

**REQUEST FOR QUALIFICATIONS FOR SRF PLANNING/ENGINEERING SERVICES
FOR THE CITY OF MADISON WASTEWATER SYSTEM FACILITIES PLAN
STATE REVOLVING LOAN PROJECT WW40040**

The City of Madison hereby requests a statement of qualifications from individuals or firms to provide engineering services for State Revolving Loan Projects. The intent is to enter into a Five-Year continuing contract, renewable on an annual basis, with one firm to coordinate and manage the wastewater SRF program for the City.

The initial phase of the program involves preparing a Facilities Plan for the wastewater system to address aging infrastructure needs in the wastewater collection/transmission system and the wastewater treatment plant and effluent disposal system. Future phases will include assisting the City in requesting SRF funding and engineering design, bidding and construction phase services for projects identified in the Facility Plan.

The Facilities Plan shall be completed by August 1, 2019.

The City in conjunction with the Florida Rural Water Association has completed an Asset Management Plan and has taken the initial steps toward completing a Sewer System Evaluation Survey. Part of the funding under the current SRF planning loan will go towards hiring a separate contractor to inspect the sanitary sewer system for infiltration and manhole condition and provide a final report. The Engineer shall review the Asset Management Plan, Contractor's final report, and other data collected by City forces and incorporate the results into the Facilities Plan.

Engineering Services for this project will include but not be limited to environmental services, historical/archeological services, topographical surveying, testing, 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 State Regulations governing the SRF Program as well as other grant/loan programs; 10 pts.
2. Experience with SRF Funded Planning Projects and Facility Plan Preparation; 20 pts.
3. Experience with municipal engineering projects; 15 pts
4. Management and Staffing; 10 pts.
5. Approach to Task; 20 pts
6. Ability to become Quickly Familiar with Local Conditions; 20 pts.
7. References: All SRF projects for last three (3) years for which you are responsible; 5 pts

In the event of a tie, if one of the businesses involved in the tie is minority or female owned or is subcontracting with minority or female owned businesses, they shall be ranked above the other firm or firms involved in the tie. Engineering fees will be negotiated after ranking is completed utilizing the Consultants' Competitive Negotiation Act, Florida Statute 287.055.

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 SRF PLANNING/ENGINEERING SERVICES". Qualifications must be received by 2:00 p.m. on March 26, 2019 at the City of Madison City Hall, Attention: Lee Anne Hall, City Clerk, 321 SW Rutledge Street, Madison, FL 32340-2498.

This solicitation does not commit the City of Madison 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 Commissioners reserve 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.

Engineering service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

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

February 20, 2019

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 SRF Planning process.
 - 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 Facilities Plan by August 1, 2019. 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 City of Madison, City Clerk, 321 SW Rutledge Street, Madison, FL 32340-2498, e-mail lee.anne.hall@cityofmadisonfl.com 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.