

## REQUEST FOR QUALIFICATIONS

Loxahatchee River Environmental Control District Professional Services by Professional Engineers, Architects, Landscape Architects, and Planning Firms

Request For Qualifications # 25-002-00141

### LEGAL ADVERTISEMENT

In accordance with the Consultants Competitive Negotiation Act (CCNA), Florida Statutes 287.055, the Loxahatchee River Environmental Control District (District) of Jupiter, Florida is seeking Qualification Statements from qualified firms of Professional Engineers, Architects, Landscape Architects, and Planners to select the best qualified consulting firms that can provide consulting services for planning, modeling, preliminary engineering, studies, pilot programs, project design, survey, permitting, bidding, construction contract administration, resident project representative, public relations, and testing services for:

#### **2500 Jupiter Park Drive Improvements – Phase 1**

This project includes design, permit, bidding, engineering services during construction and project management for an approximate 11,000 SF warehouse and secured yard, 10,700 SF maintenance facility, 6,000 SF Maintenance Laydown and Covered Storage, 6,000 SF Collection Department Storage Yard, 6,000 SF Construction Storage Yard, Fleet Parking and Security Fencing.

This solicitation has been issued as an Electronic Bid with the same title on DemandStar. To submit a response for this bid electronically follow the instructions on DemandStar. Electronic responses are the only method allowed for Bidders to respond to this solicitation. Bids shall be submitted on or before the date and time specified.. **ALL SOLICITATIONS ARE TO BE RECEIVED BY THE DISTRICT NO LATER THAN 2:00 p.m. (EDT), January 14, 2025.**

Detailed information and data to be submitted with a Qualification Statement are available at the District Office, District's website <https://loxahatcheeriver.org/governance/purchasing-bids/>, and DemandStar.

The District reserves the right at any time to modify, waive, or otherwise vary the terms and conditions of the Request for Qualifications including, but not limited to, submission deadlines, submission requirements, and the scope of services. The District further reserves the right to reject any or all submittals, and to cancel or withdraw this Request for Qualifications at any time.

Firm selection for each project performed under this Request For Qualifications is dependent upon the negotiation of a mutually acceptable contract between the District and qualified firm.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

D. Albrey Arrington, Ph.D.  
Executive Director

GUIDELINES AND INSTRUCTIONS  
FOR SUBMITTING QUALIFICATION STATEMENTS

Loxahatchee River Environmental Control District Professional Services by Professional Engineers,  
Architects, Landscape Architects, and Planning Firms

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INTRODUCTION

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BACKGROUND

The Loxahatchee River Environmental Control District is an Independent Special District created by the Florida Legislature in 1971. The District serves as the regional wastewater utility providing service to Jupiter, Tequesta, Juno Beach and unincorporated areas of northern Palm Beach and southern Martin Counties. The District's major facilities include the following.

1. Wastewater Collection & Transmission System: including over 32,000 individual service connections, 300 miles of gravity mains up to 36" in diameter, 8,000 manholes, 231 lift stations (up to 11 MGD peak hour flow), 100 miles of force main piping (up to 30" in diameter), and 30 miles of low pressure force main encompassing a service area of 87 square miles.
2. Reuse Distribution System: including 35 miles of distribution piping, 4 pump stations (up to 12 MGD peak hour flow), and 21 reuse metering sites serving 16 major users including 12 golf courses and 4 residential developments.
3. Wastewater Treatment Facility (WWTF):
  - a. The WWTF is located on 160 acres, at 2500 Jupiter Park Drive and is permitted at 11 MGD annual average daily flow with primary treatment, secondary clarification, deep bed tertiary filtration, and high-level

disinfection with gaseous chlorine. Reuse water produced is stored onsite in 2 stabilization ponds and 4 storage lakes totaling 61 acres and 197 MG of storage. The plant operates under Domestic Wastewater Facility Permit FL0034649 which has an expiration date January 9, 2024.

