

**OKALOOSA COUNTY
ARBENNIE PRITCHETT WATER RECLAMATION FACILITY
EXPANSION DESIGN-BUILD PROJECT**

REQUEST FOR QUALIFICATIONS



RFQ #: WS 01-15

DUE DATE: NOVEMBER 7, 2014 @ 4:00 P.M.

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

**REQUEST FOR QUALIFICATIONS
FOR A DESIGN-BUILDER TO PROVIDE THE SERVICES TO EXPAND THE
OKALOOSA COUNTY WATER & SEWER'S ARBENNIE PRITCHETT WATER
RECLAMATION FACILITY**

The Okaloosa County Board of County Commissioners under the provisions of Section 287.055, Florida Statutes and County policy, is soliciting Statements of Qualifications (SOQs) from interested Design-Build (D-B) Team(s) detailing their technical and financial qualifications to design, construct, start-up, commission, and obtain governmental approvals for an expansion to 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 10 mgd. The proposed expansion will increase the capacity of the WRF from an MMADF of 10 mgd to 15 mgd. Attachment A presents the location and overall site plan for the existing 10 mgd WRF, as well as other general drawing sheets. A conceptual site plan for the proposed expansion as contemplated during the design of the existing 10 mgd WRF is also provided in Attachment A. Services of the design-builder shall be under the general direction of the County Department Director initiating the work or his or her designee, who shall act as the County's representative during the performance of the scope of services.

D-B Teams desiring consideration should provide one original and six (6) exact copies of their SOQ with the firm's areas of expertise identified. In addition, an electronic copy of the SOQ on a readable electronic drive shall also be provided. Guidelines detailing form and content requirements for the SOQ are available by contacting Mr. Joey Crews, P.E., Project Manager, Constantine Engineering, Inc., 1988 Lewis Turner Blvd, Suite 3, Ft. Walton Beach, FL 32547 or by calling 850-844-5800, or by emailing at jcrews@tcgeng.com.

SOQs must be delivered to the Okaloosa County Purchasing Department at the address below no later than **4:00 p.m., Friday, NOVEMBER 7, 2014** in order to be considered.

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 Arbennie Pritchett Water Reclamation Facility."**

All SOQs should be addressed as follows:
Okaloosa County Purchasing Dept.

Attn: Zan Fedorak
602-C North Pearl St
Crestview FL 32536

//Signed//
Zan Fedorak
Purchasing Manager

BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FL

Charles K. Windes, Jr., Chairman

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

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

The Design-Builder (D-B) shall, in accordance with the Owner's criteria, design, construct, and commission a 5-million gallon per day (MGD) expansion to the 10 mgd Arbennie Pritchett Water Reclamation Facility (APWRF). It is the intent of Okaloosa County Water & Sewer (OCWS) 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 5 MGD Expansion to the APWRF.

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 B – Preliminary Responsibility and Risk Matrix
- Attachment C – Additional County Certifications & Forms

1. INTRODUCTION

1.1 Project Overview

The Okaloosa County Water and Sewer Department (OCWS or County) is soliciting Statements of Qualifications (SOQs) 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 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 10 mgd. The proposed expansion will increase the capacity of the WRF from an MMADF of 10 mgd to 15 mgd. Attachment A presents the location and overall site plan for the existing 10 mgd WRF. A conceptual site plan, and other relevant drawings for the proposed expansion as contemplated during the design of the existing 10 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 by 5 mgd 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. OCWS 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:

	<u>Date</u>
◆ RFQ Advertisement	October 3, 2014
◆ Mandatory Pre-Submittal Conference	October 13, 2014
◆ Addenda to the RFQ Issuance (if necessary)	October 10, 2014
◆ Respondents Submit Statement of Qualifications	November 7, 2014
◆ County Selection of Prequalified Respondents	November 21, 2014
◆ RFP Issuance to Prequalified Respondents	December 5, 2014
◆ Addenda to the RFP Issuance to Proposers (if necessary)	January 2, 2015
◆ Prequalified Respondents Submit Proposals	February 13, 2015
◆ Proposer Interviews (if requested)	March 26-27, 2015
◆ Selection Committee Recommendation of Selected Proposer	March 27, 2015
◆ BOCC Approves Recommendation of Selection Committee	April 7, 2015

◆ BOCC Open Cost Proposals	April 8, 2015
◆ Agreement Negotiations with Selected Proposer	April 29-May 25, 2015
◆ BOCC Approves Final D-B Contract with Successful D-B Team	July 7, 2015
◆ Notice to Proceed	July 8, 2015
◆ Substantial Completion	June 6, 2017

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 \$10-11 million. The Project final completion date is expected to be on or before June, 2017.

1.2 OCWS Background

1.2.1 General

OCWS currently operates the 10-mgd Arbennie Pritchett WRF on leased property from Eglin Air Force Base (AFB). Effluent from the 10-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 expansion project on time and under budget. To that end, the County has hired Constantine Engineering Inc. (Constantine) 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

Due to increasing flows to the WRF and anticipated additional flows from the Eglin Air Force Base, the WRF is planning a 5 mgd expansion. Flow rates and associated influent waste loading for the new WRF is expected to be as presented in Table 1, below

Table 1
Preliminary Raw Wastewater Characteristics OCWS APWRF

Flow	15 mgd
Influent BOD ₅	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 SOQs, and are subject to change and revision upon issuance of the RFP.

1.2.3 Effluent Criteria

The 5 mgd expansion to the WRF shall be designed to meet the following minimum effluent criteria in accordance with Florida DEP standards for RIBS in Section 62-600.500:

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

While several processes offer the ability to meet the pollutant limits outlined above, the process that should be considered for the 5 mgd expansion shall be similar to the existing WRF with a 4-stage Bardenpho process with pre-anoxic, aeration, post-anoxic, and post-aeration zones to include nitrogen removal.

1.2.4 Treatment Processes

The anticipated treatment processes for the OCWS APWRF include the following:

- ◆ Biological treatment (Oxidation Ditch Technology) with a new 5-mgd ditch with the 4-stage Bardenpho process
- ◆ Additional clarification
- ◆ Additional RAS/WAS PS and MLSS Splitter Structure
- ◆ Addition UV disinfection modules within the existing UV basin
- ◆ Effluent Pumping Improvements
- ◆ Associated electrical and I&C 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. In addition to the major treatment processes listed above, supporting processes, systems, and facilities shall also be provided by the D-B Entity.

