ENGINEERING SERVICES FOR IMPROVEMENTS TO GRETNA AND HEXAM WATER TREATMENT SYSTEMS

25-RFQ00955/AP

County of Hernando

15470 Flight Path Drive

Brooksville, FL 34604

County of Hernando

Engineering Services for Improvements to Gretna and Hexam Water Treatment Systems

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A - Sample Contract_25-RFQ00955

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1. SOLICITATION

ISSUED BY:

BOARD OF COUNTY COMMISSIONERS

HERNANDO COUNTY, FLORIDA

Brian Hawkins, Chairman

Jerry Campbell, Vice Chairman

John Allocco, Second Vice Chairman

Steve Champion

Ryan Amsler

SUBMIT BID OFFER TO:

HERNANDO COUNTY

PROCUREMENT DEPARTMENT

via Hernando County's ePROCUREMENT PORTAL

Carla Rossiter-Smith

Chief Procurement Officer

SEALED OFFERS, FOR FURNISHING THE SERVICES, SUPPLIES OR EQUIPMENT DESCRIBED HEREIN WILL BE RECEIVED BY THE OFFICE OF PROCUREMENT, VIA THE COUNTY'S ePROCUREMENT PORTAL UNTIL 10:00 a.m., LOCAL TIME ON Monday, May 5, 2025. NO BID OFFERS WILL BE ACCEPTED AFTER THE ABOVE STIPULATED DATE AND TIME. THIS IS AN ADVERTISED SOLICITATION AND THE RESPONDING BIDDERS WILL BE PUBLICLY READ AT 15470 FLIGHT PATH DRIVE BROOKSVILLE, FL 34604 IN THE ADMINISTRATIVE CONFERENCE ROOM AT 10:00 a.m. ON Monday, May 5, 2025. PURSUANT TO s. 119.071, F.S., SEALED BIDS, PROPOSALS, OR REPLIES RECEIVED BY AN AGENCY PURSUANT TO A COMPETITIVE SOLICITATION ARE EXEMPT FROM INSPECTION UNTIL SUCH TIME AS THE AGENCY PROVIDES NOTICE OF AN INTENDED DECISION OR UNTIL THIRTY (30) DAYS AFTER OPENING THE BIDS, PROPOSALS, OR FINAL REPLIES, WHICHEVER IS EARLIER.

Procurement Contact Information:

Alisa Pike, Procurement Coordinator

(352) 754-4020

alisap@co.hernando.fl.us

2. INTRODUCTION

2.1. ADVERTISEMENT OF BID

INVITATION TO BID

NOTICE IS HEREBY GIVEN that the Board of County Commissions of Hernando County, Florida, is accepting Bids for:

REQUEST FOR QUALIFICATION NO. SOLICITATION # 25-RFQ00955/AP

FOR

Engineering Services for Improvements to Gretna and Hexam Water Treatment Systems

Hernando County Board of County Commissioners is soliciting Vendors/Contractors that are active in Engineering services for adding new wells, ground storage tanks, and transmission water mains to existing Hexam and Gretna water treatment systems.

Offers for furnishing the above will be received and accepted up to 10:00 a.m. (local time), Monday, May 5, 2025, via Hernando County's eProcurement Portal. Only electronic submittals through the eProcurement Portal shall be accepted by the County.

The Board of County Commissioners of Hernando County, Florida reserves the right to accept or reject any or all bids and waive informalities and minor irregularities in offers received in accordance with the bid documents and the Hernando County Procurement Ordinance.

Interested firms may secure the bid documents and plans and drawings and all other pertinent information by visiting the County's eProcurement Portal. For additional project information, please visit the Hernando County Board of County Commissioners Procurement Department at www.hernandocounty.us, or by submitting a question via the Q&A Tab in the County's eProcurement Portal.

Ex Parte Communication: Please note that to ensure proper and fair evaluation of a submittal, the County prohibits ex parte communication (i.e. unsolicited) initiated by the Proposer to the County Official or Employee prior to the time a Proposal decision has been made. Communication between Proposer and the County will be initiated by the appropriate County Official or Employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal. Ex parte communication may be grounds for disqualifying the offending Proposer from consideration or award of the Proposal then in evaluation or any future Proposal.

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the Professional Services Review Committee are to be lobbied, either

individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County. Any such lobbying activities may cause immediate disqualification for this project.

The Procurement Department will post addenda on the County's ePROCUREMENT PORTAL to all questions in accordance with the Solicitation Instructions. It is the responsibility of prospective Bidders to visit the ePROCUREMENT PORTAL to ensure that they are aware of all addenda issued regarding to this solicitation.

Pursuant to s. 119.071, F.S., sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after opening the bids, proposals, or final replies whichever is earlier.

NOTICE TO BIDDERS

To ensure that your bid is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is Alisa Pike Procurement Coordinator, Procurement Department, via the County's ePROCUREMENT PORTAL.

2.2. NON-MANDATORY PRE-BID CONFERENCE

A. A non-mandatory Pre-Bid Conference will be held Wednesday, April 9, 2025 at 2:00 pm at Hernando County Utilities, 15365 Cortez Blvd, Brooksville, FL 34613.

B. Representatives of Owner will be present to discuss the project.

C. Attendees must be punctual and present at the beginning of the Pre-Bid Conference. A sign-in sheet will be provided at the location to verify attendance. Bidders must be signed in to confirm their attendance.

3. AWARD

UPON AWARD, PLEASE SUBMIT INVOICES TO:

Hernando County

Utilities

15365 Cortez Blvd.

Brooksville, FL 34613

4. DEFINITIONS

4.1. DEFINITIONS

A. **"Addenda"** means a written or graphic instrument issued by the County prior to the execution of the Agreement which modify or interpret the Request for Qualifications by additions, deletions, clarifications, corrections or other type of modifications. Addenda will become part of the Contract Documents when the Agreement is executed.

B. **"Agreement"** means a legal document, executed by the County and the Successful Proposer, which supersedes all prior negotiations, representations, or agreements, either written or oral. The Agreement, as amended from time to time, forms the contract between County and the Successful Proposer setting forth the roles, responsibilities and obligations of the parties including, but not limited to, the performance of the Services and the basis of payment.

C. **"Contract Documents"** means the Request for Proposal or Request for Qualifications, including Addenda to such, the Agreement, including Addenda to such, Proposer's Proposal, Scope of Services, Certificate(s) of Insurance, Notice of Intent to Award, Notice of Award, Proposer's Representation and Certification Form, Proposer's Hold Harmless Agreement, and any other documents mailed, e-mailed or otherwise transmitted to the Proposer prior to or after the submittal of their Proposal, and prior to or after Award, all of which are all to be treated as one in the form of the Contract Documents.