- b. The District has a deep injection well which is located at the WWTF. The well is rated at 18.65 MGD (peak hour flow) and is used to dispose of treated effluent and excess reuse water during wet periods. The deep injection well operates under UIC Permit 324728-001-UO/1X.

#### REQUEST FOR QUALIFICATIONS AND SELECTION SCHEDULE

November 24, 2024	Solicit Qualification Statements
January 14, 2025, 2:00 pm	Receive Qualification Statements
January 21, 2025, 10:00 am	Qualification Committee: Meet to review Qualification Statements
February 4, 2025, 10:00 am	Qualification Committee: Meet to select Qualified Firms
February 20, 2025, 7:00 pm	Regular Board Meeting: Consideration of Qualification Committee's recommendation of Qualified Firms

## OBJECTIVE

The objective of this Request For Qualification is to select qualified consulting firms that can provide consulting services for design, permit, bidding, engineering services during construction and project management for an approximate 11,000 SF warehouse and secured yard, 10,700 SF maintenance facility, 6,000 SF Maintenance Laydown and Covered Storage, 6,000 SF Collection Department Storage Yard, 6,000 SF Construction Storage Yard, Fleet Parking and Security Fencing. The proposed facilities will be integrated into the existing site as noted on SP-101 an SEC-001 including in Attachment A.

## SCOPE OF SERVICES

Services to be provided under this CCNA selection process include but are not limited to the following.

1. Site boundary and topographic survey
2. Site subsurface survey
3. Geotechnical investigations and reports
4. Design
  - a. Site security
  - b. Landscape
  - c. Civil
  - d. Architectural
  - e. Structural
  - f. Mechanical
  - g. Electrical
5. Permitting
  - a. Palm Beach County
  - b. South Florida Water Management District
  - c. Florida Department of Environmental Protection
  - d. Town of Jupiter
6. Construction
  - a. Project Management
  - b. Engineer of Record
  - c. Resident Project Representative
7. Funding
  - a. Grant research, writing and assistance

Firm(s) submitting Qualification Statements shall be registered to provide engineering, surveying, landscape architect and hydrogeological services through the Florida Department of Business and Professional Regulation. Specific experience shall include surveying, geotechnical, security and the following engineering disciplines: civil, mechanical, structural, electrical, instrumentation & controls, and environmental.

## DEVELOPMENT COSTS

The District, or its representatives, shall not be held liable for any expenses incurred in connection with the preparation of a response to the Request for Qualifications.

## INQUIRIES

Interested parties may direct inquiries concerning this Request For Qualifications to:

Kris Dean, P.E.  
Deputy Executive Director  
2500 Jupiter Park Drive  
Jupiter, Florida 33458-8964

[kris.dean@lrecd.org](mailto:kris.dean@lrecd.org)

Questions shall be submitted in written form. All questions shall be submitted by **5:00 pm (EDT), December 31, 2024.**

## QUALIFICATION STATEMENTS SUBMITTAL/WITHDRAWAL

Respondents shall send or deliver Qualification Statements via DemandStar

This solicitation has been issued as an Electronic Bid with the same title on DemandStar. To submit a response for this bid electronically follow the instructions on DemandStar. Electronic responses are the only method allowed for Bidders to respond to this solicitation. Bids shall be submitted on or before the date and time specified.. **ALL SOLICITATIONS ARE TO BE RECEIVED BY THE DISTRICT NO LATER THAN 2:00 p.m. (EDT), January 14, 2025.**

The District will not accept responses delivered after the established deadline. If the response is delivered after the deadline, the respondent shall be deemed non-responsive.

Qualification Statement submittals may be withdrawn either by written notice or in person at any time prior to **January 21, 2025.**

**No fax copies or email will be accepted for submittal of Qualification Statements.**

## SIGNATURE REQUIREMENTS

The Qualification Statements must be signed by a duly authorized official(s) of the proposing firm or by the proposing individual. Consortiums, joint ventures, or teams submitting qualification statements, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each Qualification Statement shall indicate the entity responsible for execution on behalf of the Qualification Statement team.

