

**OKALOOSA COUNTY  
ARBENNIE PRITCHETT WRF SOLIDS HANDLING  
EXPANSION DESIGN-BUILD PROJECT**

**REQUEST FOR QUALIFICATIONS**



**RFQ #: WS 48-21**

**DUE DATE: July 29, 2021 @ 3:00 P.M.**

**THE INTENT OF THIS RFQ IS TO PROCURE A DESIGN-BUILDER TO PROVIDE  
DESIGN-BUILD SERVICES FOR AN EXPANSION TO THE SOLIDS HANDLING FACILITY  
AT THE ARBENNIE PRITCHETT WASTEWATER TREATMENT PLANT**



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**REQUEST FOR QUALIFICATIONS (RFQ) & RESPONDENTS ACKNOWLEDGEMENT**

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**RFQ TITLE:**Arbennie Pritchett WRF Solids Handling Expansion  
Design-Build Project**RFQ NUMBER:**

RFQ WS 48-21

**ISSUE DATE:****June 21, 2021****MANDATORY PRE-QUALIFICATION METING:****July 14, 2021 9:30 A.M. CST****LAST DAY FOR QUESTIONS:****July 16, 2021 3:00 P.M. CST****RFQ OPENING DATE AND TIME:****July 29, 2021 3:00 P.M. CST**

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**NOTE: QUALIFICATIONS RECEIVED AFTER THE REQUEST FOR QUALIFICATIONS OPENING DATE & TIME WILL NOT BE CONSIDERED.**

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Okaloosa County, Florida solicits your company to submit a qualifications on the above referenced goods or services. All terms, specifications and conditions set forth in this RFQ are incorporated into your response. Qualifications will not be accepted unless all conditions have been met. All qualifications must have an authorized signature in the space provided below. All envelopes containing sealed qualifications must reference the "RFQ Title", "RFQ Number" and the "RFQ Due Date and Time". Okaloosa County is not responsible for lost or late delivery of qualifications by the U.S. Postal Service or other delivery services used by the respondent. Neither faxed nor electronically submitted documents will be accepted. Qualifications may not be withdrawn for a period of sixty (60) days after the opening of qualifications unless otherwise specified.

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**RESPONDENT ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR QUALIFICATIONS. QUALIFICATIONS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDENT.**

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COMPANY NAME \_\_\_\_\_MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_EXT: \_\_\_\_\_FAX: \_\_\_\_\_EMAIL: \_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THIS SUBMITTAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDENT SUBMITTING FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS SOLICITATION AND CERTIFY THAT I AM AUTHORIZED TO SIGN THESE DOCUMENTS FOR THE RESPONDENT.

AUTHORIZED \_\_\_\_\_  
TYPED OR PRINTED NAME

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE \_\_\_\_\_



**GUIDELINES FOR REQUEST FOR QUALIFICATIONS (RFQ):  
DESIGN-BUILDER TO PROVIDE THE SERVICES TO EXPAND THE  
OKALOOSA COUNTY WATER & SEWER'S APWRF SOLIDS HANDLING FACILITY**

The purpose of this Request for Qualifications is to provide interested Design-Build Teams with guidelines and information to enhance their submission of RFQs.

The Design-Builder (D-B) shall, in accordance with the Owner's criteria, design, construct, and commission a) expansion to the 10 mgd Arbennie Pritchett Water Reclamation Facility (APWRF) Solids Handling Facility. It is the intent of County to contract with one (1) D-B Team that would provide these design and construction services. The procurement of the D-B Team will be in accordance with FS 287.055 for the design-build of a proposed Expansion to the APWRF Solids Handling Facility.

The specific requirements of the RFQ are presented below in Sections 1 through 5 and in Attachments A through C.

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- Attachment A – Location, Site Maps, General Drawing Sheets
- Attachment B – Preliminary Responsibility and Risk Matrix
- Attachment C – Additional County Certifications & Forms

## 1. INTRODUCTION

### 1.1 Project Overview

The Okaloosa County Board of County Commissioners (County) is soliciting Request for Qualifications (RFQ) from interested firm(s) detailing their technical and financial qualifications to design, construct, outfit, start-up, performance test, and obtain governmental approvals for an expansion to the Solids Handling Process of the County's Arbennie Pritchett Water Reclamation Facility (WRF). The existing Arbennie Pritchett WRF is permitted to treat a maximum month average daily flow (MMADF) of 15 mgd. The proposed expansion will increase the capacity of the Solids Handling Facility from an MMADF of 10 mgd to 15 mgd to bring it in-line with the rest of the plant. Attachment A presents the location and overall site plan for the existing 15 mgd WRF. A conceptual site plan, and other relevant drawings for the proposed expansion as contemplated during the design of the existing 15 mgd WRF is also provided in Attachment A.

The issuance of this Request for Qualifications (RFQ) is the first step in a two-step solicitation process to expand the Arbennie Pritchett WRF Solids Handling capacity using the design-build (D-B) procurement approach. By utilizing a D-B project delivery approach, the County expects to secure substantial benefits for its customers. These expected benefits include timely and efficient scheduling, optimal risk allocation, competitive design selection, innovation, clear assignment of performance responsibilities to a single contracting entity, and long-term WRF reliability and life-cycle cost savings. Another expected benefit is the full integration of key design, construction, and quality assurance/quality control (QA/QC) personnel in all aspects of the Project development.

The County's intent in developing this RFQ and the subsequent Request for Proposals (RFP) is to encourage qualified firms to provide the best solution for the Project within the confines of the County's requirements as described in these documents. The County expects to enter into a Design-Build Agreement with a private entity for this Project. Security for the selected Design-Build Entity's payment and performance obligations under the Agreement will be provided through performance and payment bonds.

The detailed technical requirements for this Project are being developed and will be assembled into a Design Criteria Package (DCP) that will be presented as part of the RFP. The presentation of technical requirements in this RFQ is for general Project understanding only and is not necessarily indicative of the RFP requirements.

Only those firms that respond to this RFQ and are subsequently prequalified by the County as defined in Section 5 will be invited to submit a proposal in response to an RFP by the County. Proposal rankings will be independent of rankings determined at the SOQ stage. Failure to submit information in accordance with this RFQ's requirements and procedures shall be cause for disqualification. Refer to Section 4 for submittal requirements. The County has developed a procurement strategy that includes the following steps and schedule (times and dates are subject to change):

	<u>Date</u>
◆ RFQ Advertisement	June 21, 2021
◆ Pre-Submittal Conference	July 14, 2021 @ 9:30 A.M. CST
◆ Questions Deadline	July 16, 2021 @ 3:00 P.M. CST
◆ Addenda to the RFQ Issuance (if necessary)	July 20, 2021
◆ Respondents Submit Request for Qualifications	July 29, 2021 @ 3:00 P.M. CST
◆ County Selection of Prequalified Respondents	August 26, 2021
◆ RFP Issuance to Prequalified Respondents	September 13, 2021
◆ Addenda to the RFP Issuance to Proposers (if necessary)	October 4, 2021
◆ Prequalified Respondents Submit Proposals	November 1, 2021

- |   |                   |
|---|-------------------|
| ◆ Oral Presentations (if necessary)                         | December 2, 2021  |
| ◆ Selection Committee Recommendation of Selected Proposer   | December 30, 2021 |
| ◆ Agreement Negotiations with Selected Proposer             | January 20, 2022  |
| ◆ BOCC Approves Final D-B Contract with Successful D-B Team | February 17, 2022 |

The schedule dates outlined above are the best approximation of current dates and are subject to change.

The current range of engineering opinion of probable D-B costs for this Project is \$8.5-9.5 million. The Project final completion date is expected to be on or before (March 2023).

## **1.2 OCWS Background**

### **1.2.1 General**

OCWS currently operates the 15-mgd Arbennie Pritchett WRF on leased property from Eglin Air Force Base (AFB). Effluent from the 15-mgd WRF is disposed through rapid infiltration basins (RIBs) located adjacent to the WRF. The existing WRF generally includes the following unit processes:

- Septage receiving station
- Headworks including screenings and grit removal
- 4-Stage Bardenpho process including pre-anoxic, aeration, post-anoxic, and post aeration zones followed by clarification
- UV Disinfection
- Effluent Pumping into percolation ponds for effluent disposal
- Solids handling with a rotary drum thickener followed by aerobic digestion and centrifuge dewatering before Class B biosolids are hauled off-site for disposal

OCWS is committed to completing this WRF Solids Handling expansion project on time and under budget. To that end, the County has hired Ardurra Group to begin the planning and design criteria documents. The County has already secured funding for the project and is in the process of obtaining a major modification permit from the Florida Department of Environmental Protection for the construction of the expansion. The County has fully funded this Project as part of its current 5-year Capital Improvements Plan (CIP).

### **1.2.2 Flows and Loads**

Existing Flow rates and associated influent waste loading for the WRF is as presented in Table 1, below



**Table 1**  
**Preliminary Raw Wastewater Characteristics OCWS APWRF**

Flow	15 mgd
Influent BOD <sub>5</sub>	250 mg/L
Influent TSS	250 mg/L
Influent TKN	50 mg/L
Influent Ammonia	35 mg/L
Influent Total Phosphorus	8 mg/L
Influent Alkalinity	200 mg/L
pH	7.0 SU

These influent wastewater characteristics are for general reference for development of RFQs and are subject to change and revision upon issuance of the RFP.

### 1.2.3 Effluent Criteria

The current facility is designed to meet the following minimum effluent criteria in accordance with Florida DEP standards for RIBS in Section 62-600.500:

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| ◆ Effluent CBOD <sub>5</sub>      | Less than 20 mg/L, monthly average |
| ◆ Effluent TSS                    | Less than 20 mg/L, monthly average |
| ◆ Effluent NO <sub>3</sub> (as N) | Less than 8 mg/L, monthly median   |
| ◆ Effluent pH                     | 6 to 9 standard units              |

### 1.2.4 Treatment Processes

The anticipated expansion for the solids handling facility include the following:

- ◆ Digester of equivalent volume to the existing one
- ◆ Rotating drum thickener
- ◆ Sludge pumps and grinders with associated valves and piping
- ◆ 300 HP Blower and UG insulated blower piping
- ◆ Centrifuge and concrete centrifuge tower platform with stairway
- ◆ Electrical/Chemical building for polymer and hypochlorite pumps and feeds
- ◆ Associated MCC and electrical improvements
- ◆ Site work and yard piping

The unit operations and processes listed above were selected to meet the regulatory criteria for effluent discharge and solids disposal, optimize capital and operation and maintenance costs, and enhance operational and maintenance performance.

### 1.3 OCWS Owner's Representative and Design Criteria Package (DCP) Consultant

The County has retained the Ardurra Group as its Owner's Representative and Design-Criteria Professional (DCP) for this Project. Ardurra has the responsibility for coordinating all activities associated design-build of the expansion to the Solids Handling Facility and regulatory permitting. In addition, Ardurra worked with the County to prepare this RFQ, and will continue to work with them to prepare the RFP and DCP, evaluate RFQs and Proposals, and support the negotiations of the Agreement. Ardurra, as the Owner's Representative, shall also provide Project oversight, including design reviews, construction monitoring, start-up assistance, and environmental compliance oversight.