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

The County has retained Constantine Engineering Inc. (Constantine) as its Owner's Representative and Design-Criteria Professional (DCP) for this Project. Constantine has the responsibility for coordinating all activities associated design-build of the expansion to the WRF and regulatory permitting. In addition, Constantine worked with the County to prepare this RFQ, and will continue to work with them to prepare the RFP and DCP, evaluate SOQs and Proposals, and support the negotiations of the Agreement. Constantine, 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 WRF
- ◆ "Project" means the design, development, construction, outfit, start-up, performance testing, and obtaining of governmental approvals for the expansion to the WRF 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 (Constantine) retained by the County for this Project.

2. PROJECT SPECIFIC INFORMATION

2.1 Goals

The County's goal is to complete the 5-mgd expansion to the WRF by June 2017. 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, Constantine, 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 5 mgd expansion to the WRF and related interconnections with a view towards minimizing downtimes for the existing 10 mgd WRF
 - Construction Permitting
- ◆ Construction:
 - Construction of the WRF expansion and related interconnections as appropriate, with minimal downtime to the existing 10 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 regional treatment capacity, enhance operability and performance, and improve the overall reliability of the County's wastewater management capabilities.

Design of the expansion to the WRF 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 treatment process flow scheme will include the processes listed in Section 1.2.4. Further, OCWS has selected an oxidation ditch approach as the biological treatment process. 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 Constantine)
- ◆ 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 WRF 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)

Constantine is in the process of developing a DCP that outlines the design criteria and performance for expansion to the WRF. 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 WRF 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 10-mgd WRF. The 5 mgd expansion 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.

2.11.3 Insurance Requirements

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

- ◆ Commercial General Liability - \$1,000,000 limits
- ◆ Automobile Liability
- ◆ Workers' Compensation (including Florida provisions)
- ◆ Excess or Umbrella Liability
- ◆ Professional Errors and Omissions Liability - \$1,000,000 limits
- ◆ Environmental Liability - \$1,000,000 limits

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 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 SOQs 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.

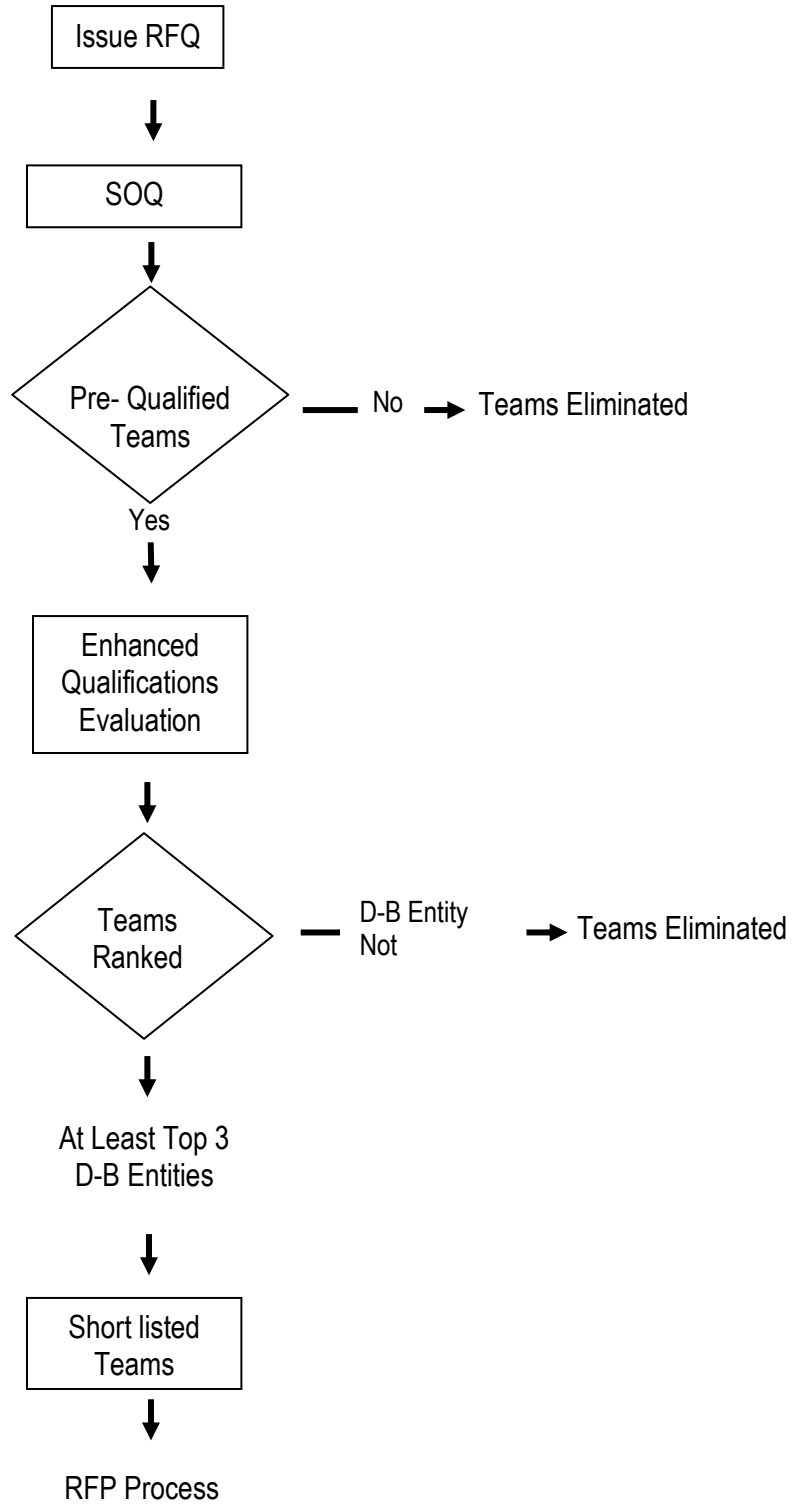
In order to identify and solicit proposals from qualified parties, the County will implement a competitive procurement process to select a highly qualified, financially sound team for the planning, design, and construction of the expansion to the WRF. The D-B process is being used to harness the innovation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

