right to award to multiple vendors.
11. Interested Parties shall submit all required forms and information simultaneously with sealed bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.
12. Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
13. **NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
14. The successful bidder will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
 - Certificate of Non-Discrimination
 - W-9 Taxpayer Identification Number
 - Vendor Application
 - Certificates for Liability, Vehicle, and Worker's Comp Insurance.

(City is to be named as additional insured.) Limitations are listed online.

- Prompt Payment Affidavit
15. That they have carefully read and fully understand the full scope of the specifications.
 16. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
 17. All bidders are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
 18. That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance – if required. (A declaration of insurance form must be provided before any work will begin.)
 19. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, DNobles@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
 20. Sealed bids or proposals >\$250,000 have special requirements for procurement and must comply with the below:
 - a. **Compliance Supplement - President’s executive Order Numbers 11246 and 11375** which prohibit discrimination in employment regarding race, creed, color, sex, or national origin. (2 CFR 200 Appendix 11 whitehouse.gov)
 - Inclusion of goals for minority participation in construction are 6.9% for women.
 - % for minorities as prescribed by appendix B-80, Federal Register, volume 45, No. 194, October 3, 1980.
 - b. **Title VI of the Civil Rights Act of 1964** (Department of Labor dol.gov)
 - c. **Title 45 CFR Required Items (govinfo.gov):**
 - **Anti-Kickback Act** (title 45 CFR 2543.82)
 - **Davis Bacon Act** (title 45 CFR 2543.83)
 - **Contract Work Hours and Safety Standards Act** (title 45 CFR 2543.84)
 - **Byrd Anti-Lobbying Amendment** (45 CFR 2543.87)
 21. Federal Award Contracts - Selected Contractor must comply with:
 - **Termination for Cause and Convenience** - All contracts or purchase orders in excess of \$10,000 must address by the non-Federal entity including the manner by which it will be affected and the basis for settlement, (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
 - **Contract Clauses for Contract Provisions for Non-Federal Entity Contracts Under Federal Awards** (2 CFR 200 Uniform Guidance Appendix II gov.info)
 22. **For all Contracts - Contractors should take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.** (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
 23. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening but may not be withdrawn after such date and time.

- 24. That by submission of this bid the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
- 25. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid.
- 26. Recommendations are posted on city web page via agendas prior to award.
- 27. Any protests are handled per the City's Purchasing Policy and F.S. 120.57(3).

BIDDER: _____

Company Name

Address/City/Zip

Phone _____ Email _____

Contact Name _____ Title _____

Company Representative Signature _____ Date _____

PURPOSE, SCOPE OF WORK, AND QUALIFICATIONS

RFP2021.10 Engineering Services Expansion Sundial Wastewater Treatment Plant

The City of Milton (City), Santa Rosa County, Florida, is hereby giving notice and calling for Statements of Qualifications for the Engineering Design and Professional Services needed for the Expansion of the Sundial Wastewater Treatment Plant (SDWWTP). The current SDWWTP is permitted for 0.25 mgd. The proposed expansion will take the treatment capacity to 0.50 mgd.

A. SCOPE of Services:

Specific services required shall include, but not limited to the following:

1. Planning, surveying, engineering design including structural engineering, electrical engineering, and geotechnical services.
2. Develop an estimated construction cost budget.
3. Preparation of Bid forms, Contract Documents and all required specifications, construction drawings and related FDEP permitting services necessary to present the project or bidding.
4. Assist the City in any way during the bidding process with answering contractors or vendors questions, issuing any Addendums that may be required and to be present during the Bid opening.
5. Review of Bids and received, along with a recommendation for award of contract. Conduct a Pre-Construction conference, perform periodic construction observation. Review of contractors monthly pay request and conduct monthly progress meeting. Be present at start-up of major equipment. Provide project certifications, recommendation of acceptance to the City and as-build drawings.

B. TYPE OF CONTRACT:

After the selection process, the City intends to negotiate a LUMP SUM fee contract. Any changes beyond the approved original contract will come about using the Task Order method.

C. PROPOSAL CONTENT AND FORMAT:

1. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposer submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. The City of Milton reserves the right to waive irregularities in the proposal and reject any and all proposals and to request additional information from proposers if deemed necessary.
2. Letter of Transmittal: The proposer shall submit a "Letter of Transmittal" which shall as a minimum contain the following:
 - a. Describe the firm's general qualifications and the range of activities performed by the firm(s) including any and all sub-consultants.
 - b. Identify the person to be assigned to this project as the Project Manager.
 - c. Brief statement of the firm's familiarity with the needs of the project.

