



**Marion County
Board of County Commissioners**

Procurement Services

2511 SE Third St.
Ocala, FL 34471
Phone: 352-671-8444
Fax: 352-671-8451

**Request for Information (RFI)
11I-128
Marion Oaks Waterfall Rehabilitation**

Dear Vendor:

Currently, we are soliciting information on behalf of the Marion County Board of County Commissioners and the **Marion County MSTU/Assessment Department** for input/suggestions/data pertaining to the scope of work/specifications for possible upcoming solicitation for work to rehabilitate/repair the Waterfall Feature at the entrance of the Marion Oaks Subdivision in Ocala, FL (frontage on SW Hwy 484). Pertinent information regarding this RFI is listed below:

RFI Number: **11I-128**

Due Date: **May 23, 2011 – 4:00 PM**, at the
Marion County Procurement Services Department
2511 SE 3rd St, Ocala, FL 34471

Site Visit: Non-Mandatory Thursday, May 12, 2011 - 9:00AM

Please direct any questions regarding this request to the Marion County Procurement Services Department. All questions shall be submitted in writing, and shall be faxed to (352) 671-8451. Thank you in advance for your participation in this process.

Sincerely,

Carrie Lyn Hyde
Procurement and Contract Analyst

/clh

“Meeting Needs by Exceeding Expectations”

Request for Information 11I-128

Marion Oaks Waterfall Rehabilitation

INTRODUCTION

This Request for Information (RFI) is being issued by the Marion County Board of County Commissioners Procurement Services Department in order to gather information relating to feasibility of making the waterfall at the entrance of the Marion Oaks Subdivision operable and to provide for future continued maintenance of the waterfall and its surrounding grounds. Currently, this waterfall is not in service and repairs are needed. The residents of Marion Oaks have requested the Marion County MSTU/Assessment Department in conjunction with the Marion Oaks MSTU for General Services gather and provide information to the MSTU for General Services Advisory Board. This will determine the feasibility and estimated expenses that would be incurred to have this waterfall working again and in order to be considered for possible future inclusion within their MSTU for General Services. An onsite inspection will be scheduled for all vendors interested in responding to this Request for Information to preview and inspect the site. **A non-mandatory site visit has been scheduled for Thursday, May 12, 2011 at 9:00am.** There will only be one staff-accompanied site visit, however contractors may visit the site on their own time. At the staff-accompanied site visit, contractors will have the opportunity to ask any questions they may have or to address any concerns not covered in the information as outlined below. All submittals must be complete and accurate to be deemed valid. *No award will be recommended based solely on the results of this RFI*; if it is determined that restoration of the waterfall would prove feasible, a separate solicitation will be released.

1. REQUESTED INFORMATION

Services which are known and required to bring the Waterfall to working condition shall include:

- a) Clean the existing waterfall. At a minimum, surfaces will need to be pressure washed. Any and all other work associated with restoring the aesthetics shall be brought to the County's attention at this time
- b) Fill the seams of the due to previous leaks
- c) A crack on the base of the waterfall has been observed and runs from one side to the other; needs repair
- d) Water appears to be seeping along the east side at the base of the waterfall; needs repair
- e) Sandblast and refinish waterfall grates along the top of structure
- f) Determine the most cost effective method to sustain the water quality once the waterfall is made operable and provide the costs associated with continued maintenance to sustain an acceptable level of water quality once repairs have been made. This waterfall was designed to run chemical free and not use chlorine or bleach
- g) Replace the existing waterfall timer (240V 440 W) with a commercial grade timer
- h) Replace lighting timer with a commercial grade timer
- i) Repair or replace existing sump pump with a commercial grade sump pump that can provide continued services on a 12 hour per day basis
- j) Repair or replace existing ladder that goes down into the waterfall where the operational equipment is located
- k) Repair the automatic filler
- l) Repair or replace the waterfall pump motor. Existing pump motor needs to be rewound

- m) The original system was designed to have two pumps; however, only one was every installed and used. Determine if it would be more efficient to install two pumps in lieu of the one.
- n) Determine cost difference to install a new second pump to be used as the primary and repair the older motor to be used as a backup
- o) Determine cost difference to install the second pump to use in lieu of the pump motor that needs repairs.
- p) Install timer on both fan and pump
- q) Provide continued maintenance on all mechanical equipment necessary to operate waterfall
- r) Inspect all interior safety controls as they may have been eliminated or altered. This includes the light switches as well
- s) Design and install a basic landscape package that will complement the waterfall. Basic package to include restoring the two (2) islands located within the waterfall. There are palm trees and other shrubbery within these two islands that would require maintenance. The landscaped beds surrounding the Waterfall would require the edges to be redefined, weeded and mulched. All existing bushes and palm trees would need to be trimmed.
- t) Costs for continued maintenance of landscaping and grounds around the waterfall and in front of the two (2) stone walls on the parcels adjacent to the waterfall once the basic landscape package has been installed. Proposal must include replacing annuals four (4) times per year. Beds would need to redefined, weeded, planted and mulched
- u) Estimated costs for all utility expenses including water and electric associated with the operation of the waterfall and its lighting. Estimate should be based on operation of the waterfall 12 hours per day
- v) Evaluate existing turbine pump assembly to ensure that it is in good working order. Recommend any necessary repairs if needed
- w) Install well to run sprinkler system
- x) 1 hp pump to operate irrigation system
- y) 2 hp pump to operate irrigation system (in lieu of 1 hp pump)
- z) Install automatic overflow
- aa) Determine what is required to make existing sprinkler system operational and split into five (5) zones or to replace with new system
- bb) Determine most efficient means to operate sprinkler system (Manual vs. Automatic)
- cc) Determine any other items which are not covered in this RFI to bring the feature into working and maintainable condition.

