

GRIFFEY ENGINEERING, INC.

October 18, 2023

Sean O'Keefe, Town Manager
Town of Howey-in-the-Hills
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737

RE: RFQ Process

Dear Sean:

The acquisition of professional services is governed by Florida Statute 287.005, Consultants' Competitive Negotiation Act (CCNA). It is applicable for architecture, engineering, landscape architecture, and surveying & mapping. The statute establishes thresholds for when CCNA needs to be followed. The table below summarizes the current threshold amounts.

	Fee/Cost Limits	
	Study, Planning, Design Fee	Project Construction Cost
CCNA Not Required	< \$35,000	< \$325,000
Continuing Contract	Up to \$500,000	Up to \$4,000,000
Individual RFQ	> \$500,000	> \$4,000,000

Continuing professional service contracts are required to be procured in accordance with CCNA procedures. For example, Griffey Engineering has a continuing engineering services agreement with the town. It is a "piggyback" agreement based on my current agreement with the City of Tavares which was the result of an RFQ (#2020-006) selection process by the city.

The CCNA process has three steps: 1) Public Announcement and Qualification, 2) Competitive Selection, 3) Competitive Negotiation. Basically the town will issue a Request for Qualifications (RFQ) and interested firms will submit a response following the requirements stated in the RFQ. Per the statute, proposed fees and pricing are prohibited at this step. The town will review and rank the submittals to determine the top ranked firm. The town will then negotiate a scope of work and a fee for the project with the top ranked firm. If the town and firm cannot reach an agreement, then the negotiations will terminate and the town will begin negotiations with the next firm in the ranking list.

The town recently utilized the RFQ process for the design and permitting of Water Treatment Plant #3 (RFQ 2023-002). The RFQ document that was issued by the town (copy attached) was based on a recent Lake County RFQ as a template. Four qualified firms responded with submittals. The review and ranking process was performed by a selection committee. The committee members were Morgan Cates, Public Works Director, Phil Clark, Tavares Utility Director, Don Griffey, Town Engineer, James Southall, Public Utilities Supervisor. The table below shows the ranking of the submitting firms.

Rank	Firm
1	Halff
2	Woodard & Curran
3	CPH
4	Kimley-Horn

The town is currently in the negotiation phase of the process. To date we have had one meeting with Halff to discuss the scope of design services needed for the project.

Please contact me if you have any questions or require additional information.

Sincerely,



Donald A. Griffey, P.E.

**TOWN OF HOWEY-IN-THE-HILLS
REQUEST FOR QUALIFICATIONS
RFQ: #2023-002
WATER TREATMENT PLANT #3**

**PROPOSALS ARE DUE ON OR BEFORE
2:00 PM (EST) AUGUST 31, 2023**

MAIL OR DELIVER PROPOSALS TO:

ATTN: John Brock, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737

CONTACT:

John Brock, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737
Phone: (352) 324-2290
email: jbrock@howey.org

1. THE PROJECT

Pursuant to Florida Statute 287.055 (the Consultant's Competitive Negotiation Act or CCNA), the Town of Howey-in-the-Hills (the "Town") is issuing a Request for Qualifications (RFQ) from qualified engineering firms for the design and permitting of a new water treatment plant (WTP #3). The project location is the northwest corner of State Road 19 and Town Road 48, Howey-in-the-Hills, Florida.

The new plant will be a replacement of the existing WTP #2, located adjacent to the new site. WTP #3 needs to have a capacity equal to, or greater than, the town's existing WTP #1 (1.8 MGD). The project is further described and depicted in the town's Water Master Plan (June 2018) prepared by BESH and the WTP #3 Preliminary Site Plan (07/28/2023) prepared by Griffey Engineering.

Scope of Work: The provision of professional services for the design and permitting, from all applicable agencies, for the new plant. Deliverables shall include fully completed and certified construction plans and specifications sufficient for bidding & construction, along with all necessary permits. Design services shall include, at a minimum, the following:

Surveying

- Boundary survey of the new plant site
- Topographic survey, including overhead and underground utilities, of the new plant site, the adjoining rights-of-way of CR 48 and SR 19, and the existing WTP #2 including all above and below ground equipment and appurtenances.

Environmental

- Phase 1 environmental audit
- Wildlife survey of endangered/threatened/protected/listed species.

Geotechnical

- Geotechnical survey for structures and stormwater pond design.

Site Improvements

- Site paving, grading, drainage, & utilities
- Landscaping & irrigation
- Site lighting, security, & electrical systems

Buildings

- On-site office and plant buildings design
- Office septic tank

Plant Improvements

- Ground storage tank
- Yard piping
- Pumping system
- Electrical controls
- Treatment system
- SCADA system

System Tie-In

- WTP #2 modification/decommission
- PRV interconnect valve modification/upgrade

Cost Estimate

- Engineers estimate of the probable cost of construction.

