

PALM BEACH COUNTY  
NOTICE

*Pursuant to Florida Statutes 287.055, NOTICE is hereby given that Palm Beach County Water Utilities requires professional consulting services on the following project:*

**ALL ENGINEERING SERVICES REQUIRED FOR PROFESSIONAL CONSULTING SERVICES:**

**CAPITAL IMPROVEMENT PLAN PROGRAM MANAGEMENT**  
**PROJECT NO. WUD 19-028**  
**PALM BEACH COUNTY, FLORIDA.**

Consultants interested in this project are required to furnish EIGHT (8) originals (bound as a combed and/or notebook format), one copy (unbound) and one PDF on a CD of their proposal no later than 3:30 P.M., on Thursday, May 23, 2019 with the following:

- 1) Letter of Interest (20 printed pages maximum) including reference to this Notice. Minimum font of 11 and minimum margins of 0.75" requested along with sufficient spacing within the letter.
- 2) GSA Form SF 330, to include those personnel within your firm, or sub-consultants who have expertise in the following categories:
  - 8.01 Mechanical Engineering – Waste Water Treatment Systems
  - 8.03 Mechanical Engineering – Water Supply Treatment Systems
  - 12.07 Environmental Engineering – Water & Wastewater Treatment Process Design
- 3) A completed Prime Consultant Questionnaire.
- 4) A completed Sub-Consultant Letter of Intent to Perform and questionnaire (for each consultant).
- 5) EBO Schedules 1 and 2
- 6) Commercial Non-Discrimination Certification.
- 7) Conflict of Interest Disclosure Form

**Relevant forms may be obtained by contacting the Roadway Production Division at 561-684-4150 or at <http://www.pbcgov.org/engineering/roadwayproduction/rtps/>.**

**Note:** In accordance with Palm Beach County Code 2-351 through 2-358, "Cone of Silence" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal. Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

Hassan Hadjimiry, P.E., Deputy Director  
Palm Beach County Water Utilities Department  
8100 Forest Hill Blvd.  
West Palm Beach, FL 33413

Additional information pertaining to this project can be obtained from the Director of Engineering, Krystin Berntsen, P.E., PMP at the Palm Beach County Water Utilities Department Engineering Division by email to [kberntsen@pbcwater.com](mailto:kberntsen@pbcwater.com).

**A non-mandatory pre-proposal meeting will be held on Wednesday, April 17, 2019 at 10:30 a.m. local time at the Central Region Operations Center, Conference Room 158, 8100 Forest Hill Blvd, West Palm Beach, FL 33413.** All Respondents planning to submit a Proposal are encouraged to attend this meeting. Attendees shall provide sufficient time to ensure arrival prior to the indicated time.

The Palm Beach County Water Utilities Department (PBCWUD) is seeking proposals from qualified firms for the Capital Improvement Plan Program Management to assist with the implementation of the projects as shown in the 2020-2025 Capital Improvement Plan (CIP). In addition, the selected firm will work with PBCWUD on not only Capital projects but on Repair and Replacement (R&R) projects that are being developed as part of the utilities asset management program. The selected firm will provide communication, planning services, oversight of staff and design professionals for project from design through construction; provide coordination of permitting and approvals, support of strategic asset management principles; and provide coordination between WUD Engineering and Operations and Maintenance Divisions. It is intended that the selected firm will work to supplement WUD Engineering Division Staff and key individuals will be located at the Central Region Operations Center.

The selected firm will be experienced in providing a full range of services, including assistance with development of project procurement documents and oversight through design and construction phases of water, wastewater, reclaimed water treatment and transmission projects. The selected firm will provide services for continuous improvements towards PBCWUD's Asset Management Program to support the Strategic Initiatives plan to include ISO 55001 certification goals. The selected firm shall be a firm regularly engaged in the business of providing engineering services for the design and construction of wastewater, water and reclaimed water treatment and transmission facilities. It is anticipated that the following services will be needed and the selected firm will have expertise in the following areas:

Including but not limited to:

Communication, public information and branding

Delivery

1. Project Planning
  - a. Project prioritization and packaging
  - b. Business case evaluation

- c. Alternative project delivery analyses
  - d. Project delivery planning
  - e. Cost estimating
2. Procurement and Execution
- a. Selection Processes, RFPs, RFQs
  - b. Prequalification of contractors
3. Engineering Support and Design Management
- a. Basis-of-Design or Design definition documents
  - b. Design refinement
  - c. Design review
4. Construction Management
- a. Constructability review
  - b. Schedule review and tracking
  - c. Change order review and negotiations
  - d. Construction inspection or On-site Construction Manager
  - e. Start-up
  - f. Closeout
- Controls
- 1. Invoice review and processing
  - 2. Budget management
  - 3. Scheduling
  - 4. Contract management
  - 5. Claims avoidance and resolution
- Permitting
- 1. Application
  - 2. Tracking and coordination
- Asset Management
- 1. Life Cycle Asset Management Framework
  - 2. Organizational analysis, evaluation, and reporting using Data Warehousing
  - 3. Smart Utility and Technology improvements
  - 4. Inventory Management to include Spare Part identification

The firm shall demonstrate experience of Program Management Services for capital water/wastewater infrastructure improvement plan(s) with value of at least one hundred million dollars (\$100,000,000.00) within the last ten (10) years from the date of this solicitation.