If it is determined that restoration of the waterfall and its grounds would prove feasible, a separate solicitation will be released. This proposal must be all inclusive and structured in such a fashion that one vendor would be responsible for overseeing all items listed above and manage all aspects associated with the work. Monthly and annual operation costs are also a component and must be listed as stated.

NOTE: Five (5) of the street lights on this property are not to be included with this proposal.

Contractor shall indicate on his proposal a NOT TO EXCEED cost for the work, assuming all items are corrected. If the cost is within budget for the community, a line-by-line detailed proposal will be advertised for the Contractor to break out unit pricing for the Department's consideration.

Contractor shall note additional items not listed or recognized herein which are significant to the restoration/repair/rehabilitation of the Waterfall/feature. Items which are not addressed during this RFI process may not be considered if/once an RFP is advertised. Variances or alternates to the method of work proposed by the County may be addressed on the Vendor Input Form.

2. CONTRACTOR CURRENT EXPERIENCE

It will be the intent of the Department to contract with a firm which has at least three (3) current or previous waterfalls or like features, maintained on a continual basis. Firms which do not have this type of experience but are interested in the work may be considered if other references are comparable; include comparable references for consideration in RFP advertisement. It is preferred any respondent to any future advertised RFP shall have a minimum of five (5) years experience in providing these types of services. ALL Respondents must be licensed, insured and in good standing with Marion County MSTU, Procurement Services and Building Departments.

3. RESPONSE FORMAT

Responses to this RFI shall be bound (NO 3-ring binders) and formatted as follows:

- a) Submittal Cover Sheet (provided herein)
- b) Pre-Solicitation Specification/Scope of Work/Scope of Service Input Form (provided herein). May be copied for multiple pages as necessary. Any and all suggestions/comments/input submitted for consideration shall be submitted on this provided form. You may re-create this form, however it should be modeled after the one in this document.
- c) A single, total “Maximum/Not to Exceed” price based on the expectation that all work in Item 1 will be performed to bring the feature to working condition. Cost shall be proposed on the Contractor’s letterhead, signed and dated by an officer of the firm. **It is understood this is NOT a quote to perform the work**, and that no work will be awarded as a result of this price proposal. Pricing proposed will be used as a tool for the Department to determine the feasibility of moving forward with a detailed scope of work for a formal solicitation.
- d) An annual estimated cost related to operation and maintenance of the waterfall once the feature is in restored condition.

4. DISCLAIMER

It is the County’s intent to not publicly disclose vendor proprietary information obtained during this solicitation. To the full extent that it is protected pursuant to the Freedom of Information Act and Florida public records laws or other laws and regulations, information identified by a respondent as “proprietary or confidential” will be kept confidential. It is emphasized that this RFI is for planning and consideration purposes only and is not to be construed as a commitment by the County to enter into a contractual agreement, nor will the County pay for information solicited.

5. PROHIBITION AGAINST LOBBYING

Respondents, their agents, and associates shall refrain from contacting or soliciting any County official, other than Marion County Procurement Services staff, regarding the RFI process. Failure to comply with this provision may result in disqualification of the respondent for any future solicitation.

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Marion Oaks Waterfall Rehabilitation

SUBMITTAL COVER PAGE

Name of Firm, Entity or Organization:		
Federal Employer Identification Number:	OR	Social Security Number:
_____		_____
State of Florida Applicable License Number:		
Name of Contact: _____ Title: _____		
E-mail address:		
Mailing Address: _____		
Street Address (if different): _____		
City, State, Zip: _____		
Telephone:	Fax:	
Organization Structure: _____		
Check one: Corporation ☐ Partnership ☐ Proprietorship ☐		

(Specify Sole Officer)		
Joint Venture ☐ Other (explain) ☐ _____		
If Corporation:		
Date of Incorporation: _____ State of Incorporation: _____		
States registered in as foreign Corporation:		
Authorized Signature: _____		
Print Name: _____		
Signature: _____		
Title: _____		
Telephone: _____ Fax: _____		
E-mail Address:		

This document must be completed and returned with your Submittal

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Marion Oaks Waterfall Rehabilitation

Vendor Input Form with Regard to the Work

PROVIDE PRE-SOLICITATION SPEC/SOS/SOW INPUT BELOW:

****THIS PAGE MAY BE COPIED****

[illegible]

Page ____ of ____

This document must be completed and returned with your Submittal