Bid Documents

- Fully conformed set of construction plans and specifications sufficient for bidding and construction.

The Town intends for the project design to be completed within a period of six months from the Notice to Proceed.

2. INSTRUCTIONS

Deadline and Delivery of the Proposal Packages: All proposal packages must be received by the Town Clerk on or before **2:00 PM EST Monday, August 31, 2023**. Proposals must be sealed in one package and clearly labeled “**RFQ 2023-002 Water Treatment Plant #3**” on the outside of the package. Late proposals will not be accepted by the Town Clerk. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.

Withdrawal of Proposals: A vendor may request a proposal be withdrawn from consideration prior to the date and time the proposals are due. Proposals that have been submitted to the Town become a public record, subject to public record retention requirements.

Licenses, Permits, Local Laws and Requirements: The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFQ terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. A respondent, by submitting a qualifications package, represents that the respondent has read and understands the Request for Qualifications requirements and its response is made in accordance therewith and that the respondent is familiar with the local conditions under which the awarded Respondent must perform.

Prior to entering into a contract with the Town, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.

Inquiries, Clarifications and Addenda: While the Town has used considerable efforts to ensure an accurate representation of information in this RFQ, each prospective respondent is urged to conduct its own investigations into the material facts and the Town shall not be held liable or accountable for any error or omission in any part of this RFQ. It is incumbent upon each prospective respondent to carefully examine these requirements, terms, and conditions.

Any inquiries, suggestions, or requests concerning interpretation, clarification or additional

information shall be made in writing and submitted via e-mail to the Town Clerk. The Town will not be responsible for any oral communication given by any employee, agent, or representative of the Town. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If the Town revises (amends) this RFQ, notice will be posted on the Town’s website. You must acknowledge each addendum in your proposal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. It is solely your responsibility to ensure that you have received all addenda to this RFQ before submitting your proposal.

Before submitting a qualifications package, each respondent shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the Town upon which the respondent will rely. If the respondent receives an award, failure to have made such investigations and examinations will in no way relieve the respondent from its obligations to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim by the respondent for additional compensation or relief.

Restricted Discussions: From the date of issuance of this solicitation until final Town action, vendors should not discuss the solicitation, or any part thereof, with any employee, agent, or any representative of the Town other than the designated contact person.

Schedule: The schedule dates below may be subject to change by the Town. The schedule of pertinent events for this RFQ may be viewed on the Town’s website at www.howey.org. All times listed are EST.

RFQ Advertised in Newspaper & Posted on Town Website	August 7, 2023
Questions Due to the Town (in writing via e-mail)	August 21, 2023
Responses to Questions Posted	August 25, 2023
Proposal Packages Due to the Town	August 31, 2023 2:00 p.m.
Proposal Packages Opened at Town Hall	August 31, 2023 2:15pm
Selection Committee Review & Short List Recommendation	September 8, 2023
Negotiations with Top Ranked Firm	September 18, 2023

3. SUBMITTAL REQUIREMENTS

The proposal package must be submitted on 8-1/2” X 11” paper. Vendors must submit **two** hard copies and **one** electronic copy on flash drive in Adobe Acrobat (.pdf) format.

Specific Directions Regarding Format and Contents of Response: To facilitate analysis of its qualifications package, the respondent shall prepare its qualifications package in accordance with the instructions outlined in this section. If the respondent’s qualifications package deviates from these instructions, such response may, in the Town’s sole discretion, be rejected. The Town emphasizes that the respondent concentrate on accuracy, completeness, and clarity of content.

Economy of Presentation: Each qualifications package shall be prepared simply and economically, providing a straightforward and concise description of the respondent’s capabilities

regarding the conditions and requirements of the specific work to be performed pursuant to this RFQ. Elaborate bindings, colored displays, and any superfluous promotional material are not desired, and at a level considered unwarranted by assigned evaluators, may serve as evidence of cost inefficiency supportive of a lower technical rating. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is **mandatory** that respondent follow the format and instructions contained herein. The Town retains the prerogative to reject any response that does not essentially conform to the stated requirements.

Qualifications Package Guidelines: Cross Referencing - To the greatest extent possible, each section shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the qualifications package. Information required for evaluation of qualifications, which is not found in its designated section, will be assumed to have been omitted from the qualifications package.

Abbreviations and Acronyms – All abbreviations and acronyms used in the qualifications package shall be explained and/or defined upon their first usage in each section of the qualifications package.

Page Limitation, Size, and Format – Responses are limited to a total page count not to exceed 50 pages. This count includes all response content to include completed Town Forms 1 through 3, but excluding tab sheets, covers, or any Town-issued addenda pages. Page size shall be 8.5 x 11 inches. Pages may be single-spaced. The text size should be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Binding and Labeling – The entirety of the qualifications package should be spiral bound on the left margin to permit the qualifications package to lie flat when opened. All response sections must be appropriately separated and tabbed. Staples shall not be used.

Qualifications Package Sections: The respondent shall organize its qualifications package into the following major sections.

TAB A STATEMENT OF INTEREST: To be submitted on the firm's letterhead concisely stating the firm's understanding of the services required by the Town and be signed by a person authorized to bind the firm.

TAB B FIRM PROFILE: Complete Form 1 and a copy of the respondent's current State of Florida Board of Professional Regulation License.

TAB C TEAM COMPOSITION AND SUBCONSULTANTS: Complete Form 2 listing the key people proposed for the Town's project along with any proposed subconsultants. Include a copy of each person's current State of Florida Board of Professional Regulation License. Additional resumes may be attached.

TAB D SIMILAR PROJECTS: Complete Form 3. This form may be reproduced.

TAB E ADDITIONAL INFORMATION: Provide any additional information or description of resources and/or capabilities supporting your firm's qualifications for the Town's project.

Withdrawal of Qualifications Package: You may withdraw your qualifications package or modify it at any time prior to the official response due date and time. You shall be required to produce photo identification that satisfies the Town prior to withdrawal or modification of your qualifications package. Negligence upon your part in preparing your qualifications package confers no right of withdrawal after the time fixed for the submission of qualifications packages.

Qualifications Package Acceptance / Rejection: The Town reserves the right to accept or reject any or all qualifications packages received as a result of this RFQ, or to negotiate separately with competing contractors. The Town reserves the right to waive any informalities, defects, or irregularities in any qualifications package, or to accept that qualifications package, which in the judgment of the proper officials, is in the best interest of the Town.

4. EVALUATION PROCESS

A selection committee consisting of at least three (3) members will be appointed by the Town Manager to review and evaluate responses. Each member will individually review and rank the submittals. The combined totals of all of the member’s ranking scores will determine the final ranking and shortlisting of firms. The criteria for ranking and assigned weights are shown below.

CRITERIA	POTENTIAL POINTS
Professional qualifications necessary for satisfactory performance. <ul style="list-style-type: none"> • Project manager and key members are qualified to perform the work of the project. • Consultant’s knowledge of standards and procedures. • Project Team identified/experienced in projects of this nature and size. 	10
Specialized experience and technical competence for this type of work. <ul style="list-style-type: none"> • Consultant provided comparable projects they have been involved with. 	15
Past project contracts w/ government agencies and private industry. <ul style="list-style-type: none"> • Project list showing similar projects & capabilities performed. 	15
The capacity to accomplish the work in their proposed completion schedule. <ul style="list-style-type: none"> • Consultant has adequate resources & commitment to complete on schedule 	20
Understanding of the project. <ul style="list-style-type: none"> • Consultant demonstrated understanding of key elements of the project. • Consultant provided comparable projects they have been involved with. 	20
Approach to the project <ul style="list-style-type: none"> • Consultant recognized & identified any special circumstances on the project. • Consultant provided logical approach to tasks and issues of the project. 	20

Discussions and/or Presentations After Initial Ranking: The Town, at its sole discretion, may conduct discussions with, and/or require formal presentations by, any respondent without charge to

the Town. The Town reserves the right to require any respondent to demonstrate to the satisfaction of the Town that the respondent has the fiscal and technical ability to furnish the services as proposed. The Town shall be the sole judge of compliance in this regard. The Town reserves the right to conduct discussions with any respondent(s) which has (have) been "short-listed" as a most-qualified respondent.

Respondents are cautioned not to assume that they will be asked for discussions or a presentation, and should include all pertinent and required information in their original qualifications package.

Upon completion of discussions and/or presentations with short-listed respondents, the Town will determine which one of those respondents is considered the best qualified for the project. If discussions/presentations are not held, the highest scoring firm from the initial ranking shall be considered the best qualified. Project scope and pricing negotiations will then ensue with the respondent in the manner stated in Section 287.055, Florida Statutes.

5. METHOD OF AWARD

Award of Contract: The Town reserves the right to reject any or all responses, to waive any minor informality or irregularity in any response, and to make award to the response deemed to be most advantageous to the Town within the selection factors and process cited within Section 287.055, Florida Statutes.