3.2 Procurement Process

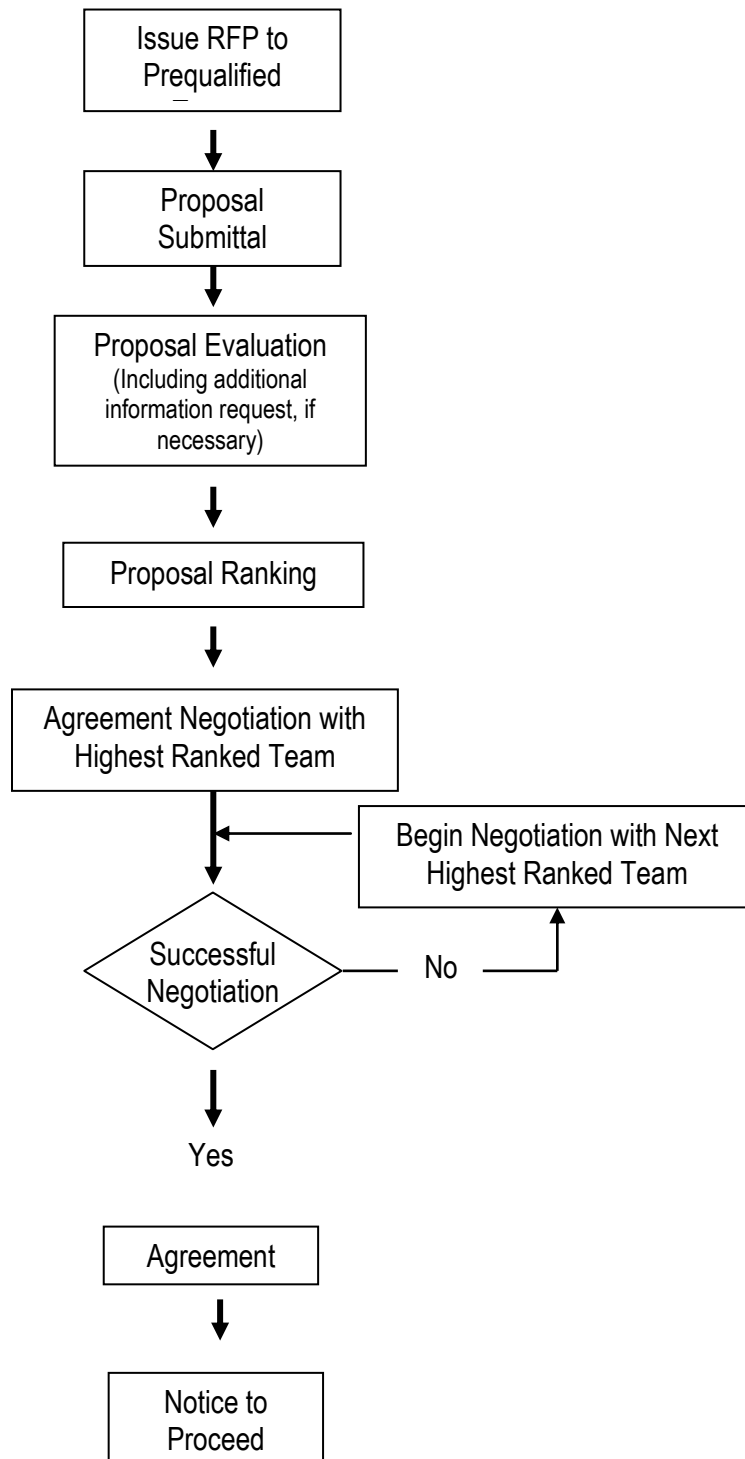
As indicated in Figures 3.1 and 3.2, the County is implementing a two-stage procurement process to select the most qualified D-B Entity for the design and construction of the OCWS APWRF. The RFQ process requires Respondents to satisfy a series of "Minimum Qualifications" in order to continue in the selection 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. Once the Board of County Commissioners has approved the recommended rankings, OCWS 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 SOQs 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 SOQs.
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 SOQs.
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 statement of 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 SOQs, 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 Constantine Procurement Manager:

Mr. James P. Kizer, Jr., PE
Constantine Engineering Inc.
1988 Lewis Turner Boulevard, Suite C
Fort Walton Beach, Florida 32547
Phone: 850-244-5800
Email: jkizer@tcgeng.com

All communications to the Procurement Manager 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 Procurement Manager. It shall be the Procurement Manager'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, Constantine, 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 Constantine, other than the Procurement Manager 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 1:30 p.m. on Monday October 13, 2014, at:

Okaloosa County Administration Building
Suite 300
1804 Lewis Turner Boulevard
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. 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.

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 at least three 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 SOQs 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 six (6) exact copies of the SOQ and one electronic readable version must be received in a sealed envelope by the County **on or before 4:00 p.m. on November 7, 2014**. 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 Arbennie Pritchett Water Reclamation Facility."**

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

Ms. Zan Fedorak
Purchasing Manager – Okaloosa County
602-C North Pearl Street
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 Arbennie Pritchett Water Reclamation 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 WRF. 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 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.

Note: For proposer'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.

5.1 Introduction

SOQs 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 combined D-B experience in water/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"> ◆ Project Principal shall have proven D-B experience in a similar role with 3 projects of \$10 million or greater ◆ Design-Build Project Manager shall have at least 10 years of similar D-B project experience with 3 similar projects of \$10 million or greater ◆ 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
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)
1. Technical Qualifications	45 Points
1.1. Experience of Prime Contractor and Design Consultant (Team and/or Proposer) in Alternative Delivery Projects (ADPs):	15 Points
<ul style="list-style-type: none"> • Design-Builder Years in Business • Design-Builder Experience in ADPs • Design-Builder DB Experience in Southeast US • Design-Builder Experience with Okaloosa County 	
<ul style="list-style-type: none"> • Designer Years in Business • Designer Experience in DB • Designer Experience in Southeast US • Designer Experience with Okaloosa County 	
1.2. Respondent Team Composition (Structure, Management, Resources, and Working History):	10 Points
<ul style="list-style-type: none"> • Experience of the Respondent team working together on similar projects • 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 • Office locations where the primary project support will be evaluated for all major team members • 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. 	
1.3. Key Project Staff Experience and Ability of Professional Personnel: 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"> • Design, Construction, and DB experience and past performance on similar type projects (DB projects are preferred) 	
<ul style="list-style-type: none"> • Regulatory compliance and permitting experience and past performance on similar projects 	
<ul style="list-style-type: none"> • Construction experience and past performance on similar type projects 	
<ul style="list-style-type: none"> • Alternative (D-B, CMAR, or D-B-O) contracting experience and past performance on similar projects 	
<ul style="list-style-type: none"> • Ingenuity/Innovation experience and past performance on similar projects 	