D. **"Contractor"** means the Successful Proposer, in the context of the Request for Qualifications. The Contractor will have sole responsibility for the performance of the Services covered under the Agreement that is awarded in conjunction with this Request for Qualifications. In the context of the Contract Documents, contractor means any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to perform the Services in the State of Florida. Such legal entity shall be the entity that enters into a written agreement with the County to perform the Services for the project described in the Contract Documents.

E. **"County"** means Hernando County Board of County Commissioners (also known as "the BOCC"), its officers, employees, agents and volunteers, also referred to as "Owner."

F. **"F.S."** means Florida Statutes; version in effect on the date the Agreement resulting from this solicitation is fully executed, unless otherwise indicated.

G. **"Minor Irregularity"** means a variation from the Request for Qualifications terms and conditions which does not affect the price or give the Proposer an advantage or benefit not enjoyed by the other Proposers or does not adversely impact the interests of the County.

H. **"Notice of Award"** means a written notice issued by the County notifying the Successful Proposer that they have been awarded the project. The Notice is also posted online via the

County's eProcurement Portal https://procurement.opengov.com/portal/hernandocounty notifying all Proposers of the award.

I. **"Notice of Intent to Award"** Notice of Intent to Award" means a written notice issued by the County and posted online via the County's eProcurement Portal https://procurement.opengov.com/portal/hernandocounty notifying all Proposers that the County intends to award the project contingent upon the Successful Proposer executing the Agreement and submitting any outstanding documents.

J. **"Notice to Proceed"** means a written notice issued by the County to the Successful Proposer fixing the date on which the Successful Proposer shall start the performance of the Services and the length of time for the completion of the Services, in accordance with the Contract Documents.

K. **"Owner"** means Hernando County Board of County Commissioners, its officers, employees, agents, and volunteers.

L. **"Pre-Proposal Meeting"** a meeting at which all Proposers gather to obtain additional information as to the scope of Services required under the Request for Qualifications.

M. **"Public Opening"** means the opening of the Proposals and the announcing of the Proposers who submitted a Proposal in response to the Request for Qualifications in the presence of the public.

N. **"Proposer"** means the entity that submits a Proposal to the County in response to the Request for Qualifications. "Proposal" means the response to the Request for Qualifications submitted by the Proposer.

O. **"Recommendation of Award"** means a written notification sent by way of facsimile or electronic e-mail to those who submitted a Proposal in response to this Request for Qualifications advising them of the County's decision for its selection of the Successful Proposer and its intent to award to that Proposer.

P. **"Procurement Selection Committee (PSC)"** is interchangeable with **"Evaluation Team"** and means County employees selected to evaluate and score the Proposals and Oral Presentation (if applicable) and recommend to the Board the Successful Proposer for an award.

Q. **"Request for Qualifications"** (or **"RFQ"** or **"Request for Proposal"**) means the contents of this solicitation and all supporting documents including Addendum to such, or other related information transmitted to Proposers.

R. **"Responsive"** means a Proposal that conforms in all material respects to the Request for Qualifications requirements.

S. **"Responsible Proposer"** means a Proposer who shows that they have the capability in all respects to perform fully the Services outlined in the Request for Qualifications, and the integrity and reliability that will assure good faith performance.

T. **"Services"** means all supervision, labor, materials, equipment, supplies, sub-contractors, and incidental expenses required by the Proposer to execute and complete the requirements of the Services outlined in the Contract Documents, including those prescribed or implied.

U. **"Sub-Contractor"** means an entity having a direct Contract with the Successful Proposer or with any other sub-contractor of the Successful Proposer who will provide product(s) or Services(s) for the performance of a part of the Services required under the Contract Documents under the sole control and direction of the Contractor.

V. **"Successful Proposer"** means the Proposer who the County awards an agreement is based on County's evaluation of the Proposers' qualifications and pricing as hereinafter provided.

W. **"Timeline"** means the list of critical dates and actions involved in the Request for Qualifications.

X. **"WTP"** means Water Treatment Plant.

5. REQUEST FOR QUALIFICATIONS

5.1. INSTRUCTIONS TO PROPOSERS:

A. It is the intent and purpose of the BOCC that this Request for Qualifications promotes competitive Proposals. It shall be the Proposer's responsibility to advise the Procurement Department of any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Qualifications to a single source. Such notification must be submitted in writing and must be received by the Procurement Department not later than ten (10) days prior to the Proposal due date.

B. All Proposals will be publicly announced and only the names of all Proposers shall be read aloud.

C. The BOCC is not responsible for expenses incurred prior to award. The County officially distributes solicitation documents through the County's eProcurement Portal. Solicitation documents may be downloaded at NO COST using this electronic website. Copies of solicitation documents obtained from other sources are not considered official and must not be relied upon. Hernando County is not responsible for solicitation documents obtained from sources other than the County's eProcurement Portal via the Procurement Department. Only Proposers who properly register and follow the project directly from the County's eProcurement Portal will receive addenda and other important information if issued.

D. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award a Contract to the next most qualified Proposer if a successful Proposer does not execute an agreement within thirty (30) days after approval of the selection by the BOCC or other competent authority.

E. The County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the BOCC when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Procurement Ordinance.

F. Any Proposal may be withdrawn until the date and time set above for the submission of the Proposals. Any Proposals not so withdrawn shall constitute an irrevocable offer, for a period of one hundred eighty (180) days, to provide to the County the services set forth in this Request for Qualifications, or until one (1) or more of the Proposals have been awarded.

G. Costs of preparation of a response to this Request for Qualifications are solely those of the Proposer. The County assumes no responsibility for any such costs incurred by the Proposer. The Proposer also agrees that the County bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

5.2. QUESTIONS REGARDING THIS RFQ:

A. Proposers shall not direct any queries or statements concerning their Proposal to the Hernando County Procurement Review Committee or County staff during the selection process, from the time of submission of a Proposal until the execution of an agreement. Any Proposer who initiates any discussions with staff in any manner other than that described below is subject to disqualification from this procurement.

B. All questions or concerns regarding this RFQ must be submitted in writing, via the County's eProcurement Portal no later than Monday, April 14, 2025 5:00 pm. When required the Procurement Department will issue an addendum to the RFQ. The addendum will be available on the eProcurement portal for access by potential Proposers. Proposers are instructed not to contact the initiating division directly. No oral interpretation of this RFQ shall be considered binding. The County shall be bound by information and statements only when such statements are written and executed under the authority of the Chief Procurement Officer.

C. This provision exists solely for the convenience and administrative efficiency of the County. No Proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Proposer or third party have any standing to sue or cause of action arising therefrom.