### 1.4 Definitions

The following terms when used in this RFQ shall have the following meaning.

- ◆ "D-B Entity" means the selected Proposer with which the County enters into an Agreement to design, construct, outfit, start-up, and performance test, and obtain appropriate governmental approvals for the Project
- ◆ "Design-Build" or "D-B" means a Project delivery system where the County contracts with a single entity for Project services including design and construction of the expansion to the Solids Handling Facility
- ◆ "Project" means the design, development, construction, outfit, start-up, performance testing, and obtaining of governmental approvals for the expansion to the Solids Handling Facility and all work required to meet the terms of the Agreement
- ◆ "Proposer" means a Respondent that is short-listed by the County's Staff Selection members and issued an RFP by the County for the Project
- ◆ "Respondent" is an entity submitting a response to this RFQ for the Project. If Respondent is a consortium, partnership, joint venture, or other organization, this definition shall include all partners, members, or participants. All parties and their relationship shall be identified.
- ◆ "Okaloosa County Water and Sewer (OCWS)" means the Project owner, also known as the "County."
- ◆ "Agreement" means the contract executed by the County and the D-B Entity.
- ◆ "Owner's Representative" means the consultant and the design criteria professional (Ardurra) retained by the County for this Project.

## 2. PROJECT SPECIFIC INFORMATION

### 2.1 Goals

The County's goal is to complete the expansion to the Solids Handling Facility by December 2022. This milestone is a key factor for implementation of the Project using the D-B procurement method. The County's Board of Commissioners approved implementation of this Project using the D-B procurement method and solicitation of this RFQ. It is the County's intent to establish a working partnership between all Project participants; OCWS staff, Ardurra, and the D-B Entity.

### 2.2 Introduction to Scope of Services

The County believes the D-B procurement method can accomplish its objectives of high-quality project that is delivered on time and within the County's budget. To achieve the optimal benefit from this process, OCWS prefers that the Respondent's Project team be one that is a truly integrated team with a genuine, collaborative philosophy. Such a team would integrate the two project roles of designer and builder (versus firms that simply offer a construction manager model for design-build delivery). These prime roles would be integrated in a manner that supports collaboration and high performing team concepts. This team structure should share risk and reward, contain proper incentives, and allow for the routine conflict resolution of the issues that typically arise among these two prime roles.

The D-B entity shall provide the County with the following integrated D-B services:

- ◆ Development:
  - Conceptual design
  - Final site layout
  - Permitting
- ◆ Design:
  - Design of the expansion to the Solids Handling Facility and related interconnections with a view towards minimizing downtimes for the existing 15 mgd WRF
  - Construction Permitting
- ◆ Construction:
  - Construction of the Solids Handling expansion and related interconnections as appropriate, with minimal downtime to the existing 15 mgd WRF
  - Completion of installation and start-up of all required equipment and plant performance and acceptance tests
  - Successful completion of the plant acceptance tests
  - Other requirements as required by the Agreement

In providing these services, the D-B Entity shall at all times comply with the following:

- ◆ Design criteria and performance standards outlined in the DCP
- ◆ Measures set forth in the Project's certified/approved Florida DEP permits
- ◆ Design review/approval processes as detailed in the RFP
- ◆ County and industry construction standards

### 2.3 General Treatment Requirements

The Project is being implemented to allow the County to increase solids handling capacity to match the design MMADF of the APWRF, enhance operability and performance, and improve the overall reliability of the County's wastewater management capabilities.

Design of the expansion to the Solids Handling Facility shall meet all regulations that are enforceable, promulgated, or formally proposed as of the date Proposals are received. It should be noted that the required wastewater quality performance guarantees in the Agreement may impose stricter requirements for effluent parameters than prevailing regulations. All work pursuant to the Agreement shall meet or exceed requirements of all applicable regulations and the performance standards specified in the Agreement.

The County's overall approach, including these objectives, will be reflected in the RFP. However, the County has determined that the general solids handling process will include the processes listed in Section 1.2.4. Other design preferences will be included in the RFP, including any excluded treatment processes and equipment. To the extent practical, the County will not be specifying specific treatment processes and equipment, so as to allow maximum flexibility for the Respondents/Proposers.

### 2.4 Selected Site Description

As shown on the Location Map in Attachment A, the Project site is located off of Lewis Turner Boulevard on leased property from Eglin AFB. The site plan presents the layout of the existing WRF. Preliminary concepts developed by the County for the expansion are also provided in Attachment A. Note that these concepts are preliminary, and the D-B will be allowed maximum flexibility to propose on other concepts.

The D-B Entity will be required to meet all terms of the County's lease agreement with Eglin AFB. These provisions will be outline in the RFP.

The D-B Entity shall obtain and maintain all utilities at the Project site throughout the term of the Agreement, except for certain utilities to be provided and/or maintained by the County or utility companies as specifically identified in the RFP. The D-B will also be responsible for reviewing the existing power supply to the WRF and designing the necessary improvements as needed.

The County has determined the most cost-effective power supply for long-term operation of the WRF is the utilization of power supplies from Gulf Power. The County will continue to coordinate with Gulf Power throughout the procurement process to ensure awareness of the additional power supply need, requirements, and timing. Additional power supply requirements may be addressed in the RFP.

### 2.5 Permitting

The D-B Entity will be responsible for identifying, preparing applications for, obtaining, and maintaining all necessary documentation, approvals, and certifications and construction permits for the Project. The following is a preliminary list of potential permits identified for the Project:

- ◆ Local building permit(s) (in coordination with Ardurra)
- ◆ Florida Department of Environmental Protection – Stormwater Permit (with support from the County)
- ◆ Florida Department of Environmental Protection – Dewatering Permit (with support from the County)

If needed, County staff will negotiate the required environmental permits with the appropriate regulatory agencies. The D-B Entity will be responsible for complying with the terms outlined in permits obtained through construction. This preliminary list provided above is for general reference and is not intended to be considered exhaustive. Detailed permitting requirements will be included in the RFP.

## **2.6 Wastewater Characteristics**

Wastewater to the WRF will primarily be domestic wastewater from the County's service area. Some historical data on influent wastewater characteristics is included in Section 1.2.2. A more detailed description of influent wastewater characterization will be included in the RFP.

## **2.7 Geotechnical Investigations**

The Agreement will require the D-B Entity to certify that the site is acceptable and suitable for the construction and operation of the Project. While the County has completed borings with a geotechnical report at the existing WRF site, the County may at its discretion conduct additional borings at the location of the proposed facilities for the Solids Handling expansion. All of these results will be provided to the selected proposers as part of the RFP. The County will also provide each Proposer with opportunities to visit the site and perform independent geotechnical investigations at their own cost and expense. The detail and conditions concerning Proposer site visits and investigations will be provided in the RFP.

## **2.8 Design Criteria Package (DCP)**

Ardurra is in the process of developing a DCP that outlines the design criteria and performance for expansion to the Solids Handling Facility. The DCP will be incorporated into the RFP and shall establish key design criteria, equipment selection preferences, and project performance expectations. The DCP will allow opportunity for the Proposer to develop innovative solutions for Project implementation.

## **2.9 Environmental Assessment / Un-Exploded Ordinance (UXO)**

A Phase I and II Environmental Assessment has been completed and approved for the Project site. Copies of this document will be available for review at the County offices during the RFP process.

The proposed Solids Handling site was previously used as an 'overshoot' area from an explosives testing range. As such, Eglin AFB will require implementation of its Un-Exploded Ordinance Plan during construction. Details of the UXO Plan will be included in the RFP.

## **2.10 Project Ownership and Financing**

The Project will be financed using County instruments, with the Project financing plan outlined in the RFP. The County anticipates the D-B Entity will be paid a lump sum price using an approved schedule of values for the development, design, construction, outfit, start up, and performance testing of the Project. Okaloosa County owns and operates the existing 15-mgd WRF and 10-mgd solids handling facility. The 5 mgd expansion to the solids handling facility will also be owned by the County. Operations for the 5 mgd expansion will be by the County once startup and commissioning are completed by the D-B.

## **2.11 Overall Risk Posture**

The successful Proposer will enter into an Agreement with the County to design, construct, outfit, start up, performance test, and obtain governmental approvals for the Project. A preliminary draft of the terms of the Agreement will be included in the RFP and it is anticipated that a DBIA style document will be used for the agreement. Attachment B contains a Preliminary Responsibility and Risk Matrix for the Project that indicates which party the County currently envisions as responsible for each risk. The Preliminary Responsibility and Risk Matrix is not intended to describe all anticipated risks for the Project. As current Project development activities progress, the risk allocation will be expanded and revised as necessary to refine the County's desired allocation of risk.

The following sections describe several important elements of the County's general risk allocation for the Project.

**2.11.1 Security for Performance**

The D-B Entity shall also provide as security for its design, construction, and acceptance obligations under the Agreement, a Performance Bond and a Payment Bond in forms acceptable to the County with a surety(s) rated no lower than the second highest long-term and short-term rating by Moody's and Standard and Poor's. The Performance Bond and the Payment Bond are each required to be in an amount equal to the D-B Entity's total price.

Respondents will be required to furnish evidence of their ability and intention to provide these security instruments. The County reserves the right to require additional security instruments in its sole discretion.

**2.11.2 Insurance Requirements**

The D-B Entity shall obtain the following insurance coverages:

- ◆ Commercial General Liability
- ◆ Automobile Liability
- ◆ Workers' Compensation (including Florida provisions)
- ◆ Excess or Umbrella Liability
- ◆ Professional Errors and Omissions Liability
- ◆ Environmental Liability

The RFP will set the minimum coverage amounts required to be provided by the D-B Entity.

In addition, the County will require a (Special Form) Builders' Risk policy and may specify coverage for Hurricanes, Machinery and Equipment (including testing or other enhancements). The RFP will address this requirement if necessary.

**2.12 Reference Documents Available**

Respondents may examine on-site and/or request copies of any documents referenced in this RFQ using the Communications Protocol described in this RFQ.

### **3. PROCUREMENT PROCESS**

#### **3.1 Procurement Objectives**

Respondents should recognize that the County, through the D-B solicitation process, seeks an integrated team for the design-build delivery of the solids handling process for the County's WRF. The procurement of the D-B Team will be in accordance with FS 287.055. The general information provided in this RFQ is being provided to Respondents solely for their informational purposes, and this information shall not be considered appropriate or exhaustive of all the information necessary for a Respondent to meet the D-B's obligations under the Agreement. This information does not represent specific project requirements that may be included in the RFP and the Agreement.

The County neither makes any representation or warranty with respect to, nor assumes any responsibility for the appropriateness, completeness, or the accuracy of any background information that is provided with this RFQ. Respondents are solely responsible for conducting their own independent research and due diligence for the preparation of RFQs and the subsequent delivery of services under the Agreement. No information derived from any part of the background information, the RFQ, or from the County or any of its agents, employees, contractors, advisors, or consultants, shall relieve the D-B from any risk or from fulfilling all terms of the Agreement.

