

**Taylor Coastal Water and Sewer District  
Drinking Water Infrastructure Improvements  
18820 Beach Road  
Perry, FL 32348 (850) 578-3043**

# Request for Qualifications



***Submission Deadline: Tuesday, March 22, 2016, 3:00 PM***

***Request For: Drinking Water System Improvements***

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## **1. Overview of the Requirement:**

The Taylor Coastal Water and Sewer District is seeking to start a multiphase improvement of their existing water facility and distribution system. The Taylor Coastal Water and Sewer District is a small rural second home community created by Taylor County to service customers along an environmental sensitive area with drinking water and wastewater services. The Taylor Coastal Water and Sewer District owns the 43 acres of well head. The current system consisting of a 10,000 gallon hydro-tank is not adequate for fire suppression or customer demands.

## **2. Scope of Project:**

The Taylor Coastal Water and Sewer District is soliciting qualifications to design and prepare construction documents for improvements to the existing drinking water facility and distribution system to include adding an elevated gallon tower, upsizing our water mains, adding fire hydrants, installation of a fence around the well head protection area, and the installation of a new well(s) if applicable.

Management of the funding procurement process is also to be included.

## **3. Request for Qualifications**

### **3.1 Inquiries**

The detailed requirements for submittal of qualifications are available at the office of Taylor Coastal Water and Sewer District 18820 Beach Road Perry, FL 32348 between the hours of 8:30 A.M. and 4:00 P.M. Monday through Friday. All inquiries relating to this request for qualifications should be directed to Diane Carlton, Office Manager at (850) 578-3043.

### **3.2 Closing Date:**

Ten (10) sets of the Qualification Package clearly marked "Request for Qualifications for Drinking Water System Improvements" will be accepted no later than 3:00 P.M. EST, Tuesday, March 22, 2016 at the Taylor Coastal Water and Sewer District, 18820 Beach Road Perry, FL 32348

### **3.3 Late Responses:**

All late responses will be rejected,

### **3.4 Qualifications Review Committee**

The qualification packages will be reviewed by the Taylor Coastal Water and Sewer District Board Members, Field Supervisor and Office Manager.

### **3.5 Review and Selection:**

The Taylor Coastal Water and Sewer District reserves the right to reject any or all Proposals or parts thereof, to waive any informality in same, or accept any proposal deemed to be in the best interest of the district. The award shall be made on the basis of the most responsive qualified firm in the sole discretion of the Taylor Coastal Water and Sewer District. The RFQ is being used for pre-

qualification purposes. The Taylor Coastal Water and Sewer District Board members will check responses against the mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review. Qualified respondents will be qualified to submit a RFP when one is issued.

### **3.6 Signed Responses**

There will be no signed responses all responses have to be delivered no electronic responses will be accepted.

### **3.7 Acceptance of Responses**

The RFQ is not a binding agreement to purchase goods or services. Responses to an RFQ are assessed in light of the qualification review criteria and, if chosen for the shortlist, will be contacted for the RFP.

## **4. Services**

Services Include but are not limited to;

Compiling and submitting for approval a Preliminary Engineering Report and Environmental Report. Drawings, flows, and pressures for elevated tower, water main upsizing and installation, isolation valve installation, hydrant installation, well capacity, well yard fencing, and new well or rehab of current well, grant writing and or loan procurement, and produce an estimated cost for the project.

## **5. Evaluation Criteria**

Respondents will be assessed against by the review committee. The criteria may include:

- A. Years of experience in the field
- B. Experience with the type of project specified in the RFQ
- C. Proven capacity to deliver the project requirements on time and on budget
- D. Sample written reports or other required materials for the position
- E. Awards

## **6. Submission Requirements**

Outline the submission requirements. Some examples of requirements include:

- A. A statement of interest
- B. A resume outlining the respondent's experience, the experience of key team members and a response to the qualification review criteria
- C. Three professional references

## **7. Conflict of Interest**

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and also includes a perceived conflict where someone might reasonably perceive there to be

such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest, in writing, to the review committee who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

## **8. Limitations**

If the Taylor Coastal Water and Sewer District selects a Firm for the District's potential water projects, the District shall have the right to negotiate any and all of the final terms and conditions of any agreement with the Firm and nothing in this RFQ or any Response shall be deemed or construed as a limitation of such rights.