D. If any Proposer contemplating submitting a Proposal for this solicitation is in doubt as to the true meaning of the terms, conditions, specifications or other solicitation documents or any part thereof, he may submit a request for clarification via the County's eProcurement Portal. Any interpretation of the terms, conditions and/or specifications, if made, will be only by Addendum duly issued. A copy of such Addendum will be posted to the County's eProcurement Portal. The County will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the Contract.

E. Receipt of an Addendum to this solicitation by a Proposer must be acknowledged via the County's eProcurement Portal.

5.3. INSTRUCTIONS FOR PREPARING PROPOSALS, REQUIREMENTS AND RULES FOR PROPOSALS:

A. The Proposal must name all persons or entities interested in the Proposal as principals. The Proposal must declare that it is made without collusion with any other person or entity submitting a Proposal pursuant to this RFQ.

B. Sub-Contractors/Sub-Consultants: The BOCC reserves the right to approve all sub-contractors and/or sub-consultants for the Services contemplated in this RFQ. If sub-contractors are to be utilized, their names and references must be included within this initial Proposal. Responsibility for the performance of the Agreement remains with the Successful Proposer exclusively. The

Successful Proposer may add sub-contractors to the Agreement during the Agreement period only with PRIOR WRITTEN PERMISSION from the BOCC.

C. Proposer shall identify any work for this project that will be performed outside the United States of America. The entity to perform the work, the country in which the work will be done, and the entity responsible for quality assurance/quality control for that work shall be identified.

D. Miscellaneous Requirements:

1. The Proposer shall possess all the appropriate licenses, permits and tariffs required by various governmental agencies having jurisdiction over such services. A copy of all the required licenses will be required prior to award of the Agreement, including certification of a Florida certified professional engineer.

2. The Proposer shall possess a **minimum of ten (10) years' experience** in the design of water treatment systems.

3. The Proposer shall have a **minimum of five (5) previously successful completed projects** similar in scope to this solicitation.

4. The BOCC or its authorized representative reserves the right to obtain all documentation deemed appropriate to verify the Proposer meets all regulations and specification requirements.

5. The Successful Proposer shall be responsible for any damage to facilities, equipment or property, due to purposeful actions, incompetence or negligence of the Successful Proposer's personnel including sub-contractors. The Successful Proposer shall reimburse the owner of the damaged facility, equipment or property for any cost to repair damage, beyond reasonable wear, caused by the Successful Proposer including sub-contractors.

6. The Successful Proposer's and their sub-contractor's personnel who perform the work in connection with the Agreement shall meet the requirements of the BOCC's drug policy.

5.4. PROPOSAL FORMAT:

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFQ. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address the following questions and contain the following sections.

If multiple firms partner to submit a joint proposal, the Proposal must identify one firm as the primary contact. This primary contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.

Proposal Section 1.0 — Introduction (Not to Exceed 2 Pages)

This section will summarize in a brief and concise manner, the Proposer's understanding of the need as described in this RFQ and a brief narrative summarizing how the Proposer will address the need. The

letter must name all of the persons authorized to make representations for the Proposer, including the titles, addresses, and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.

Proposal Section 2.0 — Ability, Capacity and Skill of Firm

This section should identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the Services contemplated in this RFQ. Address the following:

- Knowledge of the local labor and material markets.
- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated (e.g., sub-consultants' roles delineated?)
- Current and projected workload. Demonstrated capacity to manage current and projected workloads, including a summary of the firm's past project successes.
- Firm's familiarity with the project area with examples of previous projects.
- Relevant individual and sub-consultant credentials and experience.
- Unique knowledge, credentials of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Credentials, qualifications and relevant subconsultant experience.
- Organizational chart showing key personnel, their roles, resumes and licenses.

Proposal Section 3.0 — Proposer's methodology, technical ability and approach to meeting the needs and requirements as noted in the RFQ.

This section describes the unique approach, products, and services the firm proposes to meet the needs described in the RFQ. Address the following:

- Proposed approach to meeting County's stated needs relating to Projects A and B.
- Proposed approach to meet the County's requirement to commence, simultaneously provide engineering and design services for Projects A and B and then bring both projects to conclusion within the established time frame.

- Number of staff and roles assigned to both Design Teams A and B, and how each team will progress at the same pace.
- Metrics for tracking design progress, such as milestone achievements or percentage completion.
- Techniques for value engineering and cost control, and how these methods will be applied specifically to Projects A and B.
- Quality control processes and schedule management practices tailored to the needs of these two simultaneous projects.
- Step-by-step methodology for project execution, including a phased approach with clear deliverables and timelines.
- Methods for mitigating design delays, including contingency planning and past examples of successfully managing similar risks.
- How cross-team collaboration will lead to potential cost and time savings.
- Communication strategies to keep County staff informed at all stages of the project.

Proposal Section 4.0 — Proposer's experience similar to the needs and requirements noted in the RFQ.

This section describes the relevant experience the firm and key staff have with projects of similar scope and complexity.

- Examples of past projects that mirror the requirements of Projects A and B, especially those involving simultaneous multi-project management.
- Letters of reference (minimum of five) from clients on projects of similar scope and complexity, emphasizing outcomes such as cost savings, adherence to timelines, and project quality.

5.5. PROPOSAL EVALUATION PROCESS:

The selection of professional services defined as those services within the scope of the practice of architecture, professional engineering, landscaping architecture, or registered land surveying, as defined by the State of Florida, or those performed by any architect, professional engineer, landscape architect, or registered land surveyor in connection with his professional employment will be conducted in accordance with s. 287.055, F.S. Following is additional information regarding the selection process:

A. Submission Opening: Submissions shall be received and publicly opened. Only the names of Proposers will be read at this time.

B. Compliance: A preliminary evaluation by the County shall determine whether each received Proposal is complete and compliant with all instructions and/or submission requirements in the RFQ. Any Proposals that are incomplete or that do not comply with the instructions and/or

submission terms and conditions may be rejected and excluded from further consideration. Proposals that are responsive advance to the written evaluation stage.

C. The Procurement Selection Committee (PSC) will review all advanced Proposals and establish a short list in order of preference of no fewer than three (3) Proposers deemed to be the most qualified to provide the Services requested based on the Evaluation Criteria and the Proposal Evaluation Process. **The County intends to award one (1) contract through this RFQ process. However, the County may award more or fewer contracts**.

D. The PSC will evaluate each Proposer's written Proposal and assign a consensus score for each evaluation criteria based upon consensus scoring. The score can be zero to the maximum value, as noted in the Evaluation Criteria Section.

E. The scores for all evaluation criteria for each Proposer will be summed and averaged by way of consensus scoring. For example, if a Proposer was given a perfect score, that Proposer would receive a total score of 100.

F. Based on the overall total evaluation consensus score, the Proposers will then be ranked highest (favorable) to lowest (unfavorable).