One (1) firm will be selected. The selected prime and sub-consultant firm(s) are precluded from bidding on or receiving an award with PBCWUD during the duration of the Capital Improvement Plan Program Management contract. The term of the contract is three (3) years plus two one (1) year renewal options.

Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the County will provide contracting opportunities for S/MWBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the “Consultants’ Competitive Negotiation Act” (CCNA).

Responses will be evaluated based on the selection criteria set out in the County’s PPM# CW-O-048 and the Affirmative Procurement Initiatives (APIs) determined by the County’s Goal Setting Committee. The APIs for this solicitation are:

*15 points shall be awarded based on the level of MWBE dollar participation that has been committed to on the prime respondent’s team.*

Explanation of Goal Setting Committee’s reasons for applying this API:

- The analysis of the SBE Program’s effectiveness found an underutilization of certified minority SBE’s on the County’s contracts during the January 1, 2009, to December 31, 2013, study period. When the utilization of certified minority SBE’s were compared to the County’s list of certified SBE’s, underutilization was found for most minority groups. Example: out of 2,334 contracts for PBC, All Industries, January 1, 2009 to December 31, 2013, 261 were awarded to African Americans, (257 males and 4 females), 89 to Asian Americans (86 males and 3 female), 283 Hispanic Americans (31 males and 252 females), 0 Native Americans.
- The previous SBE Program failed to meet its stated goal to afford all businesses, both Minority and Non-Minority SBE’s the opportunity for full and equitable participation in County Contracts.
- Professional Services Disparity Index: AA = .09, W= .43 (significant disparity). To eliminate disparity, these two groups need to attain .80 on disparity index.
- MWBE Evaluation Preference for MWBE Participation (Professional Services) was the appropriate API and only API to capitalize on the MWBE availability of 19.89% for an RFP \$15,000,000.

*The SBE goal for this project is a mandatory minimum of 20% participation.*

*If a mandatory SBE or MWBE goal applies to this solicitation, then any proposal that fails to comply with the required goal shall be deemed non-responsive after the period allowed for waiver requests has lapsed. If a proposer is unable to comply with a required goal, such proposer shall submit a request for a waiver or partial waiver at least 7 days prior to the proposal due date. If a proposer requests a waiver from a goal from the Office of EBO at least 7 days prior to proposal due date, then the proposal due date will be extended pending the outcome of the waiver request. Additionally if the waiver is granted the solicitation will be amended accordingly and the due date extended again. Filable pdfs of all EBO forms can be found on the OEBO website at <http://discover.pbccgov.org/joebo/Pages/Compliance-Programs.aspx>. Also, see the EBO Ordinance and Countywide PPM# CW-O-043 for further information on the County’s EBO Program.*

In addition, prior to submission of a proposal, any firm or individual, as a prime consultant or as a sub-consultant, desiring to provide architectural, engineering, and landscape architectural, or surveying and mapping professional services to Palm Beach County must first be CCNA certified with the Roadway Production Division of the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

Proposer must register in the County’s Vendor Self Service (“VSS”) at <https://pbcvssp.co.palmbeach.fl.us/webapp/vssp/AltSelfService> in order to propose on County contracts. If the proposer

intents to use subconsultants, proposer must also ensure that all subconsultants are registered as vendors in VSS.

Firms shall not add or delete team members, or adjust team participation after the proposal due date. If a S/M/WBE team member withdraws before final selection, the respondent firm must submit a new Subconsultant's Questionnaire Form or new Schedules 1 and 2 and request a substitution from the County's Office of Equal Business Opportunity.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The County, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Director of Engineering, Krystin Bermtsen, P.E., PMP, by email to [Kbermtsen@pbcwater.com](mailto:Kbermtsen@pbcwater.com).

Palm Beach County reserves the right to reject any or all responses; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel the solicitation in its entirety.

 This Notice given this 7th day of April 2019. PALM BEACH COUNTY WATER UTILITIES DEPARTMENT

BY:   
Hassan Hadjimiri, P.E., Deputy Director  
Palm Beach County Water Utilities Department

ATTEST:

SHARON R. BOCK  
CLERK AND COMPTROLLER

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BY: MACK BERNARD, MAYOR

PUBLISH: THE PALM BEACH POST  
SUNDAY, April 7, 2019 and SUNDAY, April 14, 2019