The Town has the sole discretion, and reserves the right, to cancel this RFQ, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the Town's best interests to do so.

Any qualifications package that is contingent upon an award or a contract for any additional service shall be rejected and not considered for an award.

In the event of default by the awarded Respondent, the Town reserves the right to negotiate and award the contract to the next best qualified Respondent without any further competition.

Time Limit To Submit Required Award or Initial Performance Related Documentation: Within ten (10) calendar days after Town notification of intent to award, or subsequent intent to proceed, any successful respondent must furnish all deliverables or documentation required to specifically support the Town intent. If any successful respondent fails to furnish the required deliverables within the required time frame, intent to award, or award to that respondent may be withdrawn and award made to the next highest rated respondent.

Disputes/Exceptions: Any prospective respondent who disputes the reasonableness or appropriateness of any item within this RFQ document, any addendum to this RFQ document, notice of award or notice of rejection shall set forth the specific reason and facts concerning the dispute, in writing, within five (5) business days of the Town's issuance of the qualifications package document or addenda, or notice of award or rejection. The written dispute shall be sent via certified mail or delivered in person to the Town Clerk. However, respondents are advised that any protest based exclusively on disagreement with the technical judgment of evaluators will be rejected unless there is clear evidence of arbitrary or capricious action in that regard.

Any prospective respondent who may have any exceptions to any requirements set forth in this RFQ or the scope of work may identify the item(s) that exception is taken to, including the reason and include these item(s) in a separately marked section of their submitted qualifications package. All such exceptions shall be evaluated by the Town personnel involved in the review and evaluation process. It is recommended that any such exception or deviation be addressed to the Town in writing during the solicitation period.

6. GENERAL

Right to Reject Proposals: The Town reserves the right to make an award it determines to be in its best interests or to reject any and all proposals. Further, the Town, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any vendor submitting a proposal. Failure to provide requested information may result in the rejection of the proposal.

Compliance with Laws: Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFQ and the conduct of vendor's business, including those of Federal, State, and local agencies having jurisdiction and authority.

Convicted Vendors: Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.

Discriminatory Vendors: Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the discriminatory vendor list.

Vendor's Cost: Costs for developing a proposal responsive to this RFQ are entirely the obligations of the vendor and shall not be chargeable in any manner to the Town.

Vendor's Representations: In submitting a proposal, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).

- The vendor is not currently under suspension or debarment by the State or any other governmental authority.
- The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
- The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.

FORM 1

FIRM PROFILE

1. Firm (or joint venture) Name & Address	1c. Licensed to do business in the State of Florida _____ Yes _____ No
	1d. Name, Title & Telephone Number of Principal to Contact
	1e. Address of office to perform work, if different from Item 1
1a. Firm is ___ National ___ Regional ___ Local FEIN # _____	
1b. Firm is a Certified Minority Business Enterprise ___ Yes ___ No	
2. Please list the number of people by discipline that your firm/joint venture will commit to the County's project.	
3. If submittal is by joint venture list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) for each firm:	
3a. Has this joint venture previously worked together? ___ Yes ___ No	

Form 2

TEAM COMPOSITION

Name of Prime Firm: _____

Role	Name and City of Residence of individual assigned to the project	Florida Active Registrations Number
Principal-in-Charge		
Project Manager		
Project Engineer (or Architect)		
Project Construction Administrator		
List other Key Members:		

Sub Consultants:

Role	Company Name & Address of Office Handling this Project	Projected % of Over-All Work on Entire Project	Name of Individual Assigned to this Project	Firm Worked with prime before (Yes or No)	Individual Worked with prime before (Yes or No)

Are there any contractual agreements between the respondent (prime consultant) and any of the proposed sub-consultants? ____ yes ____ no

If the answer is yes, the respondent shall attach, with their submittal, information describing the contractual relationship including a copy of any written contractual agreement.

FORM 3

PROFESSIONAL PERSONNEL FOR SIMILAR PROJECTS

Work by firm or joint venture members which best illustrate current qualifications relevant to the Town's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects.

<u>6. Project Name & Location</u>		<u>Project Owners Name & Address</u>
<u>Completion Date (Actual or Estimated)</u>		
<u>Estimated Cost (In Thousands)</u>		<u>Project Owner's Contact Person, Title, & Telephone Number</u>
Entire Project \$	Work for which firm was/is responsible \$	
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u>		
<u>Nature of Firm's Responsibility in Project (Please give quantitative indications wherever possible)</u>		
<u>Firm's Personnel (Name/Project Assignment) That Worked on the Stated Project That Shall Be Assigned to the County's Project</u>		