G. The PSC or the BOCC may request oral presentations from the Proposers when establishing the short list. If three (3) Proposals are received, all Proposers shall be included in the short list.

H. Short listed firms will be asked to discuss the RFQ.

I. Short listed firms may be elevated to the oral presentation evaluation phase. If oral presentations are requested, each elevated firm will receive a Request for Clarification (RFC) letter seeking any necessary clarification of the initial proposal and presentation requirements.

J. The oral presentation score for each Proposer will be added to their Proposal evaluation score to arrive at a total overall consensus score. Proposers will once again be ranked highest (favorable) to lowest (unfavorable).

K. Once the ranked short list of Proposers has been prepared by the PSC, either the BOCC or the PSC shall attempt to negotiate an agreement with the most qualified Proposer at compensation that is fair, competitive and reasonable.

L. If the PSC or the BOCC is unable to negotiate a satisfactory agreement with the top ranked Proposer, negotiations with that Proposer shall be terminated and the PSC or the BOCC shall attempt to negotiate an agreement with the next most qualified Proposer. If these negotiations are not successful, negotiations shall be terminated with the second Proposer and attempted with the third most qualified. If the BOCC or the PSC is not successful in negotiating a satisfactory agreement with any of the selected Proposers, the BOCC or the PSC shall select additional Proposers in order of their qualifications and continue negotiations until an agreement is reached or if no agreement can be reached the BOCC, PSC, or Chief Procurement Officer may reject all Proposals and may re-advertise for new Proposals. All agreements

negotiated by the PSC shall be subject to final approval by the BOCC unless such approval is waived by the BOCC.

M. The County shall be the sole judge of its own best interests, the Proposals, and the resulting agreement. An award may be made to the most responsive and responsible Proposer whose Proposal is determined to be the most advantageous to the County. The County's decision shall be final and the County at all times reserves the right to:

1. Reject any or all Proposals or parts thereof
2. Issue subsequent RFQ
3. Cancel the entire RFQ
4. Remedy technical errors in the RFQ
5. Negotiate with any, all, or none of the Proposers
6. Award an agreement to one or more Proposers or none at all
7. Accept other than the lowest price
8. Waive informalities and irregularities in Proposals

N. The County reserves the right to consider historic information and fact, whether gained from the Proposer's Proposal, question and answer conferences, references, and/or other sources in the evaluation process.

O. The County reserves the right to conduct investigations as deemed necessary by the County to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Proposers, sub-contractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the Proposal documents.

P. It is the Proposer's sole responsibility to submit information related to the evaluation categories. The County is under no obligation to solicit such information if the Proposer fails to include it within their Proposal submittal. Failure to provide requested information may result in the rejection of the Proposal or a deduction in evaluation points at the sole discretion of the PSC.

5.6. DEBRIEFING OF PROPOSERS:

Not later than thirty (30) calendar days after the award of contract, a Proposer may submit a written request to the applicable contract administrator or procurement agent for a debriefing on the evaluation of their Proposal. The procurement agent will schedule a meeting with the Proposer for the debriefing. However, at the Proposer's request, the debriefing may be conducted via telephone

conference, or the Proposer may request a copy of the digital recording of the selection on CD for $15.00 fee. The debriefing shall include the following minimum information:

A. Key requirements of the solicitation.

B. The overall ranking of all Proposals.

C. The significant weaknesses or deficiencies in the Proposal in response to the requirements of the solicitation.

D. If requested, an explanation of the score received for each evaluation criteria will be provided, including costs, if applicable.

E. If applicable, a summary of the rationale for award.

F. Responses to any relevant questions of the Proposer.

5.7. TERMS AND CONDITIONS:

A. The County reserves the right to accept or reject any or all Proposals, with or without cause, to waive technicalities, or to accept the Proposal which, in its sole judgment, best serves the interest of the County, or to award an agreement to the next most qualified Proposer if a Successful Proposer does not execute an agreement within thirty (30) days after approval of the selection by the BOCC or other competent authority.

B. The County reserves the right, and the Chief Procurement Officer has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the BOCC when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Hernando County Procurement Manual.

C. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

D. The agreement that the County intends to use for award is attached for reference. Any exceptions to this standard agreement must be clearly indicated by return of the standard agreement with the Proposal, with exceptions clearly noted. The County has the right to require the selected Proposer to sign the attached Contract or to negotiate revisions to the agreement language prior to execution of the agreement, at its sole discretion.

E. Information regarding PSC scheduling and BOCC approvals are available by calling the Procurement Department at (352) 754-4020.

F. 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of

real property to a public entity, may not be awarded or perform work as a vendor, supplier, sub-contractor or contractor under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, F.S., for CATEGORY FIVE (5) for a period of thirty-six (36) months from the date of being placed on the convicted Consultant/Firm list.

G. The County's performance and obligation to pay under the Agreement is contingent upon an annual appropriation for its purpose by the BOCC.

H. Proposers shall list all proposed sub-contractors to be used, regardless of racial or gender grouping. Include names, addresses, phone numbers, type of work sub-contracted (discipline, trade or commodity) and proposed percentage of work.

5.8. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:

A. INDEMNITY, SAFETY AND INSURANCE PROVISIONS:

1. Indemnity: To the fullest extent permitted by Florida law, the Successful Proposer covenants, and agrees that it will indemnify and hold harmless the County and all of the County's officers, agents, and employees from any claim, loss, damage, cost, charge, attorney's fees and costs, or any other expense arising out of any act, action, neglect, or omission by Successful Proposer during the performance of the contract, whether direct or indirect, and whether to any person or property to which the County or said parties may be subject, except that neither the Successful Proposer nor any of its sub-contractors, or assignees, will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the County or any of its officers, agents, or employees.

2. Protection of Person and Property:

   a. The Successful Proposer will take all reasonable precautions for, and will be responsible for initiating, maintaining and supervising all programs relating to the safety of all persons and property affected by, or involved in, the performance of his operations under the Agreement.

   b. The Successful Proposer will take all reasonable precautions to prevent damage, injury or loss to: (a) all persons who may be affected by the performance of his operations, including employees; (b) all materials and equipment; and (c) all property at or surrounding the work site. In an emergency affecting the safety of persons or property, the Successful Proposer will act, with reasonable care and discretion, to prevent any threatened damage, injury or loss.

B. MINIMUM INSURANCE REQUIREMENTS: Successful Proposer shall procure, pay for and maintain at least the following insurance coverage and limits. Said insurance shall be evidenced by delivery to the County of a certificate(s) of insurance executed by the insurers listing coverage

and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies. The insurance requirements shall remain in effect throughout the term of this Contract.