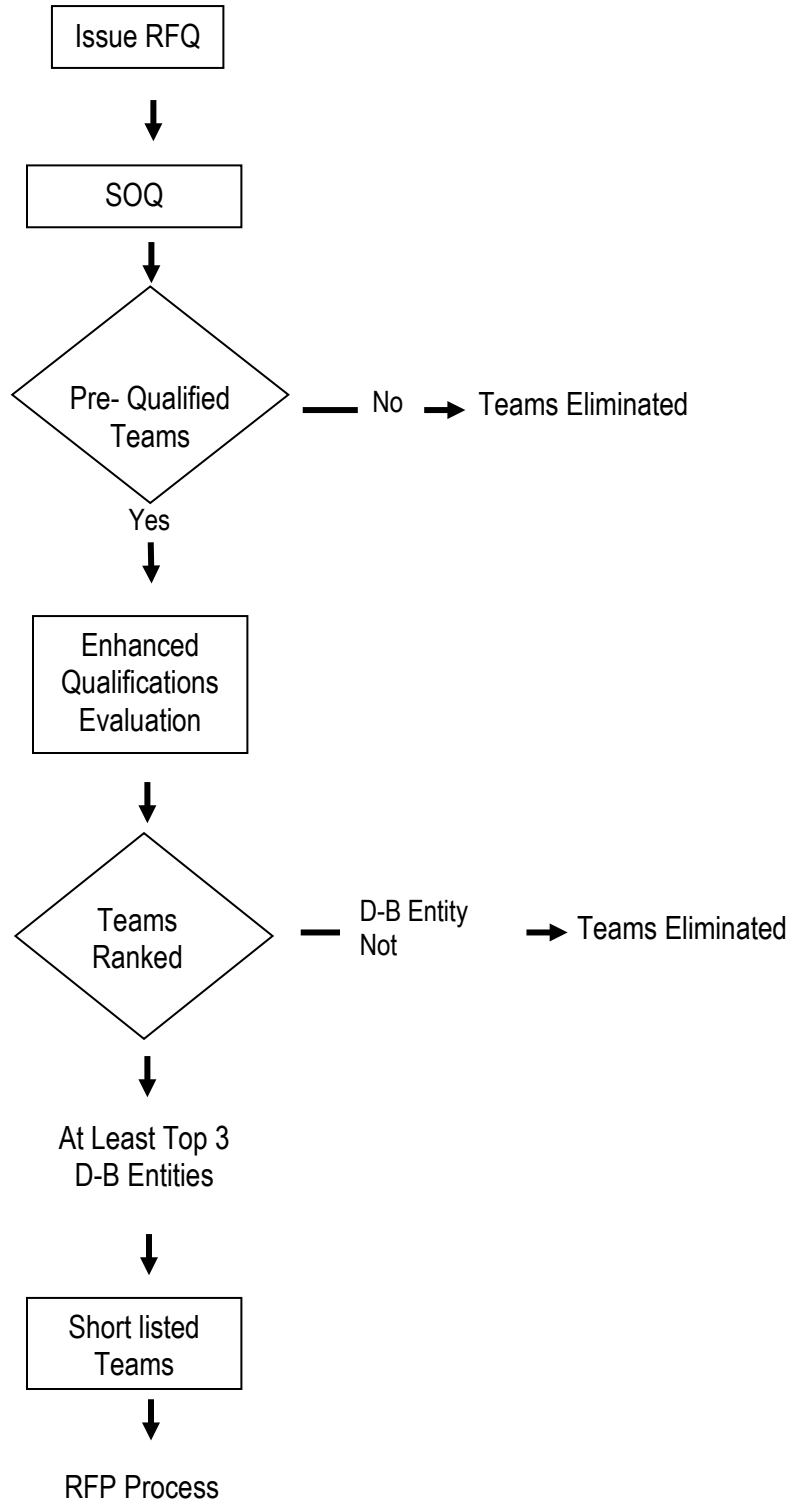
In order to identify and solicit proposals from qualified parties, the County will implement a competitive procurement process to select a highly qualified, financially sound team for the planning, design, and construction of the expansion to the WRF solids handling facility. The D-B process is being used to harness the innovation and efficiency that an integrated team can bring to a project of this nature.

#### **3.2 Procurement Process**

As indicated in Figures 3.1 and 3.2, the County is implementing a two-stage procurement process to select the most qualified D-B Entity for the design and construction of the OCWS APWRF. The RFQ process requires Respondents to satisfy a series of "Minimum Qualifications" in order to continue in the selection process. The RFQ also establishes a set of "Enhanced Qualifications" that are incorporated into the selection process to prequalify at least three qualified Respondents to receive the RFP. Enhanced Qualification requirements build on the Minimum Qualifications by giving credit to teams for qualifications beyond the minimums.

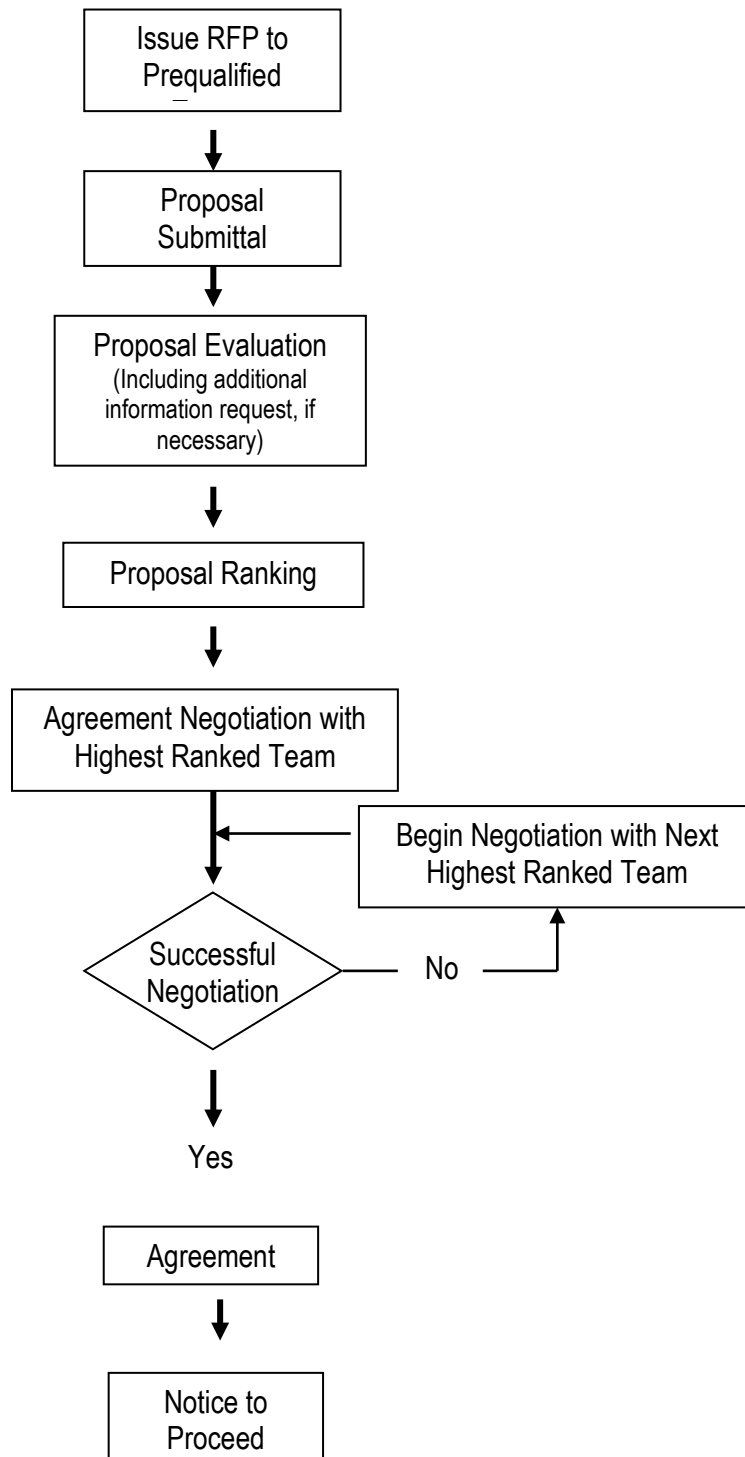
The prequalified Respondents will receive the RFP, which will include detailed information concerning the Project description, as well as D-B performance requirements to be addressed and met by the D-B Entity. The RFP will contain a draft Agreement to present the terms and conditions of the Agreement. Proposal rankings will be independent of rankings determined at the SOQ stage. All proposers will be required to submit their lump sum price and detailed price breakdown for the total project cost with their Proposal.

**Figure 3-1**  
**QUALIFICATIONS PROCESS**





**Figure 3-2  
PROPOSAL PROCESS**



Specific economic and non-economic evaluation criteria will be presented in the RFP, and may include, but not limited to, the following:

- ◆ Technical reliability of proposed solution
- ◆ Project implementability (i.e., ability to secure all approvals from third parties)
- ◆ Project team experience
- ◆ Technical qualifications
- ◆ Financial qualifications
- ◆ Total project final design and construction cost
- ◆ References
- ◆ Acceptance of Agreement terms and conditions
- ◆ Project schedule
- ◆ Environmental impacts
- ◆ Life-cycle cost factors

The County desires to optimize creativity and cost-competitiveness in the D-B process and therefore will provide flexibility to Proposers with respect to the design and construction of the treatment processes and the configuration of the overall Project.

During Proposal evaluations, the County's Selection Committee will rank the Proposals and the County will seek Board of Commissioner approval of the recommended proposal rankings. Selection Committee has approved the recommended rankings, OCWS and the Purchasing Department will begin negotiations with the top ranked Proposer. In the event an Agreement cannot be reached with the top ranked Proposer, the County will begin negotiations with the next highest ranked Proposer (see Figure 3-2). Once a negotiated Technical and Cost Proposal is reached, the County will seek Board of Commissioner approval to execute an Agreement with the successful Proposer.

### **3.3 Rights of the County**

The issuance of this RFQ constitutes only an invitation to present qualifications. The rights reserved by the County, which shall be exercised in its sole and absolute discretion, include without limitation the right to:

1. Require additional information from one or more Respondents to supplement or clarify the RFQs submitted.
2. Conduct investigations with respect to the qualifications and experience of each Respondent, and the Respondent's team members.
3. Visit and examine any of the projects referenced in the RFQs.
4. Waive any defect or technicality in any SOQ received.
5. Determine which Respondents will be prequalified, and as a result receive the RFP, and submit Proposals in response to the RFP.
6. Supplement, amend, or otherwise modify this RFQ, prior to the date of submission of the RFQs.
7. Receive written questions concerning this RFQ from Respondents and to provide such questions, and the County's responses, to all Respondents at the County's sole discretion.
8. Cancel this RFQ in whole or in part with or without substitution of another RFQ.