## REQUEST FOR QUALIFICATION ADDENDA

In the event that it becomes necessary to revise any part of this Request For Qualifications, or if additional information is necessary to enable the proposing firms or individuals to make an adequate interpretation of the provisions of this Request For Qualifications, an addendum(s) to the Request For Qualifications will be posted on the District's website, <https://loxahatcheeriver.org/governance/purchasing-bids/>, and DemandStar.

## REJECTION RIGHTS

The District reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Qualifications including, but not limited to, the deadlines for submission and submission requirements. The District further reserves the right to reject any or all Qualification Statements and to cancel or withdraw this Request for Qualifications at any time. Selection is dependent upon the negotiation of a mutually acceptable contract.

## QUALIFICATION STATEMENTS TO BE IN EFFECT

Each Qualification Statement shall state it is valid for a period of not less than 90 days from **2:00 pm, January 14, 2025**.

## TAXES

The District is exempt from certain taxation including state sales and use taxes. A Tax Exemption Certificate can be provided as necessary.

## EQUAL EMPLOYMENT OPPORTUNITY

In connection with this Request for Qualifications, the firm(s) shall not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, sexual orientation, or national origin. Such obligation shall extend to, but not be limited to, the following employment actions: employment, promotion, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay and other forms of compensation; and selection for training, including apprenticeship.

## STANDARD DOCUMENTS

The District's Procurement Policy is linked to the Request For Qualifications. If there is any conflict between the District Procurement Policy and this Document, the Procurement Policy will prevail. The District Procurement Policy can be found at <http://www.loxahatcheeriver.org/purchasing.php>

## LOBBYING

Lobbying of District employees and elected officials regarding this Request For Qualifications by any member of a firm's staff, or those people who are members of, or employed by, any legal entity affiliated with an organization that is responding to the Request For Qualification, is strictly prohibited. Such actions may cause the Qualification Statement, or the Qualification Statement you are lobbying on behalf of, to be rejected. (Ref: Sect. 2.13 paragraph 2 of Procurement Policy)

## PROHIBITION AGAINST CONTINGENT FEE

In accordance with Florida Statutes 287.055(6), the Consultant represents and warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this contract.

## DEBARMENT AND SUSPENSION

By signing and submitting a Qualification Statement the firm or individual certifies that no principal (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this project by any Federal or State department or agency.

## DISCREPANCIES, ERRORS, AND OMISSIONS

Any discrepancies, errors, or ambiguities in the Request for Qualifications or addenda (if any) should be reported in writing to the District's contact person identified in this Request for Qualifications. Should it be found necessary, a written addendum will be incorporated into this Request for Qualifications. The District will not be responsible for any oral instructions, clarification, or other communications.

## DISQUALIFICATION

The District reserves the right to disqualify any firm(s) or individual(s) before or after opening of the Qualification Statement, upon evidence of collusion with intent to defraud or other illegal practices on the part of the firm(s) or individual(s).

## DISPUTES AND COMPLAINTS

All complaints or grievances shall follow procedures as set forth in the District's Procurement Policy.



## SUBMITTAL REQUIREMENTS

Submittals shall be reviewed for responsiveness in accordance with the following requirements. Incomplete submittals shall be deemed non-responsive by the District and not considered for further review.

### Tab 1 – Introduction

1. Table of Contents
2. A Letter of Interest by the firm’s corporate office or principal of the firm including the following:
  - a. An overview of the firm(s) history, organization, core values and business practice.
  - b. Specific professional services to be offered.