Table 3 (continued)
SOQ Evaluation Criteria and Scoring

Technical Evaluation Criteria	Scoring (100 Points Total)
2. Safety Record of Firm(s): The safety record of the D-B Team, including the Current Experience Rate Modifier.	10 Points
3. Project Experience and Past Performance: 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.	30 Points
<ul style="list-style-type: none"> • Design experience and permitting experience and past performance on similar projects (DB projects are preferred) 	
<ul style="list-style-type: none"> • Construction experience and past performance on similar projects (DB projects are preferred) 	
<ul style="list-style-type: none"> • Alternative (D-B or D-B-O) contracting experience and past performance on similar projects by the team, and individually 	
<ul style="list-style-type: none"> • Ingenuity/Innovation experience and past performance on similar projects by the team, and individually 	
4. Financial Strength of the Design-Builder and Designer:	15 Points
<ul style="list-style-type: none"> • Overall financial strength and position of the principal contracting entity and the financial position of its Guarantor. • Credit Rating of the principal contracting entity • Litigation history and outstanding litigation • Bonding Capacity and ability to provide appropriate bonds 	

The SOQ scoring process shall proceed as follows:

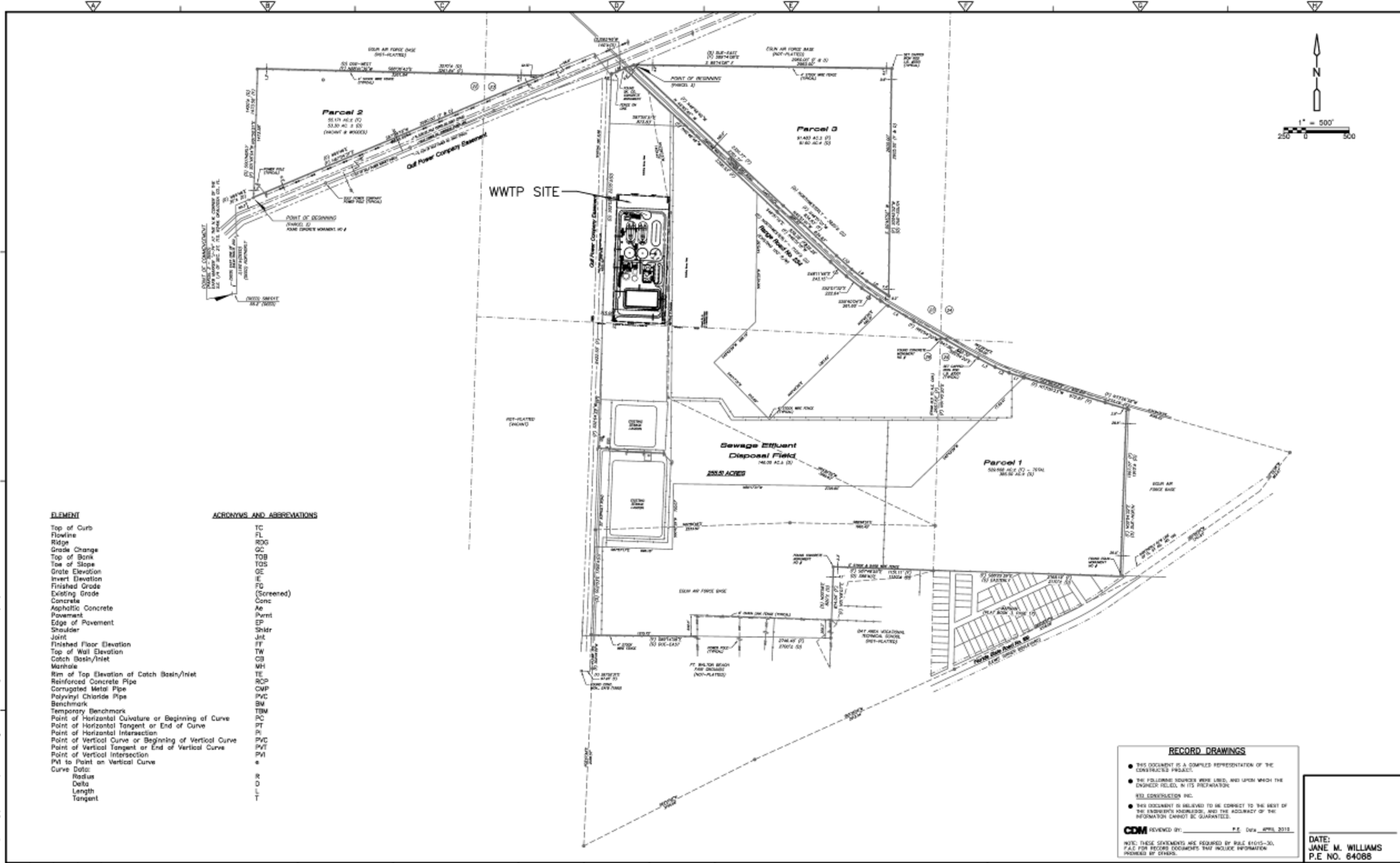
1. Each Staff Selection member shall independently score each of qualified D-B Teams based on the scoring criteria and points presented in Table 3 above.
2. Once the individual scores are received, the DCP will totalize the scoring and will rank the D-B Team based on its numerical score. The D-B Team with the highest score will receive a Number 1 ranking; the D-B Team with the second highest score will receive a Number 2 ranking, and so on until all the qualified D-B Teams are ranked. This process will be repeated for each Staff Selection member.
3. 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 3.
 - Each Number 2 ranked D-B Teams will be assigned a normalized score of 2.
 - Each Number 3 ranked D-B Teams will be assigned a normalized score of 1.
 - D-B Teams not receiving a ranking of 1, 2, or 3, 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. At least three of D-B teams with the highest normalized scores will then be short-listed and will proceed to the RFP process. The determination as to whether more than three D-B teams are short listed and the number of such teams shall be in the sole discretion of the County. All other D-B Teams will be notified that they have been eliminated from further evaluation. In the case of a tie, the team with the highest number of Number 1 rankings from Step 2 will be selected. Otherwise, a re-ranking of the tied teams may be requested to break the tie.