9. Take any action affecting the RFQ process, the RFP process, or the Project subject to this RFQ that would be in the best interests of the County and at the sole discretion of the County.
10. Right to Waive and Reject:
  - a. The Board of County Commissioners reserves the right to accept or reject any or all Request for Qualifications found to be irregular, incomplete, conditional, or not in compliance with or not responsive to the requirements and instructions contained herein, or to waive any informality existing in any proposal, or to accept the proposals which best serves the interest and intent of this project and is from the most responsive and responsible firms. An SOQ will be found to be irregular or non-responsive for reasons including, but not limited to, failure to strictly comply with the criteria stated herein, failure to submit information needed to evaluate the SOQ based on the evaluation criteria, incomplete RFQs, submittal of more than one SOQ by the same firm, or evidence of collusion.
  - b. There is no obligation on the part of the County to select the highest ranked proposer(s), and the County reserves the right to select proposer(s) submitting a responsive SOQ which is most advantageous and in the best interest of Okaloosa county, and to reject any and all SOQ(s) or to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.
11. Disqualification of Proposers:
  - a. Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his SOQ:
    - i. More than one submittal for the same work from an individual, firm or corporation under the same or different name.
    - ii. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
    - iii. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the County until such participant shall have been reinstated as a qualified proposer.
    - iv. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
    - v. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of the RFQ.
    - vi. Default under previous contract.

### 3.4 Communications Protocol

The County is committed to a fair, open process for interested parties to receive information about the Project and the competitive procurement process that the County is utilizing for selection of a D-B Entity and award of the Agreement.

No Contact Clause - The Okaloosa County Board of County Commissioners have established a solicitation silence policy (No Contact Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award. This policy requires all SOQ submittals to include a fully completed and executed No Contact Certification which is included in Attachment C of this RFQ, and is made a part of the RFQ package.

It should be noted that during the RFP process, certain proprietary meetings between the shortlisted firms and the County may be allowed. Details of such meetings will be provided in the RFP.

All questions concerning this procurement process must be directed in writing to the Okaloosa County Purchasing Department:

DeRita Mason, Sr. Contracts and Lease Coordinator  
Phone: 850-689-5960  
Email: dmason@myokaloosa.com

All communications to the Purchasing Department must be submitted in writing and are subject to distribution to all Respondents. Communications sent via electronic mail may be printed and made available to all Respondents. No contact relative to this project is allowed outside of Constantine's Procurement Manager.

The period commences when the procurement document is received and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective proposers and members of the Board of County Commissioners, the County Administrator or other County Staff, or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation must be directed to the designated Procurement Manager listed above.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Department. It shall be the Purchasing Department's decision whether to consider this information in the decision process.

Any attempt by proposer to influence a member or members of the aforementioned shall be grounds to disqualify the proposer from consideration during the selection process.

The Owner's Representative, Ardurra, is not permitted to provide information or advice to any Respondent during the procurement process concerning any matter related to this procurement, unless expressly authorized by the County. Any contact with Ardurra, other than the Purchasing Agent listed above by a Respondent concerning any matter relating to this procurement, except for contacts that have been expressly authorized by the County, may result in a Respondent's disqualification from eligibility for the procurement.

### 3.5 RFQ and Qualifications Submittal

This RFQ is the first step in the procurement process for the selection of a firm to design, construct, outfit, start-up, commission, and obtain governmental approvals for the Project. In order to be eligible to submit a Proposal in response to the forthcoming RFP, a response must be received to this RFQ and the Respondent must be prequalified by the County and an RFP issued to the Proposer by the County. Only those persons or firms who have obtained an official copy of this RFQ from the County will receive official addenda (if necessary) to this RFQ.

Submission of a responsive SOQ requires Respondents to affirmatively declare their intention to participate in the RFP and Proposal process. By signing and submitting an SOQ, the Respondent certifies that Respondent and any parents, affiliates, subsidiaries, members, shareholders, partners, officers, directors, or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state, or local government agency projects.

### **3.6 Pre-SOQ Conference and Site Tour:**

The County will hold a Pre-SOQ Conference, followed by a site tour, at 9:30 A.M. CST Time on July 14, 2021, at:

Arbennie Pritchett WRF- Okaloosa County  
Administration Building  
250 Roberts Blvd  
Fort Walton Beach, Florida 32547

The proposed WRF site is a short drive from the SOQ conference site. The County will not provide transportation to and from the site. All conference attendees shall provide their own transportation to and from the site.

Written questions related to the RFQ are encouraged and can be submitted in advance for clarification during the Pre-SOQ Conference, or can be asked at the Pre-SOQ Conference. Note that all questions should be submitted according to the Communications Protocol described in Section 3.4. All County responses to questions submitted in writing will be issued via addendum to the RFQ.

The County will conduct a site tour following the Pre-SOQ Conference. No prospective Respondent shall visit the site without prior notification and approval by the County. The Project site is short drive from the SOQ conference site, no transportation to and from the site will be provided. All conference attendees shall provide their own transportation to and from the site.

### **3.7 SOQ Evaluation**

Using the Minimum and Enhanced Qualification criteria established in Section 5, the County will evaluate the technical and financial qualifications of Respondents based on SOQ submittals, as well as any clarifications submitted by Respondents in response to County requests, project and personnel references, and analysis of other publicly available information. The County expects to prequalify a minimum of three (3) Respondents to receive the RFP.

The County's Staff Selection for qualification submittal evaluations will consist of members of the County staff or other individuals as deemed appropriate by the County. The DCP, may provide technical support, but will not be members of the County's Selection Committee.

### **3.8 Information Disclosure to Third Parties**

All RFQs and subsequent Proposals received in response to the procurement documents shall become the property of the County, subject to all public domain requirements, inclusive of public access as provided by the Open Records Law of the State of Florida, and shall not be returned. If any information contained

in the SOQ submittal is considered confidential, proprietary, or a trade secret by the Respondent, such information must be identified accordingly on each and every page of the submittal where it is present. The County will make every reasonable effort to protect such information from disclosure in accordance with applicable law.

All Respondents that submit any information to the County recognize and agree that the County will not be responsible or liable in any way for any losses that the Respondents may suffer from the disclosure of information or materials to third parties.

#### **4. SUBMITTAL OF QUALIFICATIONS**

##### **4.1 General Instructions**

One (1) original and one thumb drive in PDF version shall be received in a sealed envelope by the County **on or before 3:00 p.m. on July 29, 2021**. All RFQs must be in sealed envelopes reflecting on the outside thereof **"Request for Qualifications for a Design-Builder to Provide Design-Build Services to Expand Okaloosa County Water & Sewer's APWRF Solids Handling Facility."**

RFQs received after this deadline or RFQs from firms that do not attend the Mandatory Pre-SOQ Conference/Site Visit will not be considered and will be returned unopened. Sealed RFQs must be addressed and submitted as follows:

Mr. Jeffrey Hyde  
Purchasing Manager – Okaloosa County  
5479A Old Bethel Road  
Crestview, Florida 32536

Respondents shall include the following information on the outside of the sealed envelope(s) or box(es):

- 1) Name of Respondent, and
- 2) "Request for Qualifications for a Design-Builder to Provide the Services to Expand the Okaloosa County Water & Sewer's APWRF Solids Handling Facility."

Respondents are urged to be complete, but concise, in their responses. Sales brochures are not desired unless directly related to the SOQ and referenced in the text. Receipt of all addenda shall be acknowledged by Respondents.

##### **4.2 Information Requirements of Qualifications Submittal**

The SOQ must be separated into sections separated by tabs as follows:

1. Transmittal Letter (2 pages)
2. Table of Contents (2 pages)
3. Respondent Team Composition (4 pages)
4. Technical Qualifications (8 pages)
5. Project Experience and References (10 pages)
6. Financial and Other Requirements (4 pages)
7. Comments on Project Concepts (Optional, no page limit)
8. Key Team Member Resumes (Limit to 2 pages per team member)
9. Appendix A – Additional Safety Information as require for Section 4
10. Appendix B – Additional Financial Information as required for Section 6
11. Appendix C – Additional County Certifications & Forms

The format of the SOQ shall be as outlined above. Narrative pages are to be 8-1/2 inches by 11 inches, and shall be bound into one volume, up to two (2) 11-inch x 17-inch pages will be allowed in the SOQ. A minimum of 12-point font size and 1.25 line spacing is required. The SOQ must be in English. A clear and concise presentation of information is encouraged. A maximum page limit of 30 pages (excluding tabs and dividers) is established for Sections 1 – 6 of the SOQ. There is no page limit for the information required in the SOQ Sections 7 (Comments on Project Concepts). In Section 8, each Key Team Member Resume will be limited to a maximum of 2 pages. Audio-visual materials including audio tapes and CDROM presentations will not be accepted. Additional information concerning the submittal requirements to this RFQ are set forth below.

#### **4.2.1 Transmittal Letter (2 pages)**

The SOQ must include a cover letter containing the name, title, address, telephone number, fax number, and email address of the Respondent and the principal contact person. The cover letter shall also include a complete listing of all companies that form the Respondent's team. The cover letter shall also:

- ◆ Acknowledge receipt of all addenda to this RFQ.
- ◆ Provide Conflict of Interest Statement – The Respondent shall disclose any actual, apparent, or potential conflicts of interest with Okaloosa County relative to any work that they are performing or expecting perform.

#### **4.2.2 Table of Contents (2 pages)**

A table of contents shall be included in the SOQ, itemizing the contents of the Respondent's submission.

#### **4.2.3 Respondent Team Composition (4 pages)**

The SOQ shall indicate the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the contracting party, and provide the single entity responsibility for the Project. A Project organization chart with role and responsibility descriptions is required. Additionally, the SOQ shall identify the parties that will undertake the responsibilities for permitting, design, construction, start-up, and testing of the expansion to the Solids Handling Facility. Office locations where the primary project support will be completed shall be listed for all major team members.

The proposed contractual relationships between the Respondent and all major partners and subcontractors (responsible for greater than 10 percent of the total Project effort) relative to the various phases of the Project (e.g., design, construction, and performance testing) shall be outlined in the SOQ. The history, ownership, organization, and background of the Respondent shall be provided. If the Respondent is a joint venture, the required information shall be submitted for each member of the joint venture firm. The Respondent shall describe the history of the relationships among the team members, including a description of past working relationships.

#### **4.2.4 Technical Qualifications (8 pages)**

Respondents shall demonstrate their ability to undertake the Project by providing evidence of their technical experience and qualifications related to the design, construction, performance testing, outfit, start-up, and obtaining of governmental approvals for treatment projects comparable to the Project. The County reserves the right to conduct an investigation of the Respondent's technical qualifications by contacting project references of others or accessing public information. Additional information may be requested during review of the technical qualifications. The following information shall be included:

1. The Respondent shall provide information to demonstrate its individual member and collective team qualifications including design and construction in a D-B project execution

environment for other similar WRFs. Preference will be given to Water Reclamation Facilities of similar size (about 5 mgd) executed in the last five years (from the date of RFQ) and using the D-B project delivery approach.

2. Regulatory Compliance and Permitting Experience. The Respondent shall submit its team's experience with permitting and regulatory compliance. Demonstration of this experience shall include:
  - Identification of state regulatory agencies that Respondent has worked with for the regulation of public WRFs. Southeastern United States and State of Florida experience shall be highlighted.
3. Key Project Staff. The Respondent shall provide the relevant qualifications and roles and responsibilities contemplated for all key staff assigned to this Project. The Respondent shall provide the qualifications of all key Project staff, including, but not necessarily limited to the following:
  - Project Principal
  - Design-Build Project Manager
  - Engineering Design Manager
  - Lead Engineer for each major design element
  - Construction Manager
  - Site Superintendent
  - QA/QC Manager
  - Safety Manager
  - Start-Up/Commissioning Manager

This submission shall include the information for all key Project staff of the contracting firm, its parent (if applicable), partner firms, and major subcontractors. Short summaries of resumes are required in this section, while 2-page resumes shall be provided in Section 8 of the SOQ. Resumes shall include the office location of each individual adjacent to their names.