(Not to exceed 10 pages)

### Tab 2 – Standard Form 330 – Part I & II

Forms must be fully completed

### Tab 3 – Proof of Licenses /Certifications

1. Proof of State of Florida business licensure and Professional certifications/registrations in the State of Florida
2. Proof of Corporate registration to operate in the State of Florida by the Dept. of State, Division of Corporations. Must be Active status.
3. Provide certificate of Minority Business Enterprise issued by the Florida State Office of Diversity. If not applicable please provide a statement to that effect.
4. State and provide address, phone number, contact, etc.
5. Completed Form W-9 Request for Tax Payer ID Number and Certification
6. Complete Public Entity Crimes Statement
7. Signature page of the Request For Qualification
8. Acknowledgement of Addenda - Please check the District Purchasing web site for any addenda that may be issued for this Request For Qualification: <https://loxahatcheeriver.org/governance/purchasing-bids/>

*(Not to exceed 25 pages and limited to specified documents.)*

Tab 4 – Insurance Certificate

Insurance Requirements are stated in the Request For Qualifications, **Attachment B**. It is not necessary to have the insurance in place at the time of submission, but certificates indicating that the insurance is currently carried or acknowledgement from the carrier indicating upgrade availability will assist in the review process.

*(Not to exceed 5 pages.)*

Tab 5 – Safety

Provide a copy of the firm(s) Health Safety and Environmental Plan (or equivalent).

Tab 6 – Quality and Value

Provide the programs the firm(s) has in place for ensuring quality and cost controls.

Tab 7 – References

Provide client references. Include name, phone number and email address for each reference.

*(Not to exceed 5 pages.)*

## QUALIFICATION PROCEDURES

Submitted Qualification Statements will be reviewed by the Qualification Committee (One Governing Board Member, Operations Plant Manager, Director of Engineering Services and Director of Finance), who will develop a list of qualified consultants. Questions shall be directed to Kris Dean, P.E., Deputy Executive Director. Consultants will be evaluated based upon the following equally rated criteria:

1. Capabilities
2. Adequacy of personnel
3. Past Record
4. Experience of the Firm or Individuals

**ATTACHMENT "A"**

## ATTACHMENT “B”

### INSURANCE REQUIREMENTS

The selected consultant shall provide the following insurance coverage as a minimum during the contract:

- a. Vehicle – Owner, Hired, Non-owner – Any Automobile Coverage
  - Injury or death of any one person: \$1,000,000
  - Injury or death of more than one person in any one occurrence: \$1,000,000
  - Property Damage- any one occurrence: \$ 300,000
  
- b. Comprehensive General Liability, other than vehicle, including:
  - Comprehensive
  - Premises Operations
  - Explosions and Collapse Hazard
  - Underground Hazard
  - Products/Completed Operations Hazard
  - Broad Form Property Damage
  - Independent Contractors
  - Personal Injury
  - Per Occurrence \$1,000,000
  - Aggregate \$1,000,000
  - Injury or death of any one person: \$1,000,000
  - Injury or death of more than one person in any one occurrence: \$1,000,000
  
- c. Property Damage:
  - Each occurrence: \$ 300,000
  - Aggregate operations: \$ 500,000
  - Aggregate protective: \$ 500,000
  - Aggregate contractual: \$ 500,000
  
- d. Professional Liability Insurance: \$1,000,000
  
- e. The Firm(s) shall make the same insurance requirements of any of its subcontractors. The Engineer shall indemnify and save Owner harmless from any damages resulting to them for failure of the engineer or any subcontractor to take out or maintain such insurance.

- f. The Loxahatchee River Environmental Control District shall be listed as an insured or additional insured on the insurance certificate.

**ATTACHMENT "C"**

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_  
for \_\_\_\_\_.

2. This sworn statement is submitted by  
\_\_\_\_\_  
(name of entity submitting sworn statement)

whose business address is \_\_\_\_\_ and  
(if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
(If the entity has no FEIN, include the Social Security Number of the individual signing this  
sworn statement: \_\_\_\_\_.)

3. My name is \_\_\_\_\_ and my relationship to the entity  
named \_\_\_\_\_  
(please print name of individual signing)  
above is \_\_\_\_\_.

4. I understand that a "public entity crime: as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United states and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes** means:

1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "Affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been

convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes** means any natural person or entity organized under the laws of any state or of the United states with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [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, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order].

\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the final order].

\_\_\_ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services].

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(Signature)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020 by \_\_\_\_\_, who is personally known to me or who has produced a valid Florida Driver's License as identification and who did take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed/Typed Name  
My Commission Expires: