

**PALM BEACH COUNTY  
NOTICE**

**Pursuant to Florida Statutes 287.055, NOTICE is hereby given that Palm Beach County Water Utilities requires professional consulting services on the following project:**

**ALL ENGINEERING SERVICES REQUIRED FOR PROFESSIONAL CONSULTING SERVICES:**

**UTILITY DISTRIBUTION & COLLECTION SYSTEM ENGINEERING SERVICES**

**WUD PROJECT NO. 23-025  
PALM BEACH COUNTY, FLORIDA.**

**Consultants interested in this project are required to furnish EIGHT (8) originals (bound as a combed and/or notebook format), one copy (unbound) and one PDF on a CD of their proposal no later than 3:30 P.M., on Tuesday, June 06, 2023 with the following:**

- 1) Letter of Interest (20 printed pages maximum) including reference to this Notice. Minimum font of 11 and minimum margins of 0.75" requested along with sufficient spacing within the letter.**
- 2) GSA Form SF 330, to include those personnel within your firm, or sub-consultants who have expertise in the following categories:**

<b>5.02</b>	<b>Topography – Engineering Surveying</b>
<b>6.01</b>	<b>Soils and Foundation – Geological &amp; Geophysical Studies</b>
<b>8.02</b>	<b>Mechanical Engineering – Waste Water Collection Systems</b>
<b>8.04</b>	<b>Mechanical Engineering – Water Distribution Systems</b>
<b>9.03</b>	<b>Electrical Engineering – Industrial Facilities</b>
<b>10.03</b>	<b>Structural Engineering – Industrial</b>
<b>-</b>	<b>Subsurface Utility Engineering</b>

- 3) A completed Prime Consultant Qualification Questionnaire.**
- 4) A completed Sub-Consultant Qualification Questionnaire (for each consultant).**
- 5) EBO Schedules 1 and 2**
- 6) Commercial Non-Discrimination Certification.**
- 7) Conflict of Interest Disclosure Form**

**Relevant forms may be obtained by contacting the Roadway Production Division at 561-684-4150 or at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx>.**

**Note:** In accordance with Palm Beach County Code 2-351 through 2-358, “**Cone of Silence**” hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person’s representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner’s staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

Krystin Berntsen, P.E., PMP, Deputy Director  
Palm Beach County Water Utilities Department  
8100 Forest Hill Blvd.  
West Palm Beach, FL 33413

Additional information pertaining to this project can be obtained from the Director of Engineering, Jane House at the Palm Beach County Water Utilities Department Engineering Division by email to [jhouse@pbcwater.com](mailto:jhouse@pbcwater.com).

**A non-mandatory pre-proposal meeting will be held on Wednesday, May 03, 2023 at 8:00 a.m. local time at the Central Region Operations Center, Operations and Maintenance Building, Conference Room 55, 8100 Forest Hill Blvd, West Palm Beach, FL 33413.** All Respondents planning to submit a Proposal are encouraged to attend this meeting. Attendees shall provide sufficient time to ensure arrival prior to the indicated time.

Palm Beach County is seeking proposals from qualified firms to provide engineering, land surveying, and geotechnical services at Palm Beach County Water Utilities Department utility transmission and collection facilities and other County and non-County facilities.

Up to Three (3) firms will be selected. The term of the contract is three (3) years.

Assignment of tasks to the selected firm will be at the sole discretion of the County. The County may choose to select another firm or use in-house staff to perform any of the above described items in whole or in part. Task assignments will be subject to scope definition and fee negotiation on a task by task basis. No amount of professional services or compensation is guaranteed to the selected firm.

Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the County will provide contracting opportunities for S/M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the “Consultants’ Competitive Negotiation Act” (CCNA).

Responses will be evaluated based on the selection criteria set out in the County’s PPM# CW-O-048 and the Affirmative Procurement Initiatives (APIs) determined by the County’s Goal Setting Committee. The APIs for this solicitation are:

- 1. The SBE goal for this project is a mandatory minimum of 20% participation. See EBO Ordinance Section 2-80.27(3)(e).**

2. Up to 15 evaluation preference points shall be awarded based upon the relative level of dollar participation by certified African American owned firms that have been committed to on the bidder's team. See EBO Ordinance Section 2-80.27(4)(b).

Explanation of Goal Setting Committee's reasons for applying this API: The goal setting committee's reason for applying this particular API to this project was that the most recent data on the utilization of the foregoing MBEs indicates that contracts of this type have exhibited significant disparities in the utilization of these MBEs.

If a mandatory SBE or M/WBE goal applies to this solicitation, then any proposal that fails to comply with the required goal shall be deemed non-responsive after the period allowed for waiver requests has lapsed. If a proposer is unable to comply with a required goal, such proposer shall submit a request for a waiver or partial waiver at least 7 days prior to the proposal due date. If a proposer requests a waiver from a goal from the Office of EBO at least 7 days prior to proposal due date, then the proposal due date will be extended pending the outcome of the waiver request. Additionally if the waiver is granted the solicitation will be amended accordingly and the due date extended again. Fillable pdfs of all EBO forms can be found on the OEBO website at <http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>. Also, see the EBO Ordinance and Countywide PPM# CW-O-043 for further information on the County's EBO Program.

In addition, prior to submission of a proposal, any firm or individual, as a prime consultant or as a sub-consultant, desiring to provide engineering, surveying and mapping, or geotechnical professional services to Palm Beach County must first be CCNA certified with the Roadway Production Division of the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

In order to do business with Palm Beach County, vendors are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) System, which can be accessed <https://pbcvssp.co.palmbeach.fl.us/webapp/vssp/AltSelfService>. IF PROPOSER INTENDS TO USE SUBCONSULTANTS, PROPOSER MUST ALSO ENSURE THAT ALL SUBCONSULTANTS ARE REGISTERED AS VENDORS IN VSS. ALL SUBCONSULTANT AGREEMENTS MUST INCLUDE A CONTRACTUAL PROVISION REQUIRING THAT THE SUBCONSULTANT REGISTER IN VSS. COUNTY WILL NOT FINALIZE A CONTRACT AWARD UNTIL THE COUNTY HAS VERIFIED THAT THE PROPOSER AND ALL OF ITS SUBCONSULTANTS ARE REGISTERED IN VSS. This will allow the County to notify you of upcoming solicitations.

Proposers shall not add or delete team members, or adjust team participation after the proposal due date. If a S/M/WBE team member withdraws before final selection, the Proposer shall submit a new Subconsultant's Questionnaire Form or new Schedules 1 and 2 and request a substitution from the Palm Beach County's Office of Equal Business Opportunity.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The County, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Deputy Director, Krystin Berntsen, P.E., PMP, by email to [Kberntsen@pbcwater.com](mailto:Kberntsen@pbcwater.com).

Palm Beach County reserves the right to reject any or all responses; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel the solicitation in its entirety. Any plans are subject to reuse in accordance with Section 287.055(10), Florida Statutes.

**This Notice given this 23<sup>rd</sup> day of April 2023.**

**PALM BEACH COUNTY WATER UTILITIES DEPARTMENT**

BY: 

 Krystin Berntsen, P.E., PMP, Deputy Director  
Palm Beach County Water Utilities Department

ATTEST:

JOSEPH ABRUZZO, CLERK OF THE CIRCUIT  
COURT & COMPTROLLER  
PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BY: GREGG K. WEISS, MAYOR

**PUBLISH: THE PALM BEACH POST  
SUNDAY, April 23, 2023 and SUNDAY, April 30, 2023**