Respondents must recognize that its key assigned employees, along with subcontractors and their key employees included in the SOQ, shall be used as a basis for determining prequalified Respondents for eligibility to submit responses to the RFP. Any changes to Respondent teams, including major subcontractors and key employees, shall not be allowed except for extenuating circumstances, such as corporate takeovers, buyouts, and other unforeseen changes. Respondents shall be evaluated based on the strength of "key Project staff" as well as the depth of experienced staff resources available within the Respondent structure. Respondents may strengthen their teams prior to submission of their Proposal by adding experienced personnel and subcontractor members.

The Agreement between the County and the successful Proposer will contain requirements for Team member commitments to the Project.

4. Safety Record of Firms. The Respondent shall provide:
  - ◆ OSHA 200/300 Log Forms covering the previous three (3) years (provide a summary in this section and provide complete log forms in Appendix A to the SOQ)
  - ◆ Current Experience Rate Modifier as obtained from insurance carrier
  - ◆ List of accidents or incidents for the past 12 months (if the list exceeds 1 page, provide the remaining pages in Appendix A to the SOQ)



#### 4.2.5 Project Experience and References (10 pages)

In addition to providing technical qualifications and experience, the Respondent shall provide a list of up to ten directly relevant projects completed within the past five years from the date of issuance of the RFQ that the Respondent has performed as a designer and/or builder. A brief description of these selected projects shall be provided, including:

- ◆ Description of Respondent's Specific Involvement in the Project.
- ◆ Treatment Plant Capacity
- ◆ Project Budget (Clarify if Design, Design-Build, or Construction Budget)
- ◆ Project Cost at Completion (Clarify if Design, Design-Build, or Construction Budget)
- ◆ Location
- ◆ Project Description
- ◆ Date Completed
- ◆ Client Information: name, address
- ◆ Client Reference: name, telephone number

Although these projects may be located in the United States or abroad, emphasis shall be on experience in the Southeastern U.S. and the State of Florida. In the projects presented, the Respondent must demonstrate qualifications and experience consistent with the development and implementation of the Project.

#### 4.2.6 Financial and Other Requirements (4 pages)

The SOQ shall include the following subsections related to financial qualification:

- ◆ Financial Information
- ◆ Bonding Requirements
- ◆ Other Requirements

All the required information must be presented in the 4 pages allowed for this Section and additional information (if desired by the Respondent) shall be provided in Appendix B to the SOQ. Required information related to submittal of financial qualifications is set forth below.

##### 4.2.6.1 Financial Information

The Respondent shall provide full disclosure of its financial position and the financial position of its Guarantor. Financial information to be submitted in the SOQ includes the following:

1. Financial Statements – The SOQ must include copies of the most recent three years of audited annual reports filed with the Securities and Exchange Commission on Form 10-K, and supporting documents, and all quarterly reports filed with the SEC on Form 10-Q since the last 10-K was filed. If 10-K or 10-Q reports reference other reports that describe the Respondent's financial condition, copies of such reports shall be provided to the County as part of the SOQ.

If not required to make periodic filings with the SEC, Respondent shall submit:

- a) Audited financial statements for the past three fiscal years, including income statements, balance sheets, and statements of changes in financial position.
- b) Copies of the latest quarterly financial reports for the prior three quarters.

- c) A statement regarding any material changes in the mode of conducting business, bankruptcy proceedings, and mergers or acquisitions for the past three years, as well as any disclosure of any potential mergers or acquisitions.
2. Credit Ratings. If the Respondent or proposed Guarantor has short-term or long-term obligations rated by Moody's Investor's Service, Standard & Poor's Corporation, Fitch IBCA, or Duff & Phelps, such ratings shall be provided.
3. Litigation. The Respondent shall disclose any outstanding litigation that could materially impact its financial condition if judgment is brought against the Respondent.
4. Insurance. The Respondent shall provide evidence of coverage, or evidence of the ability to secure insurance coverage, at the limits to be set forth in the RFP.

#### **4.2.6.2 Bonding Requirements**

Respondents are required to furnish evidence of their ability and intention to provide the Performance Bond and Payment Bond. The Respondent must also affirm its ability to provide appropriate bonds including preliminary letters of commitment from sureties or banks.

#### **4.2.6.3 Other Requirements**

Respondent shall certify that it has not filed for bankruptcy in the past five years or has been convicted of a felony or fraud.

#### **4.2.7 Comments on Project Concepts (Optional, no page limit)**

Respondents may, but are not required to, provide comments concerning the County's D-B Project approach, Project schedule, or other elements of the Project described in this RFQ. Comments provided by Respondents will not be evaluated under the terms of Section 5, but will provide the County with useful information that may be applied to the procurement process.

#### **4.2.8 Key Team Member Resumes (Limit to 2 pages per team member)**

Respondents shall submit 2-page resumes for each Key Team Member that should include as a minimum, the team project staff described in Section 4.2.4.3 above. This submission shall include all key project staff of the contracting firm, its parent (if applicable), partner firms, and major subcontractors. The 2-page resumes shall be provided in Section 8 of the SOQ. Respondents are encouraged to limit the number of resumes to 10 individuals or less.

#### **4.3 Additional Requirements, Certifications, and Forms (Mandatory, no page limit)**

In addition to the requirements identified above, Okaloosa County Purchasing Policy also requires the inclusion of the following additional requirements, certifications and forms. Copies of these may be found in Attachment C.

##### **4.3.1 Public Entity Crime Information**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

#### 4.3.2 Exemption from Administrative Procedure Act, Chapter 120, Florida Statutes

The engagement of certain professional services, including those required by this Request for Qualifications, is exempt from the provisions of the Administrative Procedure Act, Chapter 120, Florida Statutes, as amended, and therefore are not to be subject to the appeal process therein described at any time during the solicitation period.

#### 4.3.3 Cone of Silence

The Okaloosa County Board of County Commissioners has established a solicitation silence policy (Cone of Silence Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences from the date of advertisement until award of contract.

All communications shall be directed to the Purchasing Department -see attached form.

Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.

#### 4.3.4 Conflict of Interest Disclosure Form

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their submittal the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies.

Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the SOQ, must file a statement with the Clerk of Circuit Court of Okaloosa County, if he is an officer or employee of the County, disclosing his or spouse's or child's interest and the nature of the intended business.

**Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.**

#### 4.3.5 Drug Free Workplace Certification

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

**Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.**

#### 4.3.6 Liability & Indemnification Form

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

**Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.**

#### 4.3.7 Federal E-Verify Compliance Certification

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the contractor during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation of such verification to the County upon request.

**Note: For proposer's convenience, this certification form is enclosed and is made a part of the bid package.**

#### 4.3.8 Discrimination

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

#### 4.3.9 County Clauses

**1. REORGANIZATION OR BANKRUPTCY PROCEEDINGS** – Qualifications will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.

**2. INVESTIGATION OF RESPONDENT** – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish any additional information and financial data for this purpose as the County may request.

**3. REVIEW OF PROCUREMENT DOCUMENTS** - Per Florida Statute 119.071(1)(b)2 sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public disclosure until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

**4. COMPLIANCE WITH FLORIDA STATUTE 119.0701** - The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon being removed from the Active Contractors List or termination of any contract resulting from this solicitation.

**5. PROTECTION OF RESIDENT WORKERS** – The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish

appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.

Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security's website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.

**6. SUSPENSION OR TERMINATION FOR CONVENIENCE** - The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of any contract resulting from this solicitation for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.

**7. FAILURE OF PERFORMANCE/DELIVERY** - In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default shall result in cancellation of the contract and removal of the respondent from the vendor list for duration of one (1) year, at the option of County.

**8. AUDIT** - If requested, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under any contract resulting from this solicitation from the date of the contract through three (3) years after the expiration of contract.

**9. EQUAL EMPLOYMENT OPPORTUNITY; NON DISCRIMINATION** – Respondent will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.

**10. NON-COLLUSION** – Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.

**11. UNAUTHORIZED ALIENS/PATRIOT'S ACT** – The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the terms under which respondent was placed on the Active Contractors List . In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent's failure to take such steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the subject contract and removal of the respondent from the Active Contractors list. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.

- 12. IDENTICAL TIE PROPOSAL** - In cases of identical procurement responses, the award shall be determined either by lot or on the basis of factors deemed to serve the best interest of the County. In the case of the latter, there must be adequate documentation to support such a decision.
- 13. INDEMNIFICATION & HOLD HARMLESS** -CONSULTANT shall indemnify and hold harmless COUNTY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement. Respondent shall acknowledge and agree to the Indemnification and Hold Harmless clause.
- 14. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)** - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall disclose lobbying activity using the **CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES** Form provided.
- 15. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12698)**-A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts. Respondents shall utilize **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS** form provided to make this certification.
- 16. MANDATORY DISCLOSURES-** The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
- 17. CERTIFICATE OF GOOD STANDING FOR STATE OF FLORIDA** - Florida Statute 607.1501 requires that all vendors who wish to do business in the State of Florida be licensed to do business through the Department of State of Florida and be in good standing with the State of Florida. As such, to do business with Okaloosa County a vendor must provide a Certificate of Good Standing with their bid/proposal package to the County. For more information on doing business in the State of Florida, please refer to the Florida Department of State. The website to register is <https://dos.myflorida.com/sunbiz>.

**The following documents are to be submitted with the qualifications packet:**

- A. Drug-Free Workplace Certification Form
- B. Conflict of Interest
- C. Federal E-Verify
- D. Cone of Silence
- E. Indemnification and Hold Harmless
- F. Addendum Acknowledgement
- G. Company Data
- H. System for Award Management
- I. List of References
- J. Certification Regarding Lobbying
- K. Sworn Statement – Public Entity Crimes
- L. Governmental Debarment & Suspension
- M. Vendors on Scrutinized Companies list
- N. Tax Delinquency and Felony Convictions
- O. Certificate of Good Standing -See # 32

## 5.1 Introduction

RFQs will be evaluated based on the Minimum and Enhanced Qualifications criteria described in Sections 5.2 and 5.3.

## 5.2 Minimum Qualifications

Each Respondent shall satisfy the Minimum Qualifications as described in Table 2 to continue in the selection process. Respondents that meet the Minimum Qualifications will be further evaluated for Enhanced Qualifications as described in Section 5.3.

