

REQUEST FOR QUALIFICATIONS (RFQ) NO. 2010020
FOR INDIAN RIVER COUNTY, THE CITY OF VERO BEACH AND THE TOWN OF INDIAN
RIVER SHORES

The Indian River County Board of County Commissioners, the Town of Indian River Shores City Council and the City of Vero Beach City Council in compliance with the Consultants' Competitive Negotiation Act (CCNA), section 287.055, Florida Statutes (2009), announce that professional services will be required for the following project:

PROFESSIONAL CONSULTING SERVICES CONTRACT FOR:
INDIAN RIVER COUNTY, TOWN OF INDIAN RIVER SHORES AND CITY OF VERO BEACH
WATER DISTRIBUTION SYSTEM & WATER TREATMENT FACILITIES /
WASTEWATER COLLECTION SYSTEM & WASTEWATER TREATMENT FACILITIES /
REUSE WATER DISTRIBUTION SYSTEM & REUSE WATER FACILITIES

Background: Indian River County (IRC) and the City of Vero Beach (COVB) each operates its own independent water and sewer utility system. The COVB has operated its system since the mid 1920's while IRC began providing utility services in the mid 1980's. The Town of Indian River Shores (IRS) entered into a franchise agreement with the COVB to serve its residents with water and sewer most recently in 1986. Likewise, most recently in 1987, IRC entered into a franchise agreement with the COVB to serve a portion of the IRC's water and sewer utility customer base. These agreements are set to expire in 2016 and 2017, respectively, unless both parties agree to a renewal with a five year prior notice. IRC currently has approximately 42,000 water customers and 25,000 sewer customers. The COVB currently provides services to about 12,000 water customers and 9,000 sewer customers (including the two franchise areas described above).

On October 15, 2009, a joint meeting was held with IRC, COVB, IRS and the City of Fellsmere (COF) to discuss countywide water and sewer infrastructure. In a unanimous vote, IRC, IRS and COVB agreed to participate in the process of obtaining an independent consultant to investigate the consolidation, cooperation or partnership, and that a Consultants Competitive Negotiation Act Committee be appointed consisting of two members each from IRC, IRS, and COVB, and that the Committee bring back a recommendation for a consultant with a scope of work and a price. The three jurisdictions could then reconvene to consider the Committee recommendation.

The successful firm must: be experienced in the operation of utilities from the standpoint of infrastructure needs to meet the demands of a given and future customer base; have the ability to analyze the entire infrastructure of both utility systems (IRC, COVB); and have the capability to determine the most economical and efficient method to operate the facilities in order to meet present and future demands.

The successful firm must also: be qualified in business management and forecasting to the extent of developing utility rates, charges, user fees, etc.; be knowledgeable in case laws and state statutes governing operation, acquisition and consolidation of utilities; be versed at determining ownership of utilities, the depreciated value of specific infrastructure, the value of land (other than public rights-of-ways) occupied by public utilities, the acquisition costs considering several different scenarios of consolidation and summarizing the costs into a user fee or rate of utility use to the benefitting customer. The different rates per scenario will then be compared to determine the most economical and efficient method for operation to be recommended.

The various scenarios to consider are as follows:

1. Consolidation of the entire water and sewer utility system (IRC and COVB) under one entity.
2. Partial consolidation of COVB Utility system outside the city limits and the IRC Utility system in each of the franchise areas, independently and collectively.
3. Continue to operate and maintain the utilities as they exist.

The purpose of this study is to determine the most efficient scenario listed above that will allow economies of scale to either lower or stabilize long term rates. The study should continue to evaluate other scenarios to determine the next most efficient combination.

A general description of the scope of consulting services is as follows:

1. The Consultant is to perform a basic financial analysis of both utility systems. Additionally, the Consultant will be asked to accomplish a general and broad inventory, age and depreciation for Potable Water Distribution System and Water Treatment Facilities / Wastewater Collection System, Wastewater Treatment Facilities and Reclaimed water systems of both utilities, as well as the land that these facilities occupy (other than public right-of-way). The information obtained in the study will be used to determine the financial strengths of both utilities for the scenarios listed above. The miscellaneous infrastructure to be considered may include, but is not limited to, the following:
 - Water Treatment Plants and associate appurtenances, including supply wells, etc.
 - Wastewater Treatment Plants and Associated appurtenances, including injection wells, rapid infiltration basins, etc.
 - Potable water transmission and distribution mains and associated appurtenances, including storage tanks, high service pumps, etc.
 - Sanitary sewer transmission and collection mains and associated appurtenances, including lift stations, pump stations, gravity sewer mains, manholes, etc.
 - Reuse water transmission and distribution mains and associate appurtenances including storage tanks, high service pumps, etc.
 - Land occupied by the utility facilities (exclusive of public rights-of-way).
2. The successful consultant must be experienced in performing the following tasks associated with water and sewer design for ensuring future demands are met for 10 year and 20 year horizons:
 - Hydraulic & Sewer/Water Quality Modeling.
 - Permitting and Regulatory Assistance.
 - Wastewater and RO Water Design and Distribution
 - Capital Estimates
 - Financial utility analysis
 - Utility Rate making
 - Utility acquisitions and mergers
3. The consultant must have a strong understanding of ownership and business interests in utility franchises in general, and be able to apply that knowledge to the IRC, COVB and IRS franchise agreement relationships. The established ownership and depreciated value will then be factored in to establish a fair market value for the acquisition costs, should purchase of plant, land or infrastructure be considered.
4. Upon estimation of the required infrastructure improvements of each established scenario, the selected consultant may be required to develop user rates if requested. Accordingly, the successful consultant must possess or obtain the opinions from firms or agencies agreed upon by IRC and COVB with the following financial and business expertise:
 - Knowledge of utility rate structures as it pertains to utility acquisition, capital improvements, etc.;
 - Knowledge of Florida Statutes as they pertain to property ownership, utility ownership and utility acquisition.