***** END *****

Attachment A

Location, Site Maps, and General Drawing Sheets



ELEMENT	ACRONYMS AND ABBREVIATIONS
Top of Curb	TC
Flowline	FL
Ridge	ROG
Grade Change	GC
Top of Bank	TOB
Top of Slope	TOS
Grate Elevation	GE
Invert Elevation	IE
Finished Grade	FG
Existing Grade	Exc (Screened)
Concrete	Conc
Asphaltic Concrete	Ac
Pavement	Pavmt
Edge of Pavement	EP
Shoulder	Shldr
Joint	Jnt
Finished Floor Elevation	FF
Top of Wall Elevation	TW
Catch Basin/Inlet	CB
Manhole	MH
Wm 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
PVI to Point on Vertical Curve	s
Curve Data:	
Radius	R
Delta	D
Length	L
Tangent	T

RECORD DRAWINGS

- THIS DOCUMENT IS A COMPLEX REPRESENTATION OF THE CONTRACTED PROJECT.
- THE FOLLOWING SOURCES WERE USED, AND UPON WHICH THE ENGINEER RELIED, IN ITS PREPARATION:
- RED CONSTRUCTION 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. DATA 08/25/2012

NOTE: THESE STATEMENTS ARE REQUIRED BY RULE 61015-20, 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: C001LOPL

SHEET NO.
C-1

Xref: [CDM_2334_C-01E_0231E_1] Inpress: []
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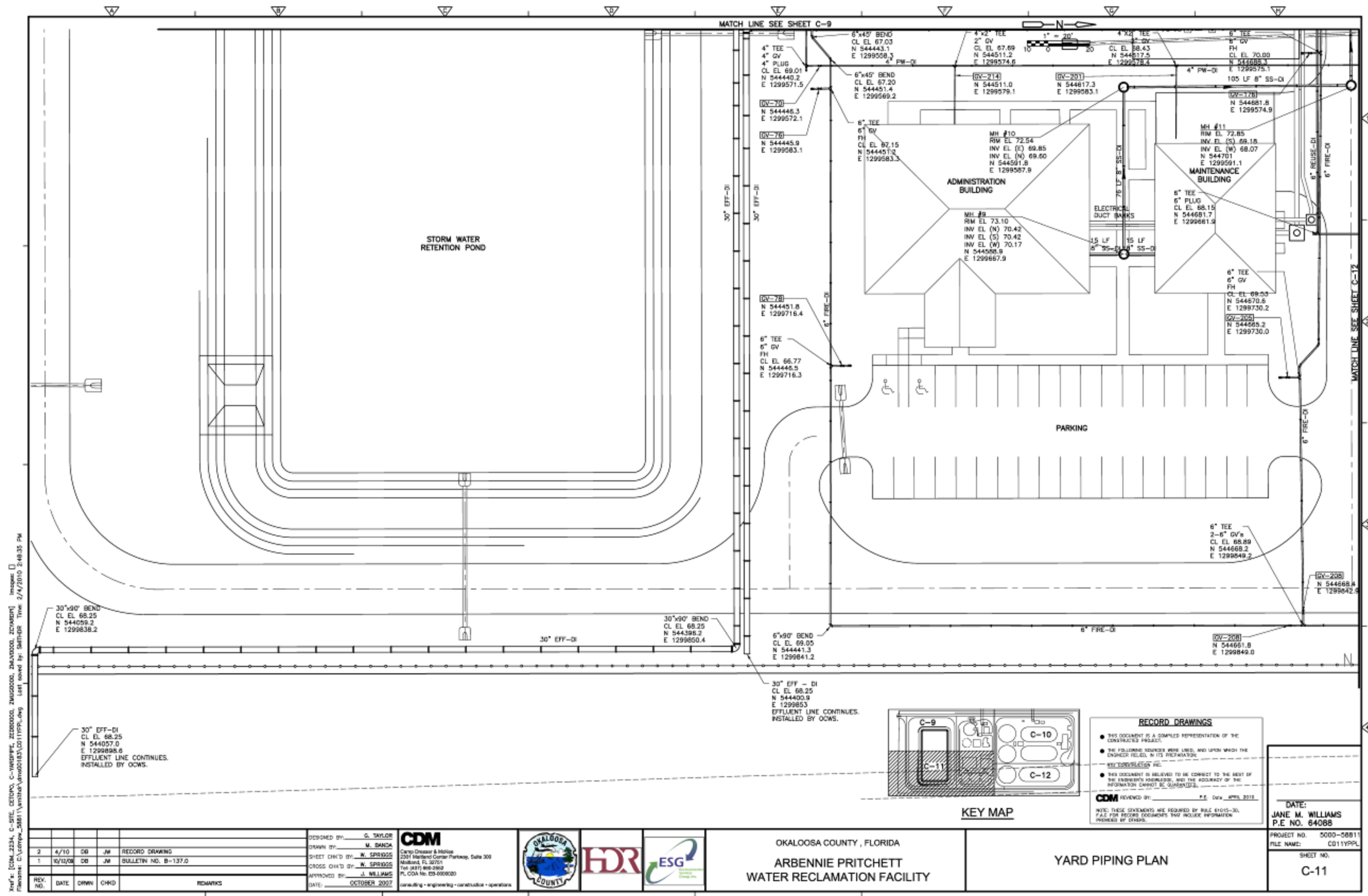
DESIGNED BY: J. WILLIAMS
DRAWN BY: B. WALLE
SHEET CHECKED BY: W. SPRINGS
CROSS CHECKED BY: J. LADNER
APPROVED BY: J. WILLIAMS
DATE: OCTOBER 2007