**Table 2**  
**Minimum Qualification Criteria**

Item	Criteria and SOQ Location	Explanation
1	Design, Construction Experience (provide narrative in Section 3 and identify it as Minimum Criteria)	Respondent shall demonstrate at least five years of relevant D-B experience in Water Reclamation Facility applications Respondent shall have the appropriate construction licenses in the State of Florida
2	Key Project Personnel (provide narrative in Section 4 under summary of resumes and identify it as Minimum Criteria)	<ul style="list-style-type: none"> <li>◆ Project Principal shall have proven D-B experience with 3 projects of \$5 million or greater</li> <li>◆ Design-Build Project Manager shall have at least 5 years of water/wastewater project experience with 3 similar projects of \$10 million or greater</li> <li>◆ Other key project staff shall have at least 10 years of experience, each with the design and construction of water/wastewater treatment facilities similar in size and scope</li> </ul>
3	Bonding and Insurance Capabilities (provide in Section 6)	Respondent shall demonstrate the ability to provide Performance and Payment Bonds and Insurance as described in Section 2.
4	Sole Source Responsibility (provide narrative in Section 3 and identify as Minimum Criteria)	Respondent shall provide single entity Project responsibility.
5	Criminal and Financial Disclosure (provide in Section 6)	Respondent shall certify that it has not filed for bankruptcy in the past five years or has been convicted of a felony or fraud.
6	Performance, Price, and Schedule Guarantees (State in Cover Letter)	Respondent must demonstrate willingness to accept guarantees for performance, price, and schedule.
7	Conflict of Interest (State in Cover Letter)	The Respondent shall disclose any actual, apparent, or potential conflicts of interest that are present or could develop with respect to the scope of services covered by this RFQ and any parties to this solicitation, or any third parties. The existence of such conflicts of interests will not automatically disqualify any proposing team from consideration. The County will evaluate such disclosures and determine whether they are disqualifying or subject to possible mitigation measures.



### 5.3 Enhanced Qualifications and Respondent Prequalification

Respondents that satisfy the Minimum Qualifications presented in Table 2 will be further evaluated based on the Enhanced Qualifications described in the sections below. Those Respondents demonstrating the highest level of qualifications as evaluated by the County's Staff Selection members will be deemed "Prequalified" for receipt of the RFP and continuation in the selection process. The County anticipates prequalifying at least three Respondents.

#### 5.3.1 SOQ Evaluation Criteria and Scoring

The following are the SOQ evaluation and scoring criteria:

**Table 3**  
**SOQ Evaluation Criteria and Scoring**

Technical Evaluation Criteria	Scoring (100 Points Total)
<b>1. Technical Qualifications</b>	<b>45 Points</b>
<b>1.1. Experience of Prime Contractor and Design Consultant (Team and/or Proposer) in Alternative Delivery Projects (ADPs):</b>	15 Points
<ul style="list-style-type: none"> <li>• Design-Builder Years in Business</li> <li>• Design-Builder Experience in ADPs</li> <li>• Design-Builder DB Experience in Southeast US</li> <li>• Design-Builder Experience with Okaloosa County</li> </ul>	
<ul style="list-style-type: none"> <li>• Designer Years in Business</li> <li>• Designer Experience in DB</li> <li>• Designer Experience in Southeast US</li> <li>• Designer Experience with Okaloosa County</li> </ul>	
<b>1.2. Respondent Team Composition (Structure, Management, Resources, and Working History):</b>	10 Points
<ul style="list-style-type: none"> <li>• Experience of the Respondent team working together on similar projects</li> <li>• The team structure, organization, and the proposed contractual relationships between the Respondent and all major partners and subcontractors relative to the various phases of the Project will be evaluated</li> <li>• Office locations where the primary project support will be evaluated for all major team members</li> <li>• The history, ownership, organization, and background of the Respondent shall be evaluated, including the history of the relationships among Prime Contractor and Lead Design Consultant members working together.</li> </ul>	
<b>1.3. Key Project Staff Experience and Ability of Professional Personnel:</b> The experience of the key project staff for the Design-Builder shall be evaluated for the following.	20 Points
<ul style="list-style-type: none"> <li>• Design, Construction, and DB experience and past performance on similar type projects (DB projects are preferred)</li> </ul>	
<ul style="list-style-type: none"> <li>• Regulatory compliance and permitting experience and past performance on similar projects</li> </ul>	
<ul style="list-style-type: none"> <li>• Construction experience and past performance on similar type projects</li> </ul>	
<ul style="list-style-type: none"> <li>• Alternative (D-B, CMAR, or D-B-O) contracting experience and past performance on similar projects</li> </ul>	
<ul style="list-style-type: none"> <li>• Ingenuity/Innovation experience and past performance on similar projects</li> </ul>	

**Table 3 (continued)**  
**SOQ Evaluation Criteria and Scoring**

Technical Evaluation Criteria	Scoring (100 Points Total)
<b>2. Safety Record of Firm(s):</b> The safety record of the D-B Team, including the Current Experience Rate Modifier.	<b>10 Points</b>
<b>3. Project Experience and Past Performance:</b> In evaluating Respondent experience, the County will give most consideration to experience related to similar size and type of Water Reclamation Facility projects providing service to the public; and experience by the proposed project team working together. Southeastern area of the United States and State of Florida experience will be considered more favorably.	<b>30 Points</b>
<ul style="list-style-type: none"> <li>• Design experience and permitting experience and past performance on similar projects (DB projects are preferred)</li> </ul>	
<ul style="list-style-type: none"> <li>• Construction experience and past performance on similar projects (DB projects are preferred)</li> </ul>	
<ul style="list-style-type: none"> <li>• Alternative (D-B or D-B-O) contracting experience and past performance on similar projects by the team, and individually</li> </ul>	
<ul style="list-style-type: none"> <li>• Ingenuity/Innovation experience and past performance on similar projects by the team, and individually</li> </ul>	
<b>4. Financial Strength of the Design-Builder and Designer:</b>	<b>15 Points</b>
<ul style="list-style-type: none"> <li>• Overall financial strength and position of the principal contracting entity and the financial position of its Guarantor.</li> <li>• Credit Rating of the principal contracting entity</li> <li>• Litigation history and outstanding litigation</li> <li>• Bonding Capacity and ability to provide appropriate bonds</li> </ul>	

The SOQ scoring process shall proceed as follows:

1. Each Staff Selection member shall independently score each of qualified D-B Teams based on the scoring criteria and points presented in Table 3 above.
2. After all the Staff Selection member's scores have been ranked, the rankings will then be normalized to assure a fair and equitable scoring is achieved. The normalization process occurs as follows:
  - Each Number 1 ranked D-B Teams will be assigned a normalized score of 5.
  - Each Number 2 ranked D-B Teams will be assigned a normalized score of 4.
  - Each Number 3 ranked D-B Teams will be assigned a normalized score of 3.
  - Each Number 4 ranked D-B Teams will be assigned a normalized score of 2.
  - Each Number 5 ranked D-B Teams will be assigned a normalized score of 1.
  - D-B Teams not receiving a ranking of 1 -5, will be assigned a normalized score of 0.

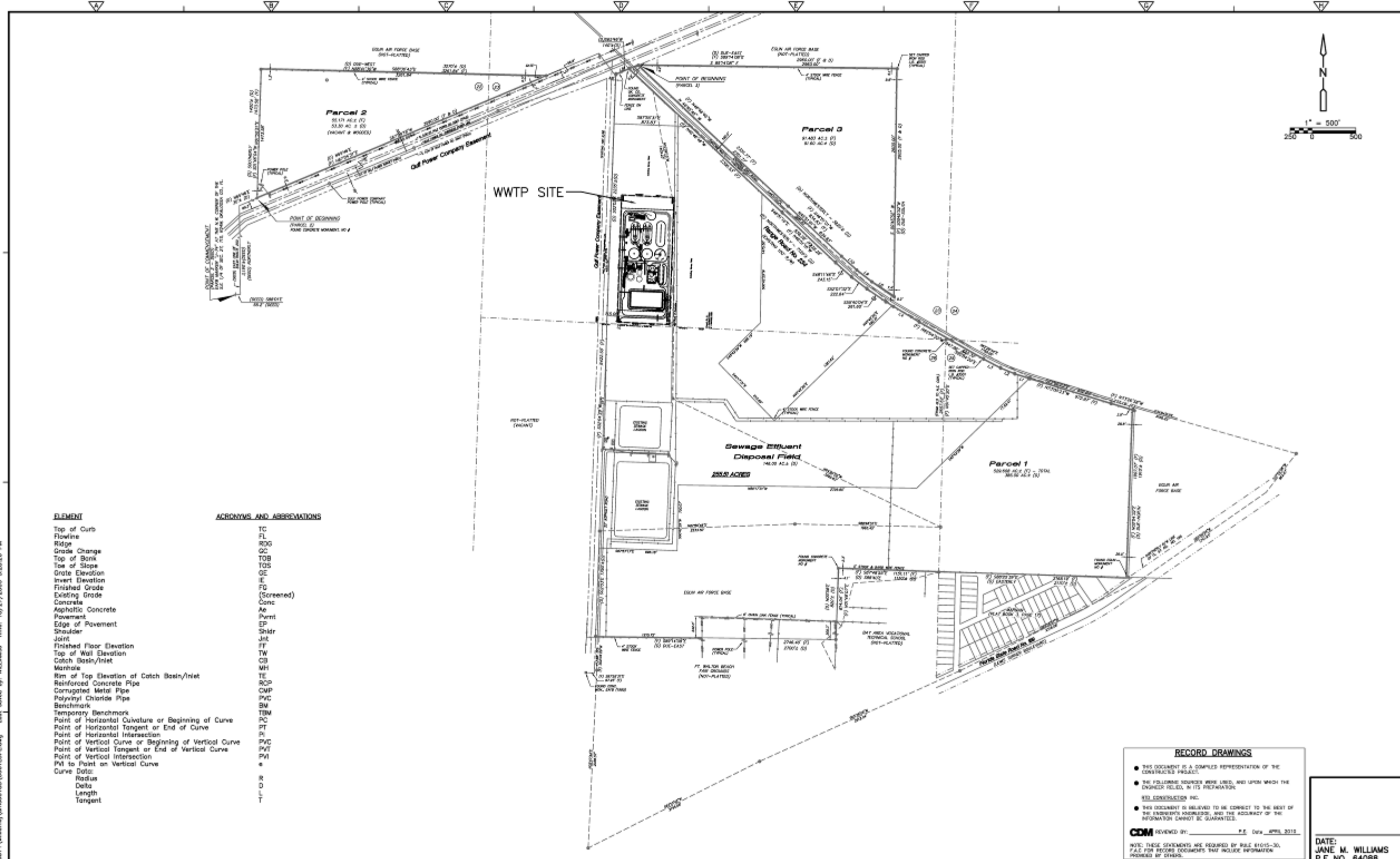
The normalized scores for each D-B Team will be summarized and a total normalized score determined. A minimum of three (3) D-B teams with the highest normalized scores will then be short-listed and will proceed to the RFP process. All other D-B Teams will be notified that they have been eliminated from further evaluation.

