



Water Treatment Plant Facility Improvements 2020

Invitation for Bids # PSUT-20-04

General Information		
Project Cost Estimate	\$1,694,333	See Section 1.4
Project Timeline	180 calendar days from NTP	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.7
Mandatory Pre-Bid Meeting	9:00 a.m. on June 11, 2020 at the Water Treatment Plant located at 7960 Johnson Street, Pembroke Pines, FL 33025	See Section 1.8
Question Due Date	June 16, 2020	See Section 1.8
Proposals will be accepted until	2:00 p.m. on June 30, 2020	See Section 1.8
5% Proposal Security / Bid Bond	Required in the event that the proposal exceeds \$200,000	See Section 4.1
100% Payment and Performance Bonds	Required in the event that the proposal exceeds \$200,000	See Section 4.2

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



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ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Non-Collusive Affidavit

Attachment C: Proposer’s Qualifications Statement

Attachment D: Sample Insurance Certificate

Attachment E: Specimen Contract - **Construction Agreement**

Attachment F: References Form

Attachment G: Standard Release of Lien Form

Attachment H: Contract Documents

Appendix 1 – Painting Completion of Accelerator Unit “D”

Appendix 2 – Part One Suez Unit A Observation Report

Appendix 3 – Painting Specifications

Appendix 4 – Ion Exchange Instrumentation Upgrade Bid Set



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # PSUT-20-04 “Water Treatment Plant Facility Improvements 2020”

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the “Ask a Question” option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the “Question Due Date” stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, June 30, 2020. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk’s Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to furnish all necessary materials, equipment, tools, personnel, etc., to complete the renovations and painting of Accelerator Unit “A”, Painting Completion of Accelerator Unit “D”, Painting of the Exterior of Accelerator Units “A”, “B”, “C”, “D”, painting of walkway structural components, light brackets, filters 1, 2, 3, East 2MG Water Storage Tank Exterior, and Ion Exchange Instrumentation Upgrade, in accordance with the terms, conditions, and specifications contained in this solicitation.



1.3 SCOPE OF WORK

Part One – Renovation and Painting of Unit A - Refer to Attachment H – Contract Documents, Appendix 2, 3

Part Two – Completion of the Painting of the Interior of Accelerator Unit D – Refer to Attachment H – Contract Documents, Appendix 1

Part Three – Painting of the Exterior of Accelerator Units “A”, “B”, “C”, and “D” – Refer to Attachment H – Contract Documents, Appendix 3

Part Four – Keyed Notes – Surface Prep. And Paint – Refer to Attachment H – Contract Documents, Appendix 3

Part Five – Ion Exchange Instrumentation Upgrade:

The following is a general list of the work included; it is not intended to be complete. Consult the attached Bid Drawings and Technical Specifications (Appendix 4) for all contract requirements.

A. General

The scope of work generally involves the installation of eight (8) nano station analyzers to support the ion exchange treatment process at the City’s Water Treatment Facility. The City has pre-purchased the analyzers; additional details about the analyzers are attached to these bid documents (Attachment H – Appendix 4)

B. Civil and Sitework

Scope of work includes, but it is not limited to, demolition, new concrete sidewalk/slabs, FRP grating, drainage improvements, restoration, and all appurtenances required for a complete system as illustrated and denoted on the Bid Drawings and Technical Specifications (Refer to Attachment H – Appendix 4).

C. Mechanical System

Scope of work includes, but it is not limited to, furnishing and installing sampling and drain piping, equipment mounting stands with sunshield, pipe taps, fittings, valves, fasteners, pipe supports, and all appurtenances required for a complete system as illustrated and denoted on the Bid Drawings and Technical Specifications (Refer to Attachment H – Appendix 4).

D. Electrical / Instrumentation

Scope of work includes, but it is not limited to furnishing and installing conduits and wiring, supports, anchors, conduit markings and nameplates, and all new hardware and programming support for connection to the City’s existing Supervisory Control and Data Acquisition (SCADA) system as illustrated and denoted on Bid Drawings and Technical Specifications (Refer to Attachment H – Appendix 4). Contractor shall perform all



necessary screen development, system configuration, testing, startup and commissioning at the Water Treatment Facility for a complete and functional analyzer monitoring system.

1.4 PROJECT COST ESTIMATE & TIMELINE

The work shall be completed within 180 days from issuance of CITY's Notice to Proceed.

Staff estimates this project to cost approximately \$1,694,333.

The Utility Department decided to combine the following projects so that the City could award one contractor to manage all of these separate projects at the Water Treatment Plant in order to utilize economies of scale to reduce costs.

Project Description	Cost Estimate
Part One – Rehabilitation of Treatment Unit A	\$ 1,203,246.00
Part Two – Completion of Treatment Unit D	\$ 11,421.00
Part Three – Painting Exterior of A, B, C & D	\$ 101,970.00
Part Four – Painting of Keyed notes	\$ 227,696.00
Part Five – Ion Exchange Instrumentation Upgrade	\$ 150,000.00
Estimated Total Project Cost	\$ 1,694,333.00

The only project listed above that required the City to procure professional services was the “Ion Exchange Instrumentation Upgrade,” which is estimated at a total cost of \$150,000. The City contracted Carollo Engineers, Inc., in the amount of \$22,060, for the engineering services related to the Ion Exchange Instrumentation Upgrade at the WTP. The Water Treatment Plant Tonka Ion Exchange Instrumentation Upgrade Technical Specifications Bid Set from Carollo is attached as Appendix 4 of Attachment H.

1.4.1 PERMITS

The City anticipates this project to require the following permits:

Permit	Agency	Cost (or related method of calculation)
Engineering	City of Pembroke Pines Engineering Department	4.9136% of construction costs
Building	City of Pembroke Pines Building Department (Calvin, Giordano & Associates, Inc.)	1. Construction costs up to \$2,500 (Per structure per trade) = \$97.17 2. Construction costs greater than \$2,500 up to \$1,000,000 = 2.96%

1.4.2 PERMIT ALLOWANCE



The City shall include a “Permit Allowance” for this project. The Contractor shall obtain all required permits to complete the work, however the City shall utilize the Permit Allowance to reimburse the contractor for the related permit, license, impact or inspection fees. Payments will be made to the contractor based on the actual cost of permits upon submission of paid permit receipts. The City shall not pay for other costs related to obtaining or securing permits.

The City shall determine the amount of the allowance at time of award. The allowance may be based on a specified percent of the proposed project amount and shall be established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor’s overall offer to determine the total potential dollar value of the contract. Any Permit Allowance funds that have not been utilized at the end of the project will remain with the City, if the City Permit fees exceed the allowance indicated, the City will reimburse the contractor the actual amount of City Permit Fees required for project completion.

1.5 PROPOSAL REQUIREMENTS

The www.bidsync.com website allows for vendors to complete, scan and upload their documents as part of the bidder’s submittal on the website. Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

1.5.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder’s submittal.
- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.



- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.5.2 Attachment B: Non-Collusive Affidavit

1.5.3 Attachment C: Proposer's Qualifications Statement

1.5.4 Attachment F: References Form

- a. Complete **Attachment F: References Form**, preferably where the team was the same. References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

1.5.5 Proposal Security (Bid Bond Form or Cashier's Check)

- a. Each Proposal should be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price.
- b. Contingency is not to be counted in the total amount the proposal security is based on.
- c. Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through BidSync.
- d. Proposers should also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive.
- e. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PSUT-20-04 Water Treatment Plant Facility Improvements 2020**" and sent to the City of



Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way,
Pembroke Pines, Florida, 33025.

- f. Please see SECTION 4 - SPECIAL TERMS & CONDITIONS of this IFB for additional information.

1.6 VENDOR REGISTRATION AND QUALIFICATION DOCUMENTS

The City has implemented a new process that is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will require vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project.

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

These forms will be found under the "Vendor Registration" group of "Qualifications" on the BidSync website for the City of Pembroke Pines. Please note that the BidSync website requires bidders to complete all of these qualifications prior to being able to submit questions on any bids, therefore, please make sure to complete this information as soon as possible.