CDM
 Corp. Designer & Monitor
 2301 Westland Center Parkway, Suite 300
 Maitland, FL 32751
 Tel: (407) 948-2900
 FL OCA No. 03-000820
 consulting • engineering • construction • operations



OKALOOSA COUNTY, FLORIDA
 ARBENNIE PRITCHETT
 WATER RECLAMATION FACILITY

LOCATION PLAN



Xref: [CDM_2334_C-SITE_CSTORO_C-WATERPLANT_ZR200000_ZMUG0000_ZCWM0000] Inspector: []
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REV. NO.	DATE	DRWN	CHKD	REMARKS
2	4/10	DR	JW	RECORD DRAWING
1	10/10/08	DR	JW	BULLETIN NO. B-137.0

DESIGNED BY: G. TAYLOR
 DRAWN BY: M. BANCA
 SHEET CHK'D BY: N. SPRIGGS
 CROSS CHK'D BY: N. SPRIGGS
 APPROVED BY: J. WILLIAMS
 DATE: OCTOBER 2007

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 2301 Westland Center Parkway, Suite 300
 Maitland, FL 32751
 Tel: (407) 968-2900
 FL OCA No. 03-000820
 consulting • engineering • construction • operations

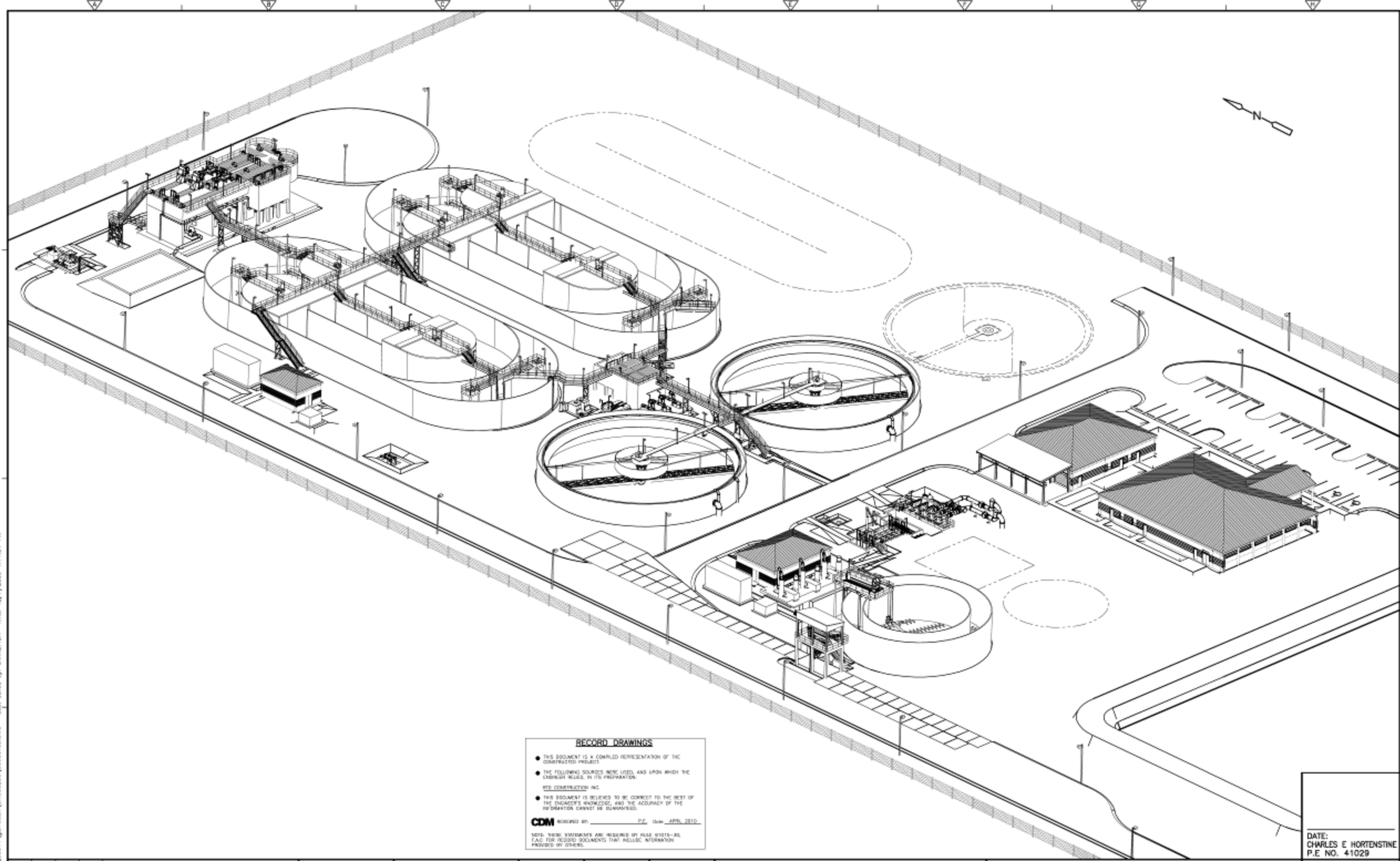


OKALOOSA COUNTY, FLORIDA
ARBENNIE PRITCHETT
 WATER RECLAMATION FACILITY

YARD PIPING PLAN

DATE: JANE M. WILLIAMS
 P.E. NO. 64088
 PROJECT NO. 5000-5881
 FILE NAME: C011YPRP
 SHEET NO. C-11

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 CDM REVIEWED BY: P.E. DATE: APRIL 2010
 NOTE: THESE STATEMENTS ARE REQUIRED BY RULE 61015-30, F.A.C. FOR RECORD DOCUMENTS THAT INCLUDE INFORMATION PROVIDED BY OTHERS.



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MTC CONSTRUCTION INC.
- THIS DOCUMENT IS BELIEVED TO BE CORRECT TO THE BEST OF THE ENGINEER'S KNOWLEDGE AND THE ACCURACY OF THE INFORMATION PROVIDED BY OTHERS.

CDM REVIEWED BY: P.E. DATE: APRIL 2010

NOTE: THESE STATEMENTS ARE REQUIRED BY RULE 61015-30, F.A.C. FOR RECORD DOCUMENTS THAT RELY ON INFORMATION PROVIDED BY OTHERS.

DATE: CHARLES E. HORTENSTINE, P.E. NO. 41029
 PROJECT NO. S000-58811
 FILE NAME: 000B5130
 SHEET NO. G-8

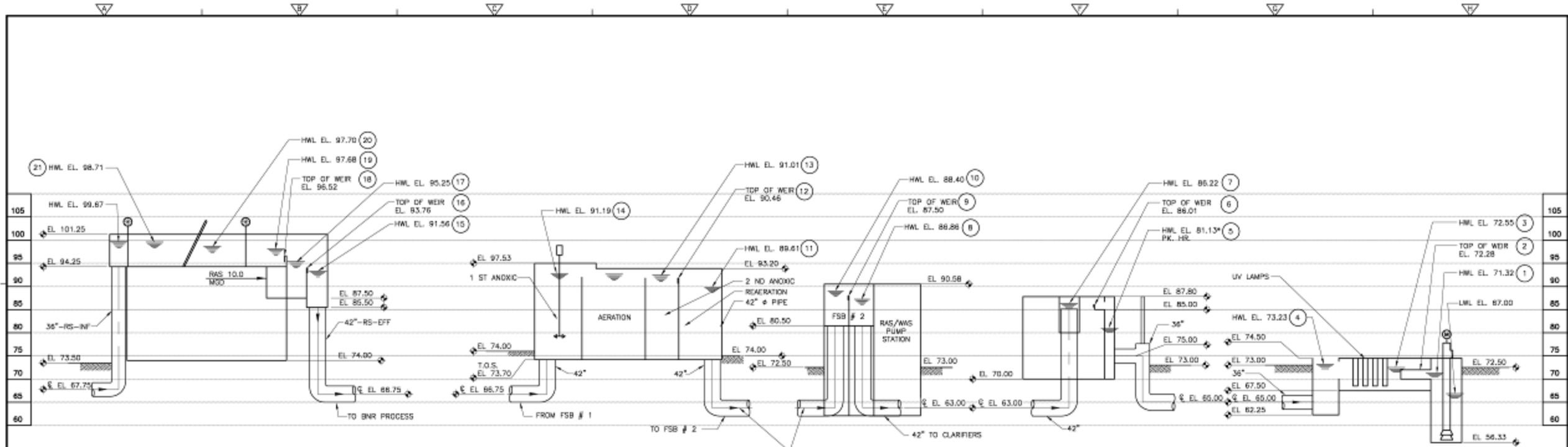
REV.	DATE	DRWN	CHKD	REMARKS
04/10	DHG	DNK		RECORD DRAWING
03/25/07				ISSUED FOR CONSTRUCTION

DESIGNED BY: J. HILL
 DRAWN BY: DHG / DNK
 SHEET CHK'D BY: W. SPRINGS
 CROSS CHK'D BY: J. HILL
 APPROVED BY: C. HORTENSTINE
 DATE: OCTOBER 2007

CDM
 Carol Dresser & Malin Inc.
 2051 Mulford Center Parkway, Suite 300
 Tallahassee, FL 32311
 Tel: (904) 866-2600
 FL CEA No. EB-0000000
 consulting • engineering • construction • operations

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

OVERALL SITE PLAN - ISOMETRIC VIEW



HEADWORKS FLOW SPLITTER BOX # 1 BNR PROCESS BASIN FLOW SPLITTER BOX # 2 SECONDARY CLARIFIERS UV/EFFLUENT PUMPS

CONDITION 1 SHOWN
(25.0 MGD + 10 MGD RAS BOTH TRAINS IN OPERATION)

NOTE:
* HWL EL INCLUDES HEADLOSS ALLOWANCE FOR FUTURE DISK FILTERS (A TOTAL OF 9.86' WAS CALC FOR FUTURE FILTERS)

No. #	FLOW SCENARIO	LOCATION																							
		PT.	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1		
1	CONDITION 1 - 35.0 MGD PLUS 10 MGD RAS BOTH TRAINS IN OPERATION (PEAK HOUR FLOW)	FLOW	12.5 MGD	12.5 MGD	12.5 MGD	12.5 MGD	35.0 MGD	17.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	35.0 MGD	17.5 MGD	17.5 MGD	17.5 MGD	12.5 MGD	12.5 MGD	25.0 MGD	12.5 MGD	25.0 MGD	25.0 MGD		
		ELEV.	98.71	97.70	97.63	96.52	90.25	93.76	91.56	91.19	91.01	90.46	89.61	88.40	87.50	86.86	86.22	86.01	81.13	73.23	72.55	72.28	71.32		
		PT.	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1		
2	CONDITION 2 - 10.0 MGD PLUS 10 MGD RAS BOTH TRAINS IN OPERATION (PEAK HOUR FLOW)	FLOW	10.0 MGD	10.0 MGD	10.0 MGD	10.0 MGD	20.0 MGD	10.0 MGD	10.0 MGD	10.0 MGD	10.0 MGD	10.0 MGD	20.0 MGD	10.0 MGD	10.0 MGD	10.0 MGD	5.0 MGD	5.0 MGD	5.0 MGD	5.0 MGD	5.0 MGD	10.0 MGD			
		ELEV.	98.40	97.40	97.32	96.52	94.88	93.76	91.19	91.00	90.84	90.46	88.62	88.12	87.50	86.57	86.16	86.01	78.77	72.85	72.43	72.28	71.32		
		PT.	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1		
3	CONDITION 3 - 15.0 MGD PLUS 10 MGD RAS BOTH TRAINS IN OPERATION	FLOW	12.5 MGD	12.5 MGD	18.75 MGD	18.75 MGD	52.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	52.5 MGD	17.5 MGD	17.5 MGD	17.5 MGD	12.5 MGD	12.5 MGD	37.5 MGD	12.5 MGD	37.5 MGD	37.5 MGD			
		ELEV.	98.79	97.78	97.74	96.52	90.55	93.76	91.56	91.19	91.01	90.46	89.61	88.40	87.50	86.86	86.22	86.01	84.58	73.34	72.66	72.28	71.32		
		PT.	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1		

RECORD DRAWINGS

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- CDM 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