\*\*\*\*\* END \*\*\*\*\*

# **Attachment A**

## **Location, Site Maps, and General Drawing Sheets**

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ELEMENT	ACRONYMS AND ABBREVIATIONS
Top of Curb	TC
Flowline	FL
Ridge	RDG
Grade Change	GC
Top of Bank	TGB
Toe of Slope	TGS
Grote Elevation	GE
Invert Elevation	I
Finished Grade	FG
Existing Grade	(Screened)
Concrete	Conc
Asphaltic Concrete	Ac
Pavement	Pvmt
Edge of Pavement	EP
Shoulder	Shldr
Joint	Jnt
Finished Floor Elevation	FF
Top of Wall Elevation	TW
Catch Basin/Inlet	CB
Manhole	MH
Rim of Top Elevation of Catch Basin/Inlet	TE
Reinforced Concrete Pipe	RCP
Corrugated Metal Pipe	CMP
Polyvinyl Chloride Pipe	PVC
Benchmark	BM
Temporary Benchmark	TBM
Point of Horizontal Curvature or Beginning of Curve	PC
Point of Horizontal Tangent or End of Curve	PT
Point of Horizontal Intersection	PI
Point of Vertical Curve or Beginning of Vertical Curve	PVC
Point of Vertical Tangent or End of Vertical Curve	PVT
Point of Vertical Intersection	PVI
Point to Point on Vertical Curve	e
Curve Data:	
Radius	R
Delta	D
Length	L
Tangent	T

**RECORD DRAWINGS**

- THIS DOCUMENT IS A COMPILED REPRESENTATION OF THE CONTRACTED PROJECT.
- THE FOLLOWING SOURCES WERE USED, AND UPON WHICH THE ENGINEER RELIED, IN ITS PREPARATION:
- RECORD DRAWINGS.
- THE ENGINEER IS BELIEVED TO BE CORRECT TO THE BEST OF THE ENGINEER'S KNOWLEDGE, AND THE ACCURACY OF THE INFORMATION CANNOT BE GUARANTEED.

CDM REVIEWED BY: \_\_\_\_\_ P.E. Date: APRIL 2010

NOTE: THESE STATEMENTS ARE REQUIRED BY RULE 61G15-30, F.A.C. FOR RECORD DOCUMENTS THAT INCLUDE INFORMATION PROVIDED BY OTHERS.

DATE:  
**JANE M. WILLIAMS**  
 P.E. NO. 64088

PROJECT NO. 5000-5881  
 FILE NAME: CD01LOPL

SHEET NO.  
**C-1**

REV.	NO.	DATE	DRWN	CHKD	REMARKS
1	4/10	DB	JW		RECORD DRAWING

DESIGNED BY: J. WILLIAMS  
 DRAWN BY: B. VALE  
 SHEET CHECKED BY: M. SPRINGS  
 CROSS CHECKED BY: J. LADNER  
 APPROVED BY: J. WILLIAMS  
 DATE: OCTOBER 2007

**CDM**  
 Camp Dresser & McKee  
 2201 Milliland Center Parkway, Suite 300  
 Maitland, FL 32751  
 Tel: (407) 969-2962  
 FL CDA No. 03-000020  
 consulting • engineering • construction • operations

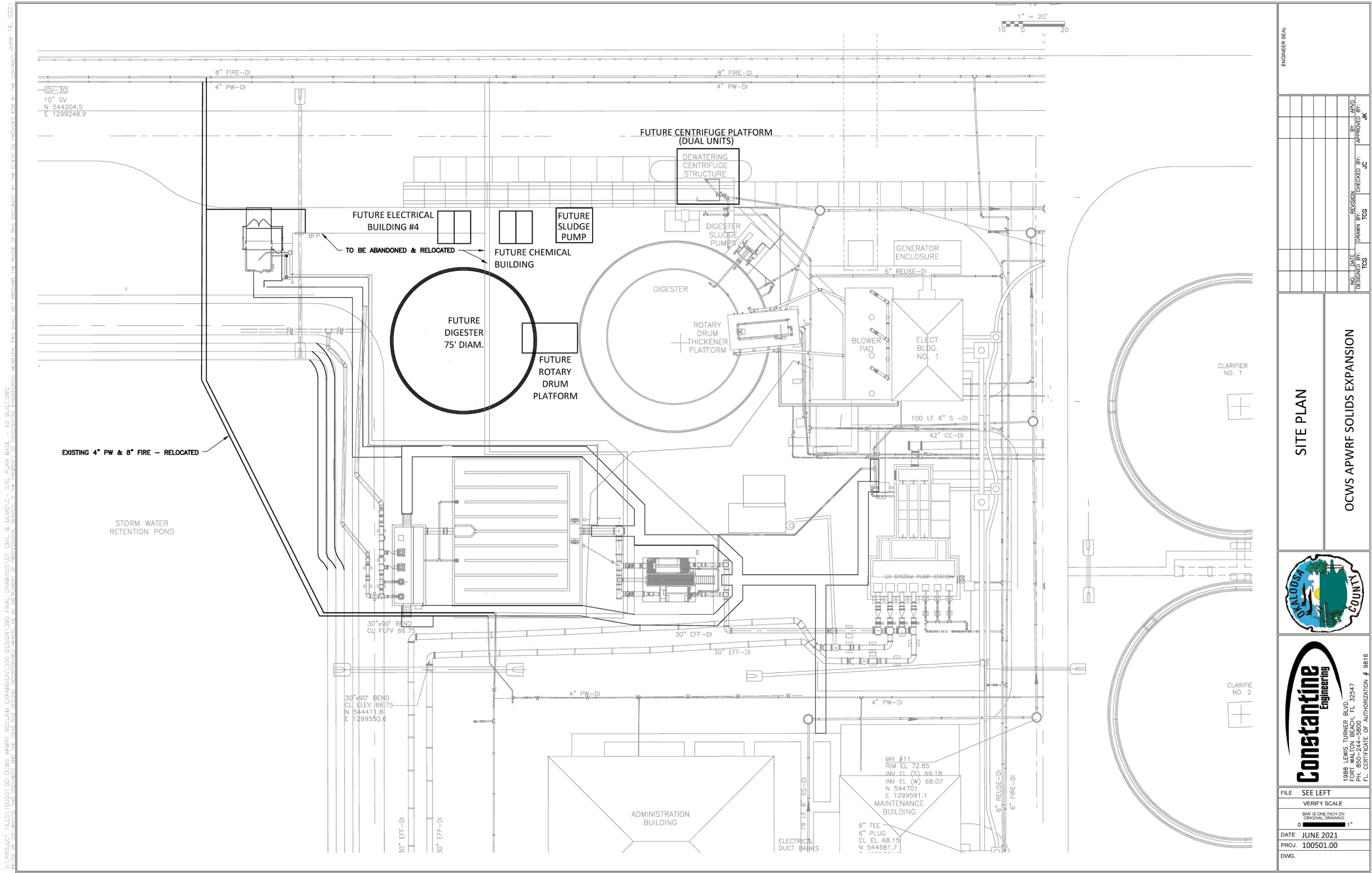
**OKALOOSA COUNTY**

**HDR**



**ESG**

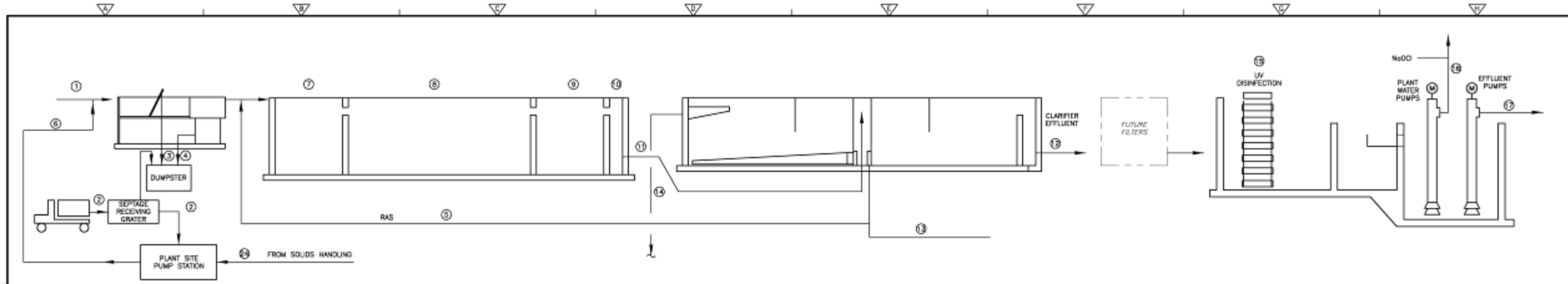
OKALOOSA COUNTY, FLORIDA  
**ARBENIE PRITCHETT**  
**WATER RECLAMATION FACILITY**

**LOCATION PLAN**



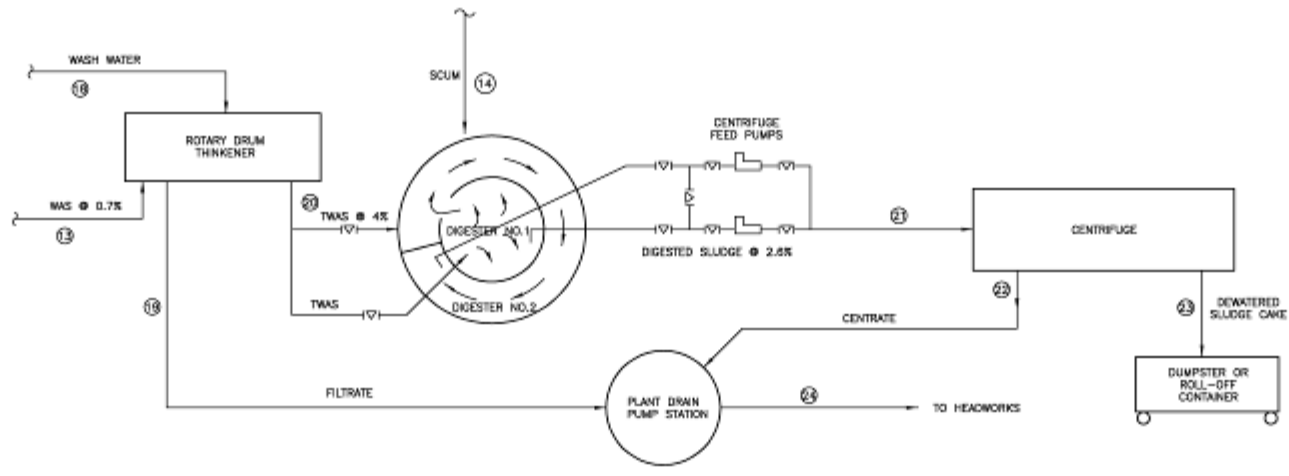
VA PROJECT FILES\00001.00 OCWS APWRF RECLAIM EXPANSION\300 DESIGN\300 FINAL DRAWINGS\CIVIL & DEMO\C-SITE PLAN BASE - AS BUILT.DWG  
 DATE OF PLOTTING: 06/16/2021 10:00:00 AM  
 USER: JG

<b>SITE PLAN</b>  <b>OCWS APWRF SOLIDS EXPANSION</b>	   <small>1988 LEWIS TURNER BLVD. FORT WALTON BEACH, FL 32547 PH. 850-244-5800 FL CERTIFICATE OF AUTHORIZATION # 9816</small>
<small>FILE: SEE LEFT</small> <small>VERIFY SCALE</small> <small>BAR IS ONE INCH ON ORIGINAL DRAWING</small> <small>0 1"</small>	<small>DATE: JUNE 2021</small> <small>PROJ: 100501.00</small> <small>DWG:</small>
<small>ENGINEER SEAL</small> <small>NO. DATE DESIGNED BY: TCG</small> <small>REVISION CHECKED BY: TCG</small> <small>BY: JG</small> <small>APPROVED BY: JK</small>	