- d. Show that the firm is licensed and in good standing to conduct engineering business in the State of Florida.
3. All proposals shall include statements that:
- a. Indicate why the proposer feels uniquely qualified to undertake the required professional engineering services and that they have experience with the AeroMod treatment process.
 - b. Describe the technical approach to be taken in addressing the proposed scope of work.
 - c. Identify and list prior work experience with the AeroMod process and specifically the Sundial WWTP.
 - d. Further, the proposer shall certify that to the best of their knowledge and belief all the information submitted for consideration and evaluation is true, correct, and accurate.

D. EVALUATION CRITERIA:

<u>Criteria</u>	<u>Points Available</u>
1. Ability to design an approach and work plan to meet the project requirements	10
2. Ability to devote the needed time to the project based on current workload	10
3. Ability to commence services and complete services within a timely manner.	10
4. Experience of the firm in the AeroMod Treatment Process	38
5. Prior experience specifically with this Sundial WWTP plant	20
6. Availability of adequate personnel and technology.	5
7. Firm's reputation and competence including technical education, Training, timeliness, cost control, and quality of work.	5
8. Certified Minority Firm	2
Total	100

E. LICENSES: License required.

F. RESOURCES:

See attachment 1 on page 9: Drawing of Existing and Proposed Expansion.

See attachment 2 on page 10: Project details.

G. INSURANCE REQUIREMENTS:

Contractor shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the City of Milton shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Contractor shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Events may include Food and liquor liability.

1. Commercial General Liability - ISO CG 001 Form or equivalent.

General Aggregate	\$1,000,000
Products/Completed Operations-Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000

2. Automobile Liability

Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory

3. Workers' Compensation

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability):	
➤ Each Accident	\$100,000
➤ Disease-Each Employee	\$500,000
➤ Disease-Policy Limit	\$100,000

H. FORCE MAJEURE:

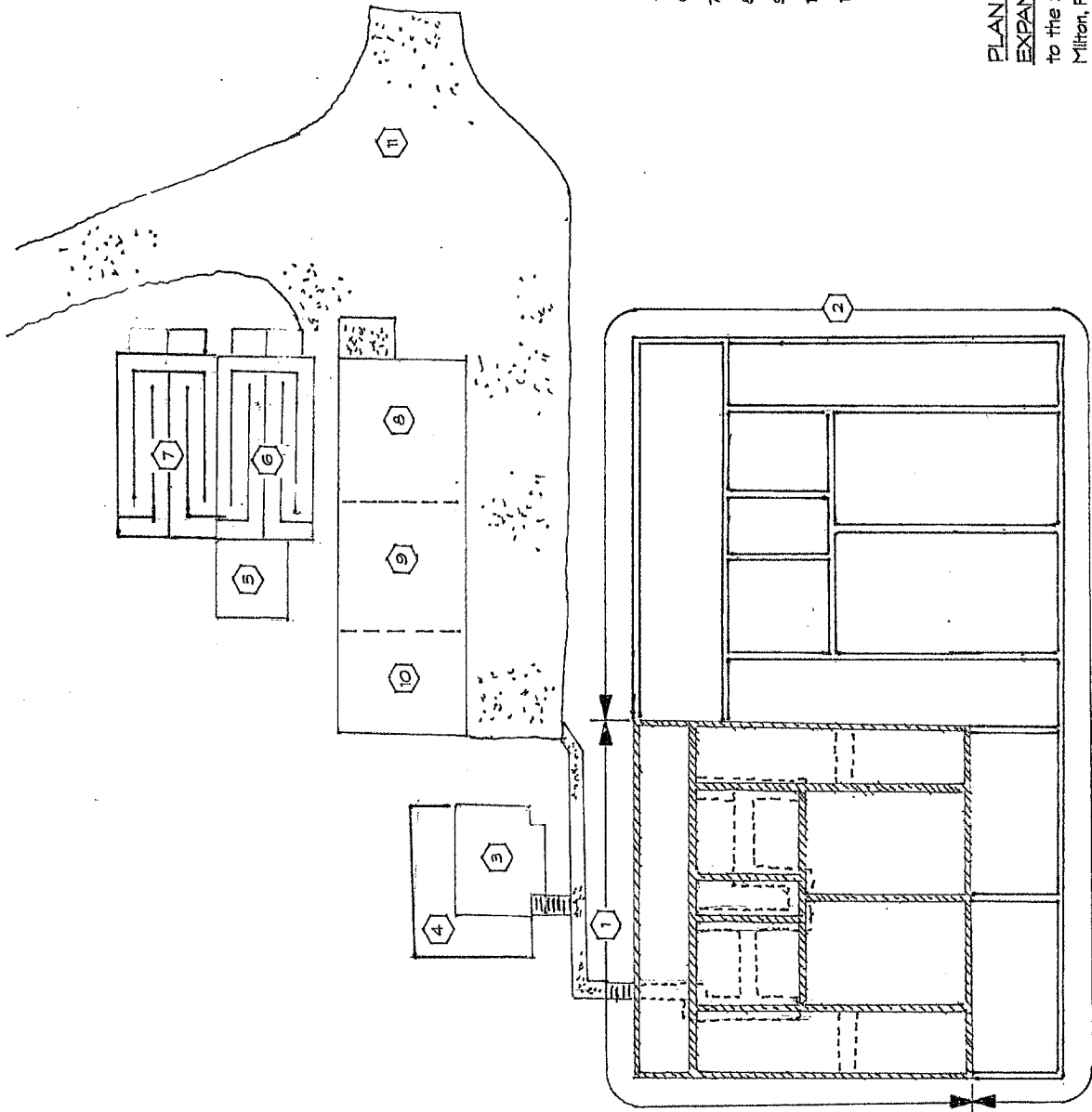
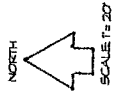
Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, civil, or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, strikes, labor disputes, shortages of suitable parts, materials, labor, or transportation to the extent such events are beyond the reasonable control of the party claiming excuse from liability resulting there from.