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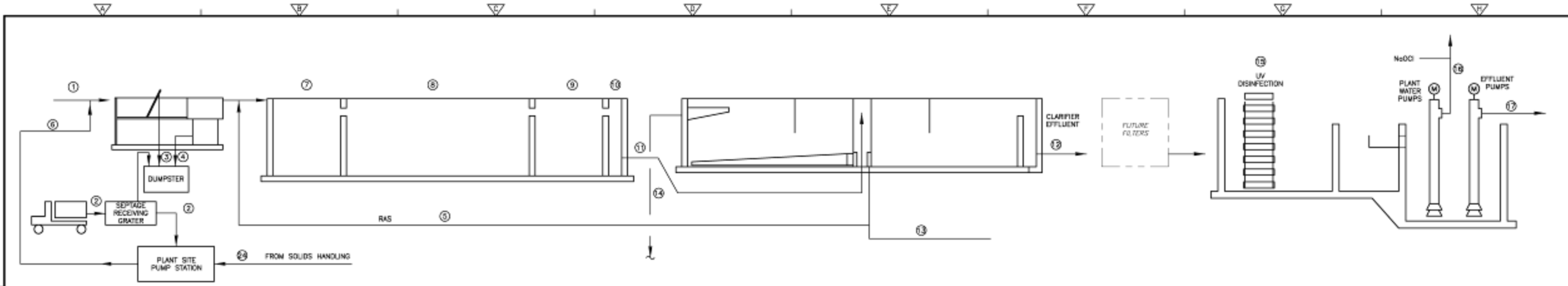
DATE: CHARLES E. HORTENSTINE
P.E. NO. 41029

PROJECT NO. 5000-38811
FILE NAME: 0008HPP1

SHEET NO.
G-6

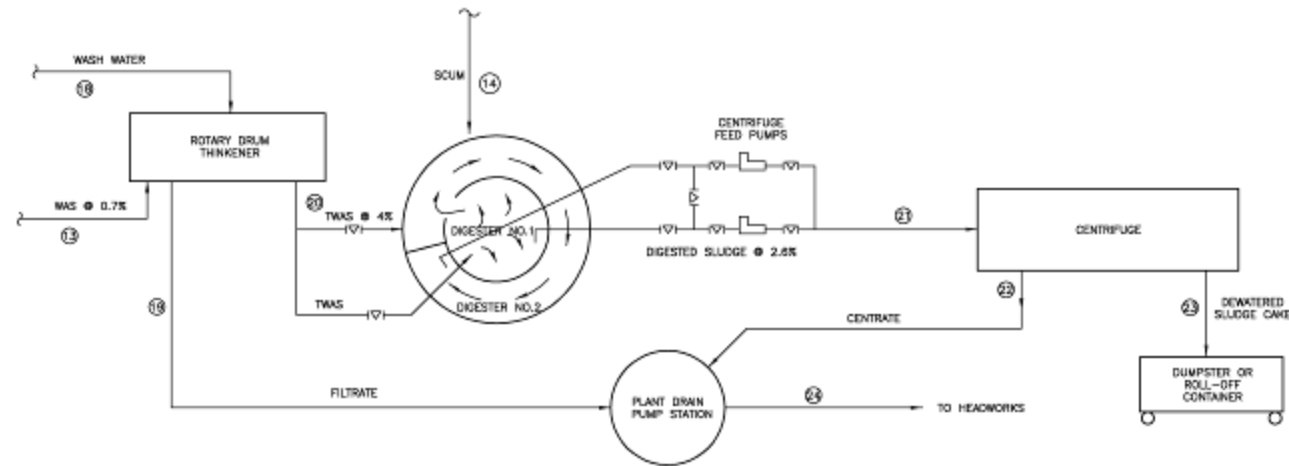
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DESIGNED BY: J. HILL	CDM	OKALOOSA COUNTY	HDR	ESG
DRAWN BY: DNG / JMK	Consulting + engineering + construction + operations	OKALOOSA COUNTY, FLORIDA	ARBENNIE PRITCHETT	HYDRAULIC PROFILE
SHEET CHECKED BY: W. SPRINGS				
CROSS CHECKED BY: J. HILL				
APPROVED BY: C. HORTENSTINE				
DATE: OCTOBER 2007				



	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	0.266	0.005	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				5,600	2,800	2,800	2,800	2,800	2,800	2,800	8	5,600		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
NO _x -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
WASCF LBS/DAY	16,700	-	1,670	15,030	10,746	537	10,209	2,207
GALS/DAY	286,000	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. DENEATERED CENTRIFUGE CAKE SOLIDS 18%

SOLIDS MASS BALANCE

RECORD DRAWINGS

- THIS DOCUMENT IS A COMPILED REPRESENTATION OF THE CONSTRUCTION PROJECT.
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- **ESD 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.

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

PROJECT NO.: 5000-38811
 FILE NAME: 0007LQSD

SHEET NO.
G-7

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REV.	NO.	DATE	DRWN	CHKD	REMARKS

DESIGNED BY: J. HILL
 DRAWN BY: DNG / JMK
 SHEET CHK'D BY: W. SBRIGGS
 CROSS CHK'D BY: J. HILL
 APPROVED BY: C. HORTENSTINE
 DATE: OCTOBER 2007

CDM
 Carol Drenner & Miller
 2031 Mulford Center Parkway, Suite 300
 Tallahassee, FL 32310
 Tel: (904) 848-2000
 FL CEA No. 198-0000000

HDR
 Environmental Services Group Inc.

ESG
 Environmental Services Group Inc.

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	
Design Issues:				
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
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.
Construction Issues:				
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		√		

PRELIMINARY RESPONSIBILITY AND RISK MATRIX

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

***** END *****

Attachment C

Additional County Certifications and Forms

BOARD POLICY ON "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.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective bidders/proposers and members of the Board of County Commissioners, the County Administrator 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 in the solicitation.

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

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

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

I _____ representing _____
Signature **Company Name**

Hereby agree to abide by the County's "**No Contact Clause**" and understand violation of this policy shall result in disqualification of my submittal.

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected official(s), of 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 _____

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED PROPOSER 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 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.: _____

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.

=====

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

DATE: _____	SIGNATURE: _____
COMPANY: _____	NAME: _____ (Typed or Printed)
ADDRESS: _____	TITLE: _____
	E-MAIL: _____
PHONE NO.: _____	

INDEMNIFICATION AND HOLD HARMLESS

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 the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Bidder'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