	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯	⑰
	RAW	SEPTAGE	SCREENING	GRIT	RAS	PLANT RECYCLE	1ST ANOXIC	AERATION	2ND ANOXIC	RE-AERATION	CLARIFIER	CLARIFIER EFFLUENT	WAS	SCLM	UV DISINFECTION	PLANT WATER PUMPS	EFFLUENT PUMPS
Q (MGD)	10	0.01			10	0.5	20.5	20.5	20.5	20.5	20.5	10.5	0.288	0.008	10.23	0.23	10.0
TSS (mg/l)	250				7,000	3,500	3,500	3,500	3,500	3,500	3,500	10	7,000		10	10	10
VSS (mg/l)	200				5,800	2,800	2,800	2,800	2,800	2,800	2,800	8	5,800		8	8	8
CBOD (mg/l)	250				10	10	50	10	10	10	10	10	10		10	10	10
TKN (mg/l)	35				2	2	7.5	2	2	2	2	2	2		2	2	2
ND <sub>5</sub> -N (mg/l)	0				8	8	3	8	8	8	8	8	8		8	8	8
CY/DAY		1	8	2													

LIQUID MASS BALANCE



	⑬	⑭	⑮	⑯	⑰	⑱	⑲	⑳
MMACF LBS/DAY	16,700	-	1,870	15,030	10,746	537	10,209	2,207
GALS/DAY	206,000	21,600	262,546	45,054	50,004	43,254	6,800	305,800
NOTES			1	2	3	4		

- NOTES:
1. ROTARY DRUM THICKENER 90% SOLIDS CAPTURE RATE
  2. DIGESTION 38% VSS RED.; VSS = 75% TS
  3. CENTRIFUGE 95% SOLIDS CAPTURE RATE
  4. DEWATERED CENTRIFUGE CAKE SOLIDS 18%

SOLIDS MASS BALANCE

**RECORD DRAWINGS**

- THIS DOCUMENT IS A COMPILED REPRESENTATION OF THE CONSTRUCTED PROJECT.
- THE FOLLOWING SOURCES WERE USED, AND UPON WHICH THE ENGINEER RELIED, IN ITS PREPARATION: **EDJ CONSULTING INC.**
- THIS DOCUMENT IS BELIEVED TO BE CORRECT TO THE BEST OF THE ENGINEER'S KNOWLEDGE, AND THE ACCURACY OF THE INFORMATION CANNOT BE GUARANTEED.

CDM REVIEWED BY: \_\_\_\_\_ P.E. DATE: APRIL 2012

NOTE: THESE STATEMENTS ARE REQUIRED BY RULE 61G15-30, F.A.C. FOR RECORD DRAWINGS THAT INCLUDE INFORMATION PROVIDED BY OTHERS.

DATE: CHARLES E HORTENSTINE  
P.E. NO. 41029

PROJECT NO. 5000-58811  
FILE NAME: 0007LQSD

SHEET NO. G-7

xref: [C:\m\_2324\_m2324.dwg, m2324.dwg, ...] m2324.dwg  
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 Log saved by: GARDNETT  
 Time: 10/26/2007 10:03:23 AM

REV. NO.	DATE	DRWN	CHKD	REMARKS
04/10	DHG	DWK		RECORD DRAWING
04/27/07				ISSUED FOR CONSTRUCTION

DESIGNED BY: J. HILL  
 DRAWN BY: DHG / DWK  
 SHEET CHECKED BY: W. SPRINGS  
 CROSS CHECKED BY: J. HILL  
 APPROVED BY: C. HORTENSTINE  
 DATE: OCTOBER 2007



OKALOOSA COUNTY, FLORIDA  
 ARBENNIE PRITCHETT  
 WATER RECLAMATION FACILITY

LIQUID AND SOLIDS MASS BALANCE

## **Attachment B**

### **Preliminary Responsibility and Risk Matrix**

**PRELIMINARY RESPONSIBILITY AND RISK MATRIX**

Responsibility / Risk	Risk Allocation			Comments
	Okaloosa County	D B Entity	Shared	
<b>Design Issues:</b>				
1. Design schedule (circumstances controllable by D-B Entity)		√		Adhere to design schedule in the absence of circumstances beyond the control of D-B Entity
2. Design schedule (circumstances not controllable by D-B Entity)	√			Examples: OCWS, and Florida DEP reviews.
3. Treatment capacity		√		D-B must provide 5 mgd to solids handling
4. Obtaining required permits			√	County to lead permitting; D-B Entity will be required to coordinate and provide technical information.
5. Compliance with permit conditions and DCP		√		
6. Community impacts (landscaping, site design)		√		DCP will define minimum landscape and site design issues.
7. Interface with other facilities and systems			√	D-B entity responsible for interface and connections. OCWS responsible for making connections available.
8. Structural standards and safety factors		√		As required in DCP and local/state/federal law.
<b>Construction Issues:</b>				
9. Construction schedule (circumstances controllable by D-B Entity)		√		Adhere to schedule in the absence of circumstances beyond the control of the D-B entity.
10. Construction schedule (circumstances not controllable by D-B Entity)	√			
11. Site access			√	
12. Site security		√		
13. Construction price		√		
14. Construction price escalation		√		
15. Compliance with permit conditions		√		
16. Subsurface conditions (if unforeseen)		√		Respondent may review available geotechnical information and conduct its own geotechnical exploration work as part of the RFP process.
17. Construction quality		√		
18. On-site utilities during construction		√		
19. Completeness of system to meet use		√		
20. Site health and safety issues		√		
21. Cut/fill balances		√		
22. Start-up utilities, chemicals,			√	County to supply utilities and chemicals, D-B



**PRELIMINARY RESPONSIBILITY AND RISK MATRIX**

Responsibility / Risk	Risk Allocation			Comments
	Okaloosa County	D B Entity	Shared	
debugging, etc.				responsible for all other aspects of start-up including debugging, etc.
23. Testing and acceptance		√		
<b>Operations Issues</b>				
24. Operational treatment capacity		√		
25. Compliance with performance guarantees		√		
26. Compliance with life-cycle cost guarantees		√		

\*\*\*\*\* END \*\*\*\*\*

# **Attachment C**

## **Additional County Certifications and Forms**

## **DRUG-FREE WORKPLACE CERTIFICATION**

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Typed or Printed)

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

# **CONFLICT OF INTEREST DISCLOSURE FORM**

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either “yes” (a county employee, elected official, or agency is also associated with your business), or “no”. If yes, give person(s) name(s) and position(s) with your business.

YES \_\_\_\_\_

NO \_\_\_\_\_

**NAME(S)**

**POSITION(S)**

---

---

---

---

FIRM NAME: \_\_\_\_\_

BY (PRINTED): \_\_\_\_\_

BY (SIGNATURE): \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO. \_\_\_\_\_

E-MAIL \_\_\_\_\_

DATE \_\_\_\_\_

**FEDERAL E-VERIFY COMPLIANCE CERTIFICATION**

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Proposer hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the Respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation of such verification to the COUNTY upon request.

=====

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Typed or Printed)

TITLE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## **CONE OF SILENCE CLAUSE**

The Board of County Commissioners have established a solicitation silence policy (**Cone of Silence**) that prohibits oral and written communication regarding all formal solicitations for goods and services (ITB, RFP, ITQ, ITN, and RFQ) or other competitive solicitation between the bidder (or its agents or representatives) or other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member or other persons authorized to act on behalf of the Board including the County's Architect, Engineer or their sub consultants, or anyone designated to provide a recommendation to award a particular contract, other than the Purchasing Department Staff.

The period commences from the time of advertisement until contract award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the Board of County Commissioners, the County Administrator, county employees or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Director or an appointed representative. It shall be the Purchasing Director decision whether to consider this information in the decision process.

**Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.**

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I \_\_\_\_\_ representing \_\_\_\_\_  
Signature Company Name

On this \_\_\_\_\_ day of \_\_\_\_\_ 2021 hereby agree to abide by the County's "**Cone of Silence Clause**" and understand violation of this policy shall result in disqualification of my proposal/submittal.

## **INDEMNIFICATION AND HOLD HARMLESS**

Respondent shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent and other persons employed or utilized by the Respondent in the performance of this Agreement.

Respondent's Company Name	Authorized Signature – Manual
Physical Address	Authorized Signature – Typed
Mailing Address	Title
Phone Number	FAX Number
Cellular Number	After-Hours Number(s)
Date	Email





## COMPANY DATA

Respondent's Company Name: \_\_\_\_\_

Physical Address & Phone #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person (Typed-Printed): \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Federal ID or SS #: \_\_\_\_\_

DUNNS/SAM #: \_\_\_\_\_

Respondent's License #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Emergency #'s After Hours,  
Weekends & Holidays: \_\_\_\_\_

## SYSTEM FOR AWARD MANAGEMENT (OCT 2016)

(a) Definitions. As used in this provision.

“Electronic Funds Transfer (EFT) indicator” means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EFT accounts (see [subpart 32.11](#)) for the same entity.

“Registered in the System for Award Management (SAM) database” means that.

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see [subpart 4.14](#)) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

“Unique entity identifier” means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See [www.sam.gov](http://www.sam.gov) for the designated entity for establishing unique entity identifiers.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “Unique Entity Identifier” followed by the unique entity identifier that identifies the Offeror’s name and address exactly as stated in the offer. The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM database.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at [www.sam.gov](http://www.sam.gov) for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

- (1) Company legal business name.
- (2) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (3) Company Physical Street Address, City, State, and Zip Code.
- (4) Company Mailing Address, City, State and Zip Code (if separate from physical).
- (5) Company telephone number.
- (6) Date the company was started.
- (7) Number of employees at your location.
- (8) Chief executive officer/key manager.
- (9) Line of business (industry).

(10) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov> .

Offerors SAM information:

Entity Name: \_\_\_\_\_

Entity Address: \_\_\_\_\_

Duns Number: \_\_\_\_\_

CAGE Code: \_\_\_\_\_

## **LIST OF REFERENCES**

1. Owner's Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

2. Owner's Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

3. Owner's Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

*(To be submitted with each bid or offer exceeding \$100,000)*

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

\_\_\_\_\_ Signature of Contractor's Authorized Official

\_\_\_\_\_ Name and Title of Contractor's Authorized Official

\_\_\_\_\_ Date

**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 for \_\_\_\_\_

2. This sworn statement is submitted by \_\_\_\_\_

Whose business address is: \_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is .

(If 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 above is \_\_\_\_\_

4. I understand that a “public entity crime” as defined in Section 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 of 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 Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without 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, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Section 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 a 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 Section 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, that 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 one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ 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.]

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

\_\_\_\_\_  
Type of ID

## **Government Debarment & Suspension**

### **Instructions**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Orders 12549, at Subpart C of OMB 2 C.F.R. Part 180 and 3000.332. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.



8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Orders 12549, Debarment and Suspension, and OMB 2 C.F.R. Part 180, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880.

**[READ INSTRUCTIONS ON PREVIOUS PAGE BEFORE COMPLETING  
CERTIFICATION]**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

---

Printed Name and Title of Authorized Representative

---

Signature

Date

**VENDORS ON SCRUTINIZED COMPANIES LISTS**

By executing this Certificate \_\_\_\_\_, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Respondent is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

NAME: \_\_\_\_\_

(Typed or Printed)

ADDRESS: \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_