I. MODIFICATIONS:

Modifications to provisions of this contract shall only be valid when they have been rendered in writing and duly signed by both parties. The Parties agree to negotiate this contract if stated revisions of any applicable laws, regulations or increases/decreases in allocations make changes this this contract necessary.

J. TERMINATION:

This contract may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the vendor will be paid for all costs incurred and hours worked up to the time of termination.



KEY NOTES:

- 1 • EXISTING AEROMOD UNIT
- 2 • PROPOSED NEW AEROMOD UNITS
- 3 • EXISTING PRETREATMENT STRUCTURE
- 4 • PROPOSED NEW HEADWORKS STRUCTURE
- 5 • EXISTING CL2 BUILDING
- 6 • EXISTING CL2 CONTACT CHAMBER
- 7 • PROPOSED NEW CL2 CONTACT CHAMBER
- 8 • EXISTING SLUDGE DEWATERING UNIT (NO MODIFICATIONS REQ'D)
- 9 • EXISTING ELECTRICAL CONTROLS + OFFICE/LAB
- 10 • BLOWER(S) + STANDBY GENERATOR
- 11 • EXISTING COMPACTED GRAVEL DRIVEWAY (ALL TO REMAIN)

**PLAN - EXISTING & PROPOSED
EXPANSION**
to the SUNDIAL WWTP
Milton, FL JSW - 8/2021

ATTACHMENT 1

ATTACHMENT 2 - SUNDIAL WWTP EXPANSION

GENERAL:

1. Existing AEROMOD structure (.25 mgd) to remain but with minor improvements to the air piping & add-on of 2 new AERATION TANKS.
2. Another NEW AEROMOD structure (.25 mgd) will be constructed bring total capacity to .50 mgd.
3. Existing HEADWORKS will be replaced.
4. New HEADWORKS structure to include SCREENING & GRIT REMOVAL.
5. It is assumed that existing Cl2 building meets current standards & only minor modifications will need to be required.
6. Existing CHORINE CONTACT CHAMBER will remain. Numbers will need to be ran to see if it has any additional capacity. This layout assumes that current structure is only rated for .25 mgd.
7. This New CHLORINE CONTACT CHAMBER is same size as existing.
8. It is assumed that no modifications will be required for the existing SLUDGE DEWATER UNIT. A detail review of run times will be performed.
9. OFFICE/LAB/ELECTRICAL ROOM will or should require upgrading & modifications based on current rules, regulations & projected needs.
10. Existing BLOWER PAD will need to be modified to accept 2 additional BLOWERS for the second new AEROMOD structure. It is also assumed that the STANDBY GENERATOR will need to be replaced or additional unit installed. Building may require modifications or additions to house new blowers, compressor & generator.
11. No work is assumed for the existing driveway
12. In lieu of constructing the already permitted effluent disposal sites to the west, review the possibility of enlarging and increasing the permitted capacity of the existing on-site effluent disposal ponds (Ponds 1 & 2).