The following documents can be completed prior to the bidding process through the BidSync website and do not need to be attached to your submittal as the BidSync website will automatically include it.

1.6.1 Vendor Information Form

1.6.2 Form W-9 (Rev. October 2018)

- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Sworn Statement on Public Entity Crimes Form

1.6.4 Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.



- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.6.5 Local Business Tax Receipts

1.6.6 Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

1.6.7 Equal Benefits Certification Form

1.6.8 Vendor Drug-Free Workplace Certification Form

1.6.9 Scrutinized Company Certification

1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

1.8 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	May 26, 2020
Mandatory Pre-Bid Meeting	9:00 a.m. on June 11, 2020
Question Due Date	June 16, 2020
Anticipated Date of Issuance for the Addenda with Questions and Answers	June 22, 2020
Proposals will be accepted until	2:00 p.m. on June 30, 2020
Proposals will be opened at	2:30 p.m. on June 30, 2020
Evaluation of Proposals by Staff	July 2020



Recommendation of Contractor to City Commission award	August 2020
Issuance of Notice to Proceed	August 2020
Project Commencement	Not later than 10 days after NTP
Project Completion	180 days after NTP

1.7.1 MANDATORY PRE-BID MEETING / SITE VISIT

There will be a mandatory scheduled pre-bid meeting on **June 11, 2020 at 9:00 a.m.** Meeting location will be at the Water Treatment Plant, located at 7960 Johnson Street, Pembroke Pines, FL 33025.

All vendors will be required to sign in at the meeting to show proof of attendance to the mandatory meeting. It is the vendor's responsibility to make sure that they sign in at the meeting.

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com **on or before 2:00 p.m. on June 30, 2020.**

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PSUT-20-04 Water Treatment Plant Facility Improvements 2020**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.

**CONTACT INFORMATION FORM**

IN ACCORDANCE WITH “PSUT-20-04” titled “Water Treatment Plant Facility Improvements 2020” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

**B) Proposal Checklist**

Did you make sure to submit the following items, as stated in section 1.5 “Proposal Requirements” of the bid package?

1. Attachment A - Contact Information Form	Yes _____
2. Attachment B - Non-Collusive Affidavit	Yes _____
3. Attachment C - Proposer’s Completed Qualification Statement	Yes _____
4. Attachment F - References Form	Yes _____
5. Proposal Security (Bid Bond Form or Cashier’s Check)	Yes _____

Did you make sure to update the following documents found under the “Vendor Registration” group of “Qualifications” on the BidSync website for the City of Pembroke Pines?

Vendor Information Form	Yes _____
Form W-9 (Rev. October 2018)	Yes _____
Sworn Statement on Public Entity Crimes Form	Yes _____
Local Vendor Preference Certification	Yes _____
Local Business Tax Receipts	Yes _____
Veteran Owned Small Business Preference Certification	Yes _____
Equal Benefits Certification Form	Yes _____
Vendor Drug-Free Workplace Certification Form	Yes _____
Scrutinized Company Certification	Yes _____

**C) Sample Proposal Form**

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

Option 1: Individual Cost for each of the five projects

#	Location	Total Coast
1	Part One – Rehabilitation of Treatment Unit A	Price to be Submitted Via BidSync
2	Part Two – Completion of Treatment Unit D	Price to be Submitted Via BidSync
3	Part Three – Painting Exterior of A, B, C & D	Price to be Submitted Via BidSync
4	Part Four – Painting of Keyed notes	Price to be Submitted Via BidSync
5	Part Five – Ion Exchange Instrumentation Upgrade	Price to be Submitted Via BidSync
6	Cost to Provide Payment and Performance Bond for the project (in Percent Format)	Percent to be Submitted Via BidSync

Option 2: Total Cost to complete all five projects together

* The Utility Department decided to combine the five projects so that the City could award one contractor to manage all of these separate projects at the Water Treatment Plant in order to utilize economies of scale to reduce costs.

#	Description	Total Coast
1	Water Treatment Plant Facility Improvements 2020	Price to be Submitted Via BidSync
2	Cost to Provide Payment and Performance Bond for the project (in Percent Format)	Percent to be Submitted Via BidSync