1. Workers' Compensation: As required by law:
    a. State.....Statutory
    b. APPLICABLE FEDERAL.....Statutory
    c. EMPLOYER'S LIABILITY.....Minimum:
        i. $100,000.00 each accident
        ii. $100,000.00 by employee
        iii. $500,000.00 policy limit
    d. Exemption per Florida Statute 440: If the Successful Proposer has less than three (3) employees and states that they are exempt per Florida Statute 440, they must provide an exemption certificate from the State of Florida. Otherwise, they will be required to purchase Workers' Compensation Insurance and provide a copy of Workers Compensation Insurance.
    https://www.myfloridacfo.com/Division/WC/Employer/Exemptions/
2. General Liability: Comprehensive General Liability including, but not limited to, Independent Contractor, Contractual Premises/Operations, and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death.
    a. Coverage as follows:
        i. EACH OCCURRENCE.....$1,000,000.00
        ii. GENERAL AGGREGATE $2,000,000.00
        iii. PERSONAL/ADVERTISING INJURY.....$1,000,000.00
        iv. PRODUCTS-COMPLETED OPERATIONS AGGREGATE..$2,000,000.00 Per Project Aggregate (if applicable)
    b. ALSO, include in General Liability coverage for the following areas based on limits of policy, with:
        i. FIRE DAMAGE (Any one (1) fire.....$50,000.00
        ii. MEDICAL EXPENSE (Any one (1) person)..... $5,000.00

3. Additional Insured: Successful Proposer agrees to endorse Hernando County as an additional insured on the Comprehensive General Liability. The Additional Insured shall read "Hernando County Board of County Commissioners." Proof of Endorsement is required.

4. Waiver of Subrogation: Successful Proposer agrees by entering into the Agreement to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Successful Proposer to enter into a pre-loss agreement to waive subrogation without an endorsement, then Successful Proposer aggress to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Successful Proposer enter into such an agreement on a pre-loss basis.

5. AUTOMOBILE LIABILITY: Comprehensive automobile and truck liability covering any auto, all owned autos, scheduled autos, hired autos, and non-owned autos. Coverage shall be on an "occurrence" basis. Such insurance to include coverage for loading and unloading hazards. Coverage as follows:

    a. COMBINED SINGLE LIMIT (CSL)..... $1,000,000.00

    b. BODILY INJURY (Per Person)..... $1,000,000.00

    c. BODILY INJURY (Per Accident)..... $1,000,000.00

    d. PROPERTY DAMAGE.....$1,000,000.00

6. PROFESSIONAL LIABILITY (if applicable it will be noted below separately):

7. BUILDERS RISK INSURANCE (if applicable it will be noted below separately):

8. CRIME PREVENTION – BOND (if applicable it will be noted below separately):

9. EXCESS/UMBRELLA LIABILITY (if applicable it will be noted below separately):

10. POLLUTION LIABILITY (if applicable it will be noted below separately):

11. SUB-CONTRACTORS (if applicable): All sub-contractors hired by the Successful Proposer are required to provide BOCC a Certificate of Insurance with the same limits required by the County as required by the Agreement. All sub-contractors are required to name Hernando County Board of County Commissioners as additional insured and provide a Waiver of Subrogation in regard to General Liability.

12. RIGHT TO REVISE OR REJECT: County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverages and endorsements, or to reject any insurance policies which fail to meet the criteria stated herein. Additionally, County reserves

the right, but not the obligation, to review and reject any insurer providing coverage due of its poor financial condition or failure to operating legally.

C. EACH INSURANCE POLICY SHALL INCLUDE THE FOLLOWING CONDITIONS BY ENDORSEMENT TO THE POLICY:

1. Successful Proposer agrees to provide County with a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and the Certificate of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available by Successful Proposer's insurer. If the Successful Proposer receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives noticed that coverage no longer complies with the insurance requirements herein, Successful Proposer agrees to notify the County by email within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. The Certificate Holder shall read: **Hernando County Board of County Commissioners, Attention: Human Resources/Risk Department, 15470 Flight Path Drive, Brooksville, Florida 34604**

2. Companies issuing the insurance policy or policies shall have no recourse against the County for payment of premiums or assessments for any deductibles which all are the sole responsibility and risk of Successful Proposer.

3. The term "County", "BOCC" or "Hernando County" shall include all authorities, boards, bureaus, commissions, divisions, departments, and offices of the County and individual members, employees and agents thereof in their official capacities and/or while acting on behalf of the County.

4. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

D. The Successful Proposer shall be required to provide a current Certificate of Insurance to the County prior to commencement of services.

E. Proposers may, at the County's request, be required to provide proof that their firm meets the preceding insurance requirements, by submission of a Certificate of Insurance coverage(s), prior to award of the Agreement.

F. Failure of the Owner to demand such certificates or other evidence of full compliance with these insurance requirements or failure of the Owner to identify a deficiency from evidence provided shall not be construed as a waiver of Successful Proposer's obligation to maintain such insurance.

5.9. INSURANCE REQUIREMENTS (continued)

PROFESSIONAL LIABILITY (if applicable): including Errors and Omissions with minimum limits of $3,000,000.00 per occurrence, if occurrence form is available; or claims made form with tail coverage extending three (3) years beyond completion and acceptance of the project with proof of tail coverage to be submitted with the invoice for final payment. In lieu of tail coverage, consultant may submit annually to the County a current Certificate of Insurance proving claims made insurance remains in force throughout the same three (3) year period.

Notwithstanding the requirements for Professional Liability Insurance listed above, Engineer and/or Architect must provide evidence of coverage, a minimum of $1,000,000.00.

5.10. MAINTENANCE OF RECORDS:

The Successful Proposer will keep adequate records and supporting documents applicable to this contract. Said records and documentation will be retained by the Success Proposer for a minimum of five (5) years from the date of final payment on this contract. The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary during the period of this contract and a period of five (5) years after completion of contract performance; provided however, such activity shall be conducted only during normal business hours. The County during the period of time defined by the preceding sentence, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Vendor/Contractor as concerns the aforesaid records and documentation. Pursuant to s. 119.0701, F.S., Successful Proposer shall comply with the Florida Public Records' laws and shall:

A. Keep and maintain records required by the County to perform the Services.

B. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Successful Proposer does not transfer the records to the County.

D. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of the Successful Proposer or keep and maintain public records required by the County to perform the Services. If the Successful Proposer transfers all public records to the County upon completion of the Agreement, the Successful Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Proposer keeps and maintains public records upon completion of the Agreement, the Successful Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

E. Failure to comply with this section shall be deemed a breach of the Agreement and enforceable as set forth in s. 119.0701, F.S.

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-754-4020, PURCHASING@HERNANDOCOUNTY.US, OR 15470 FLIGHT PATH DRIVE, BROOKSVILLE, FL 34604.

5.11. PROTESTS AND LOBBYING

Any Proposer who protests the Request for Qualifications or Award or Intent to Award, must file with the County a notice of protest and formal written protest in compliance with the Hernando County Procurement Manual, Section 22, which can be found at http://www.hernandocounty.us/home/showpublisheddocument/9013. Failure to timely file such documents will constitute a waiver of proceedings. Failure to file a protest within the time prescribed by, or failure to post the bond or other security in strict accordance with, the Hernando County Procurement Manual, Section 22, shall constitute a waiver of protest proceedings.

5.12. CONE OF SILENCE

A. This solicitation falls under the Hernando County Procurement Ordinance 93-16. All Proposers and representatives of same, are hereby placed on formal notice that a lobbying cone of silence period shall commence upon issuance of this solicitation until the BOCC selects the Successful Proposer. If the BOCC is not involved in selecting the Successful Bidder, the cone of silence period commences upon issuance of solicitation and concludes upon award of the Agreement. During the cone of silence period, no Proposer or representative of the Proposer, to this solicitation may seek information or clarification or in any way contact any official or employee of the County concerning this solicitation with the exception of the Chief Procurement Officer through the eProcurement Portal, or an individual specifically designated in this document (if any) for dissemination of information. Questions concerning this solicitation must be submitted through the eProcurement Portal no later than the deadline for submitting questions, and the County shall respond to such questions in the form of addenda which shall be posted on the eProcurement Portal. A violation of the cone of silence renders any award voidable at the discretion of the Chief Procurement Officer with approval from the BOCC and may subject the Successful Proposer who violated it to debarment. Nothing in the Ordinance prevents a Proposer or representative from taking part in a public meeting concerning the solicitation.

B. Neither the members of the BOCC nor candidates for County Commission, nor any employees from the Hernando County Government, Hernando County staff members, nor any members of the evaluation team are to be lobbied, either individually or collectively, before or during the cone of silence concerning this project. Proposers or representatives of same, who intend to submit Proposals, or have submitted Proposals, to this RFQ are hereby placed on formal notice that they are not to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically

scheduled by the County. Any such lobbying activities may cause immediate disqualification of this project.

5.13. E-VERIFY

A. Proposers (Consultant/Firm for purposes of this section) are advised that the County has entered into an agreement with U.S. Immigration and Customs Enforcement (ICE) wherein the County will, in part, seek to promote the principles of ethical business conduct, prevent the knowing hiring of unauthorized workers through self-governance, and encourage voluntary reporting of the discovery of unauthorized workers to ICE (the IMAGE Agreement). Accordingly, by submitting your Bid/Proposal, Consultant/Firm represents and warrants (a) that the Consultant/Firm is in compliance with all applicable federal, state and local laws, including, but not limited to, the laws related to the requirement of an employer to verify an employee's eligibility to work in the United States, (b) that all of the Consultant/Firm employees are legally eligible to work in the United States, and (c) that the Consultant/Firm has actively and affirmatively verified such eligibility utilizing the Federal Government's Employment Verification Eligibility Form (I-9 Form).

B. A mere allegation of Consultant/Firm's intent to use and/or current use of unauthorized workers may not be a basis to delay the County's award of a Contract to the Consultant/Firm unless such an allegation has been determined to be factual by ICE pursuant to an investigation conducted by ICE prior to the date the Contract is scheduled to be awarded by the County.

C. Legitimate claims of the Consultant/Firm's use of unauthorized workers must be reported to both of the following agencies:

   1. The County's Procurement Department at (352) 754-4020: and

   2. ICE (Immigration and Customs Enforcement) at 1-866-DHS-2-ICE

D. In the event it is discovered that the Consultant/Firm's employees are not legally eligible to work in the United States, then the County may, in its sole discretion, demand that the Consultant/Firm cure this deficiency within a specified time frame, and/or immediately terminate the Contract without any cost or penalty to the County, and/or debar the Consultant/Firm from bidding on all County Contracts for a period up to twenty-four (24) months, and/or take any and all legal action deemed necessary and appropriate.

E. Consultant/Firm is required to incorporate the following IMAGE Best Practices into its business and, when practicable, incorporate verification requirements into its agreements with Sub-Contractors:

   1. Use the Department of Homeland Security employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.

2. Use the Social Security Number Verification Service and make good faith effort to correct and verify the names and Social Security numbers of the current workforce.
3. Establish a written hiring and employment eligibility verification policy.
4. Establish an internal compliance and training program related to the hiring and employment verification process, to include, but not limited to, completion of Form I-9, how to detect fraudulent use of documents in the verification process, and how to use E-Verify and the Social Security Number Verification Service.
5. Require the Form I-9 and E-Verify process to be conducted only by individuals who received appropriate training and include secondary review as of each employee's verification to minimize the potential for a single individual to subvert the process.
6. Arrange for annual Form I-9 audits by an external auditing firm or a trained employee not otherwise involved in the Form I-9 process.
7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process
8. Establish a program to assess Sub-Contractors' compliance with employment eligibility verification requirements. Encourage Consultant/Firms to incorporate the IMAGE Best Practices contained in this Article and, when practicable, incorporate the verification requirements in Sub-Contractor agreements.
9. Establish a protocol for responding to letters received from Federal and State government agencies indicating that there is a discrepancy between the agency's information and the information provided by the employer or employee; for example, "no match" letters received from the Social Security Administration.
10. Establish a tip line mechanism (inbox, e-mail, etc.) for employees to report activity relating to the employment of unauthorized workers, and a protocol for responding to employee tips.
11. Establish and maintain appropriate policies, practices, and safeguards against use of the verification process for unlawful discrimination, and to ensure that U.S. Citizens and authorized workers do not face discrimination with respect to hiring, firing, recruitment or referral for a fee because of citizenship status or national origin.
12. Maintain copies of any documents accepted as proof of identify and/or employment authorization for all new hires.

5.14. CONTRACT AWARD

Award will be made at the earliest possible BOCC meeting subsequent to the evaluation process. It is incumbent on Proposers to contact the Procurement Department to determine the Successful

Proposer(s). This Request for Qualifications is issued in accordance with and shall be governed by the provisions of the Hernando County Procurement Policy.

5.15. SIGNING OF THE AGREEMENT:

When the County gives a Notice of Intent to Award to the Successful Proposer, it will be accompanied by an unsigned Agreement. Within ten (10) calendar days thereafter the Successful Proposer shall execute and deliver to the County the Agreement, along with a Certificate of Insurance that shows policies, limits and other conditions in compliance with that outlined in the Request for Qualifications. Upon award and execution of the Agreement by the County, one (1) executed copy of the Agreement shall be delivered to the Successful Proposer.

5.16. RESPONSIVENESS OF THE PROPOSAL AND DISQUALIFICATION:

A. A responsive Proposal is one that complies with and conforms to the requirements of this Request for Qualifications. A Proposal requiring changes to any portion of this Request for Qualifications may be considered non-responsive. A Proposal that fails to comply with the criteria outlined in this Request for Qualifications may be deemed non-responsive.

B. A Proposal may be rejected if found to be conditional, irregular, incomplete or not in conformance with the requirements and instructions contained herein, such as, but not limited to: (1) failure to strictly comply with and satisfactorily address the prerequisite criteria, (2) failure to provide the required forms or other documentation, (3) incomplete, indefinite or ambiguous language, (4) failure to submit the information needed to evaluate the Proposals based on the Evaluation Criteria, and (5) improper and/or undated signatures.

C. Other conditions, which shall cause rejection of the Proposal, include, but are not limited to: (1) an individual firm, partnership, corporation or combination thereof, under the same or different names submitting (as the Proposer) more than one Proposal, (2) evidence of collusion among Proposers, (3) obvious lack of experience or expertise to perform the Services, (4) failure to perform or meet financial obligations for previous Contracts, (5) falsification of any form required by the County, (6) evidence that a Proposer has a financial interest in another firm who is submitting a Proposal, (7) not having a valid and appropriate local, state or federal certifications and/or licenses necessary to perform the Services, or (8) an investigation by the Chief Procurement Officer finds the Proposer delinquent on a previously awarded contract or in litigation with Hernando County involving a previously awarded Contract.

D. County may conduct such investigations as County deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of the Proposer and their proposed sub-Contractors. County reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of Proposals from all Proposers. Failure to provide requested information may result in rejection of the Proposal.

5.17. List of Proposers

A list of Proposers will be posted on the County's eProcurement Portal within two (2) business days after the Public Opening date. The list of Proposers can also be obtained by contacting the Contact Person. The County will not provide a list of Proposers by telephone.

5.18. EXAMINATION OF PROPOSAL DOCUMENTS:

A. It is the responsibility of each Proposer before submitting a Proposal, to (1) examine the solicitation documents thoroughly, (2) consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the Services, (3) study and carefully correlate Proposer's observations with the solicitation documents, and (4) notify the Contact Person of all conflicts, errors or discrepancies in the solicitation documents prior to submitting a formal Proposal.

B. Before submitting a Proposal, it shall be the Proposer's responsibility to submit to the County a request for any additional information and data which pertains to the Project covered under this Request for Qualifications which the Proposer deems necessary to develop their Proposal for performing the Services in accordance with the terms and conditions noted herein.

C. The submission of a Proposal in response to this Request for Qualifications shall be considered a representation that the Proposer: (1) has carefully investigated all conditions that affect, or may at some future date, affect the performance of the Services covered by this Request for Qualifications; (2) is fully informed concerning conditions to be encountered, the character, quality and quantity of the Services to be performed and the work product to be furnished; and (3) is familiar with what is required to perform the Services covered by this Request for Qualifications . The contents of the Proposer's Proposal shall become a contractual obligation if the Proposer is awarded the Agreement. Failure to accept these obligations in a contractual agreement shall result in cancellation of the award.

5.19. ADDENDA

Any addenda issued in relation to this Request for Qualifications will be posted on the County's eProcurement Portal. It is the Proposer's responsibility to be aware of any addenda that might have bearing on their Proposal before their Proposal is due. The Proposer will acknowledge receipt of any and all such addenda on the Proposal Pricing Form. In the event a Proposer fails to acknowledge receipt of such addenda, their Proposal will be construed as though they have received such addenda, and the submission of a Proposal will constitute acknowledgement of the receipt of same. All addenda will become a part of the solicitation documents and Proposer will be bound by such, whether or not received by Proposer.

5.20. MODIFICATION/WITHDRAW OF PROPOSAL:

A. Proposers have the right to modify or withdraw their Proposal without cause or without liability whatsoever at any time prior to the deadline for submitting Proposals.

B. Proposals may be withdrawn via the County's eProcurement Portal prior to the time fixed for opening. Negligence on the part of the Proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. Faxed or electronically mailed withdrawals will not be recognized.

C. No Proposal shall be modified or withdrawn by the Proposer after the deadline for submitting Proposals.

5.21. REVIEW OF PROPOSER'S FACILITIES AND QUALIFICATIONS:

After the Request for Qualifications due date and prior to award of an Agreement, the County reserves the right to perform or have performed an on-site review of Successful Proposer's facilities and qualifications, and documentation provided in their Proposal. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer is qualified and experienced and has the resources to perform the Services outlined in the Request for Qualifications. The review may also serve to verify whether the Proposer has adequate financial capability to meet the County's requirements. Should the County determine that the Proposals, or subsequent documentation submitted by the Proposer, has material misrepresentations or that the size or nature of any of Successful Proposer's resources are not adequate to ensure satisfactory performance, or ascertains other bases for concern as to the Successful Proposer's ability to perform the Services, the County has the right to reject their Proposal and not make an award.

5.22. FINANCIAL STRENGTH:

Prior to award of a Contract, the County reserves the right to request financial information from the Successful Proposer to assist the County in further review of that Proposer's capabilities. Financial information provided shall be for the current and previous two years, to include, but not be limited to a financial statement prepared by a Certified Public Accountant (i.e., balance sheet and income and cash flow statements) or a Supplier Qualifier Report prepared by Dun & Bradstreet.

5.23. CLARIFICATIONS

Before Contract award, the County reserves the right to seek clarification from the Proposer with whom County is contemplating award to properly evaluate their Proposal. Failure to provide requested information may result in not making such award to the Proposer.

5.24. PUBLIC RECORDS ACT:

A. **Proposers should make themselves familiar with Chapter 119, F.S., concerning availability of public records. Thirty (30) days after the Public Opening date, or date of receipt of final replies, or Notice of Intent to Award, whichever is earlier, Proposals shall be made available for public viewing. Proposals and associated Proposal Documents may be viewed during normal business hours (which is Monday through Friday; 8:00 AM to 5:00 PM) at 15470 Flight Path Drive, Brooksville, Florida. Copies of the Proposals and associated Documents are available for a charge of fifteen cents ($0.15) per page, plus cost of copying.**

B. Florida law generously defines what constitutes a public record and, under Chapter 119, F.S., all Proposals are to be made available by County for viewing by the general public. If a Proposer believes that their Proposal contains information that should not be a public record, the Proposer shall clearly segregate and mark that information as “Confidential" and describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption.

C. Any documents given to the Successful Proposer as part of performing the Services covered under this Request for Qualifications shall not be sold or distributed to third parties without the written consent of County. The Successful Proposer will be required to retain a copy of these documents for a minimum of five (5) years from completion of the Agreement. All documents, papers, letters, e-mails or other material made or received by the Successful Proposer in conjunction with the Services, unless exempt from Section 24(a) of Article I of the Florida Constitution and s. 119.071, F.S., shall be made available for public access. Should the Successful Proposer refuse to allow such access, County has the unilateral right to cancel the Award.