A. GENERAL CRITERIA FOR SELECTION:

1. Professional qualifications of firm and specific individuals to be assigned to and manage the projects.
 - a) Qualifications of Firm: List shall not exceed **three (3)** pages in length.
 - b) Specific Individuals Assigned: Provide a maximum of **three (3)** resumes for the personnel assigned as liaisons to Indian River County, i.e., principals / project managers. Each resume shall not exceed two pages in length.
2. List of project assignments performed in the last **five (5)** years (maximum), relevant to water distribution system expansions, wastewater collection system expansions, facility upgrades, capacity enhancements, modifications, improvements and renewal & replacements (R&R):

• Capital improvement projects • Miscellaneous General plant-related engineering Services • Water & Wastewater Plant Design • Permitting and Regulatory Analysis • Site Work • Surveying, Mapping, GIS applications and GPS Services	• Operating & Maintenance projects (O&M) • Budgetary and process/operating cost analysis projects • Hydraulic & Sewer/Water Quality Modeling • Grant Writing & Funding Analysis • Subsurface Soils exploration • Civil, Mechanical, Electrical, Instrumentation Engineering as applies to Water & Wastewater Plants. • Recent mergers or acquisitions • Financial analysis and utility rate making
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 - a) Provide list of projects completed along with the name of the utility, a contact person, telephone number, and project value in dollars. Complete the form attached hereto as Table A.
 - b) Completed Table A list shall not exceed **two (2)** pages in length.
3. Consultant's project history to accomplish work within the time frames and project schedules as determined by the client, not to exceed **two (2)** pages in length.
4. Present workload:
 - a) Provide list of present and projected workload. Complete the form attached hereto as Table B.
 - b) Completed Table B list shall not exceed **three (3)** pages in length.
5. Evidence of professional liability insurance and error and omission insurance, or evidence that the required insurance will be provided at the time of selection.
 - a) Attach certificates of insurance (or equivalent).
6. Demonstration of cost control performance on previous projects during the previous **five (5)** years.
 - a) Provide Complete GSA Form SF-254 for general experience. Provide a maximum list of **twenty (20)** projects.
 - b) Provide Complete GSA Form SF-255 listing various utility projects completed or nearing completion. Provide a maximum list of **twenty (20)** projects.
7. Location of firm.
 - a) Provide regional map of firm's office location(s) within the State of Florida. Map shall be annotated to reflect the address(s) and telephone number(s) of the office(s).
 - b) If applicable, provide regional map of other resources (sub-consultants or other professionals) committed to supporting your firm in completing the work (i.e. name of surveyor, mapper, soils testing, structural, electrical, instrumentation, mechanical, architectural, and other professionals who may be involved). Map shall be annotated to reflect the address and telephone number of each additional resource.

B. FORMS OF SUBMITTAL – SUBMITTAL CONTENT:

1. Interested Consultants or firms are advised to provide in their submittals as precise information as possible pertaining to their capabilities, experience, and ability to provide the services outlined in this Request for Qualifications and to adhere to the instructions herein.
2. Each submittal must address each of the items 1 thru 7 referenced above, and shall be limited to specific instructions outlined above. A table of contents is presented below as an outline of your submission.

Suggested Table of Contents.

- a) Cover Letter / Letter of Interest.
 - b) Professional Qualifications of Firm
 - c) Professional Qualifications of specific individuals assigned to the County.
 - d) List of project assignments performed in the last five years (Table A).
 - e) Demonstration of ability to complete project schedules within time frames.
 - f) List of present workload (Table B).
 - g) Evidence of professional liability insurance.
 - h) Evidence of error and omission insurance.
 - i) GSA Form SF-254.
 - j) GSA Form SF-255.
 - k) Regional map of firm's office location(s) within the State of Florida.
 - l) Regional map of sub-consultants or other professionals committed to supporting your firm in completing utility work.
3. Applicants that do not comply with all the above instructions or do not include all the requested data may not be considered.

