

**REQUEST FOR QUALIFICATIONS FOR WASTEWATER TREATMENT PLANT EXPANSION
SERVICES FOR THE CITY OF NEPTUNE BEACH
RFQ 19-02**

The City of Neptune Beach hereby requests a statement of qualifications from individuals or firms to provide engineering services for a phased Wastewater Treatment Plant Expansion. The existing Wastewater Treatment Plant has a Total Plant Capacity of 1.03 mgd. The Plant uses Advanced Treatment with nitrogen removal by IFAS MBR, Contact Stabilization and Extended Aeration treatment.

Phase 1 of the project will increase the Total Plant Capacity to 1.18 mgd and is comprised of the following Treatment Plant improvements:

- Install Floating Aerators in Surge Basin
- Convert 2nd Surge Basin to Digester
- New Electric Building and electrical Improvements with consideration for both Phase 1 and Phase 2 Improvements

Phase 2 of the project will increase the Total Plant Capacity to 1.60 mgd and is comprised of the following Treatment Plant improvements:

- Install a 2nd IFAS MBR Tank
- Install a 3rd Clarifier
- Convert an Anoxic / Contact Stabilization Tank to an Anoxic Tank
- Convert a Digester to a Contact Stabilization Tank
- Convert a Package Plant to a Digester / Thickener
- Install a 2nd RAS/WAS Pump Station
- Install a new Generator

Engineering Services for this project will include but not be limited to topographical surveying, geotechnical evaluation, engineering design, permitting, bidding, construction administration and resident observation services.

Proposals will be accepted on an equal competitive basis. No qualifications statement will be accepted from individuals or firms placed on the convicted vendor list following a conviction for a public entity crime.

The evaluation criteria that will be utilized in the selection of the engineer are as follows:

1. Knowledge of Existing Wastewater Treatment Plant; 10 pts.
2. Experience with Nitrogen Removal Wastewater Treatment Plant Design including IFAS MBR systems; 20 pts.
3. Experience with municipal engineering projects; 15 pts
4. Management and Staffing; 15 pts.
5. Approach to Task; 20 pts
6. References: All Wastewater Treatment Design projects for last three (3) years for which you are responsible; 20 pts

Negotiation will begin with the firm ranked highest based upon the final rankings.

Respondents are required to submit one (1) original and Five (5) copies in a sealed envelope

marked "SEALED QUALIFICATIONS FOR WASTEWATER TREATMENT PLANT EXPANSION SERVICES". Qualifications must be received by 2:00 p.m. on December 20, 2019 at the City of Neptune Beach City Hall, Attention: Catherine Ponson, City Clerk, 116 First Street, Neptune Beach, FL 32266.

This solicitation does not commit the City of Neptune Beach to award a contract, to pay any costs incurred in the preparation of a qualifications statement, or to procure or contract for services. The City Council reserves the right to reject any and all qualification statements received as a result of this request, to negotiate with all qualified responders, to cancel in part or in its entirety this solicitation, or to re-advertise if it is in the best interest of the City to do so.

THE CITY OF NEPTUNE BEACH SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT, FAIR HOUSING AND PROVIDING HANDICAP ACCESS".

INSTRUCTIONS TO RESPONDENTS

All submittals shall be prepared in accordance with these instructions to be considered responsive.

Submittals shall include the following information and shall be organized in the following order:

- A. Title Page: include the name of the firm, address, phone number, and contact person.
- B. Table of Contents
- C. Letter of Transmittal: Limit to one or two pages.
 - a. Describe your understanding of the project and the treatment plant process improvements.
 - b. Briefly describe the members of the project team and their roles in the implementation of the project.
- D. Provide resumes for key members of the team: Limit to two pages each.
- E. Provide a statement that the lead firm is licensed and qualified to perform the requested services in the State of Florida. Include copies of applicable licenses, registration and certifications of the firm and key personnel who will participate on the project.
- F. Explain how the firm will approach the project and comply with the project schedule to complete the Phase 1 design within 6 months of award of contract. Limit to two pages.
- G. Explain how the firm plans to become quickly familiar with local conditions and your firm's approach to Project Management and the availability of Key Personnel who will be part of the Project Team. Limit of one page
- H. Executed and notarized Sworn Public Entities Crime Statement.

QUESTIONS: Submit all questions regarding this RFQ document to the David Bolam, Utility Engineer email engineering@nbfl.us in writing not later than five (5) working days prior to the due date. Written replies will be issued to all responders of record. Questions received less than five (5) working days prior to the due date may not be answered.