C. INSURANCE REQUIREMENTS:

The Consulting firm selected shall be required to furnish evidence of insurance(s) to Indian River County, the City of Vero Beach and the Town of Indian River Shores as set forth below.

- a) The successful firm shall provide Worker's Compensation insurance as required by law.
- b) Workers' Compensation for Employer's Liability Insurance. Statutory requirements for Worker's Compensation and employer's liability of \$100,000 each accident, \$500,000 disease policy limit, and \$100,000 per occurrence.
- c) Business Automobile Insurance. This coverage should include owned, hired, and non-owned vehicles at a minimum combined single limit of \$100,000 per occurrence and personal injury coverage of \$50,000.
- d) General Liability Insurance. Commercial general liability coverage, including contractual liability and independent contractor, with a minimum combined single limit of \$100,000 per occurrence and personal injury coverage of \$50,000.
- e) Professional Liability. Professional liability insurance at a minimum limit of \$1,000,000.
- f) Consultant agrees to provide the insurance written by a carrier licensed to do business in the State of Florida. To the extent available, the policy shall be an occurrence form, not a claims-made policy. The insurance company selected shall be rated A+ VII or better, per the Best's Key Rating Guide.

- g) A certificate of insurance shall be provided to the Risk Manager for review and approval, ten (10) days prior to commencement of any work under the Agreement. The Certificate shall provide for Indian River County, the City of Vero Beach and the Town of Indian River Shores to be named as an additional insured for work under this Agreement.
- h) Indian River County, the City of Vero Beach and the Town of Indian River Shores shall be given 30 days prior written notification of Consultant's intent to cancel or modify any required insurance.

D. SUBMISSION REQUIREMENTS:

Any firm desiring to provide professional services described above shall submit expression of interest, including qualifications and experience, as outlined in the prior pages.

Interested firms shall submit ten (10) copies of the required information not later than 2:00 p.m., December 31, 2009, addressed to the attention of:

Purchasing Manager, Indian River County
1800 27th St., Bldg. B
Vero Beach, Florida 32960

Questions and/or clarifications must be submitted in writing only to Tammy Vock, City Clerk, COVB.

These questions must submitted no later than December 4, 2009 to:

Tammy Vock
City Clerk, COVB
1053 20th Place
Vero Beach, FL 32960
Office (772) 978-4700
Fax (772) 978-4790
tvock@covb.org

Consultants may not solicit any members of the CCNA committee or public officials from any of the three (3) political entities in regards to this RFQ. All contacts shall be through Tammy Vock, City Clerk of the COVB.

**SWORN STATEMENT UNDER SECTION 105.08, INDIAN RIVER COUNTY CODE,
ON DISCLOSURE OF RELATIONSHIPS**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement MUST be submitted with Bid, Proposal or Contract No. _____
for _____

2. This sworn statement is submitted by: _____

(Name of entity submitting Statement)

whose business address is:

3. My name is _____
(Please print name of individual signing)

and my relationship to the entity named above is _____

4. I understand that an "affiliate" as defined in Section 105.08, Indian River County Code, means:

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a County Commissioner or County employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in section 105.08, Indian River County Code, with any County Commissioner or County employee.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity have the following relationships with a County Commissioner or County employee:

Name of Affiliate
or entity

Name of County Commissioner
or employee

Relationship

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this __ day of _____, 20 __, by _____
_____, who is personally known to me or who has produced _____
_____ as identification.

NOTARY PUBLIC

SIGN: _____

PRINT: _____

Notary Public, State at large
My Commission Expires:

(Seal)

Table-A – List of Recent Utility Projects:

Project Type: ** (See below.)	Client Name (Utility name)	Client Address	Client Contact Person	Year Work Performed	Brief Description of Work Performed	Est. Project Value (\$)
1.)						
2.)						
3.)						
4.)						
5.)						
6.)						
7.)						
8.)						
9.)						
10.)						
11.)						
12.)						
13.)						
14.)						
15.)						

**** Project Type Examples: Rate; W/WW; Pipeline; WTP**

Table-A – List of Recent Utility Projects (cont.):

Project Type: ** (See previous page)	Client Name (Utility name)	Client Address	Client Contact Person	Year Work Performed	Brief Description of Work Performed	Est. Project Value (\$)
16.)						
17.)						
18.)						
19.)						
20.)						
21.)						
22.)						
23.)						
24.)						
25.)						
26.)						
27.)						
28.)						
29.)						
30.)						

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Table B – Present and Projected Workload

Client/project	Phase	Total fee (\$)	Percent Complete

Table B – Present and Projected Workload (cont.)

Client/project	Phase	Total fee (\$)	Percent Complete

Table B – Present and Projected Workload (cont.)

Client/project	Phase	Total fee (\$)	Percent Complete

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