D. Proposers should consult an attorney as to their duties under the records and information laws (s. 257.36, F.S.) and public records laws (Chapter 119, F.S.) Significant judicial sanctions can be imposed for violation of these statutes.

5.25. JOINT VENTURES:

A. Two (2) or more firms may submit a Proposal under a joint venture arrangement. Joint ventures shall be considered as a single entity in the evaluation of a Proposal. That is, the traits of individual firms shall be blended in arriving at an overall Proposal evaluation score and oral interview score for the joint venture.

B. A firm who submits a Proposal under a joint venture arrangement may satisfy the technical certification requirements outlined in this Request for Qualifications as the prime Proposer through one or more of the firms comprising the Joint Venture. The Joint Venture shall at a minimum comply with the following additional requirements:

1. The Joint Venture shall, in its own name, be registered with the State of Florida Division of Corporations prior to submittal of a Proposal.

2. Each individual firm comprising the Joint Venture shall, in its own name, be qualified in their respective areas of expertise prior to submittal of a Proposal.

3. Full compliance with the requirements set forth above is required, as well as properly documented compliance with any other certification and additional requirements set forth in the Request for Qualifications.

5.26. PAYMENT

Payment to the Successful Proposer by Electronic Payment Solution: ACH (Direct Deposit): If the Successful Proposer is enrolled in the County’s ACH electronic payment solution, all payments will be

made using the direct deposit which may or may not include a pre-note transaction. The Successful Proposer's bank account information will remain confidential to the extent provided by law and necessary to make direct deposit payments. Once the County has approved payment, an electronic remittance advice will be sent to the Successful Proposer via e-mail.

5.27. SCRUTINIZED COMPANIES PURSUANT TO SECTIONS 287.135 AND 215.473, F.S.

Proposer must certify that the company is not participating in a boycott of Israel. Proposer must also certify that Proposer is not on the Scrutinized Companies that Boycott Israel List, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria. Subject to limited exceptions provided in State law, the County will not contract for the provision of goods or services with any scrutinized company referred to above. Vendor/Contractor must submit the certification form included as an attachment to this solicitation. Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Proposer of the County's determination concerning the false certification. The Proposer shall have five (5) days from receipt of notice to refute the false certification allegation. If such false certification is discovered during the active contract term, the Proposer shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Proposer does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the Agreement and seek civil remedies pursuant to s. 287.135, F.S., as amended from time to time.

6. EVALUATION PHASES

6.1. Phase I: Written Evaluation

No.	Evaluation Criteria	Scoring Method	Weight (Points)

1.	**Ability, capacity, and skill of firm** This section should identify the project principal, the project manager, key staff and sub-consultants. Present a brief discussion regarding how the team's qualifications and experience relate to the Services contemplated in this RFQ. Address the following: • Knowledge of the local labor and material markets. • Are the lines of authority and coordination clearly identified? • Are essential management functions identified? • Are the functions effectively integrated (e.g., sub-consultants' roles delineated?) • Current and projected workload. Demonstrated capacity to manage current and projected workloads, including a summary of the firm's past project successes. • Firm's familiarity with the project area with examples of previous projects. • Relevant individual and sub-consultant credentials and experience. • Unique knowledge, credentials of key team members relating to the project. • Experience on projects as a team.	Points Based	30 *(30% of Total)*

	• Key staff involvement in project management and on-site presence. • Time commitment of key staff. • Credentials, qualifications and relevant subconsultant experience. • Organizational chart showing key personnel, their roles, resumes and licenses.		

2.	**Proposer's methodology, technical ability and approach to meeting the needs and requirements as noted in the RFQ.** This section describes the unique approach, products, and services the firm proposes to meet the needs described in the RFQ. Address the following: • Proposed approach to meeting County's stated needs relating to Projects A and B. • Proposed approach to meet the County's requirement to commence, simultaneously provide engineering and design services for Projects A and B and then bring both projects to conclusion within the established time frame. • Number of staff and roles assigned to both Design Teams A and B, and how each team will progress at the same pace. • Metrics for tracking design progress, such as milestone achievements or percentage completion. • Techniques for value engineering and cost control, and how these methods will be applied specifically to Projects A and B. • Quality control processes and schedule management practices tailored to the needs of these two simultaneous projects.	Points Based	40 *(40% of Total)*

	• Step-by-step methodology for project execution, including a phased approach with clear deliverables and timelines. • Methods for mitigating design delays, including contingency planning and past examples of successfully managing similar risks. • How cross-team collaboration will lead to potential cost and time savings. • Communication strategies to keep County staff informed at all stages of the project.		
3.	**Experience Similar to the needs and requirements noted in the RFQ.** This section describes the relevant experience the firm and key staff have with projects of similar scope and complexity. • Examples of past projects that mirror the requirements of Projects A and B, especially those involving simultaneous multi-project management. • Letters of reference (minimum of five) from clients on projects of similar scope and complexity, emphasizing outcomes such as cost savings, adherence to timelines, and project quality.	Points Based	30 *(30% of Total)*

6.2. Phase 2: Oral Presentation Evaluation (if required)

No.	Evaluation Criteria	Scoring Method	Weight (Points)

1.	**Presentation Addresses the needs and requirements noted in the Request for Oral Presentations Letter**	Points Based	10 *(50% of Total)*
2.	**Presentation Team Demonstration of Knowledge, Experience, and Teamwork**	Points Based	10 *(50% of Total)*

7. SCOPE AND SPECIFICATIONS

The anticipated scope of work and performance requirements generally include the design, but is not necessarily limited to the items below.

7.1. Project Background Information

Engineering services for improvements to two (2) existing Water Treatment Plants (WTP) in Hernando County and facilities to include adding new wells, ground storage tanks, and transmission water mains:

Project A. Gretna WTP consists of three (3) existing wells with a high service pump station and a 2-million-gallon ground storage tank. Current plans are to:

i. add one (1) 2-million-gallon ground storage tank,

ii. install a new 16" water transmission main that will connect to existing water distribution system on Spring Hill Drive.

Project B. Hexam WTP consists of two (2) existing wells with a high service pump station and a 2-million-gallon ground storage tank. Current plans are to:

i. add four (4) wells via a raw water transmission main extending to existing County owned properties north of Centralia Rd.

Other improvements may be added depending on the engineering evaluation determined during the design process.

7.2. Problem, challenge or issue, and desired outcome(s).

A. The preference is to:

1. utilize the **same Proposer** for both WTP projects (Project A Gretna WTP and Project B Hexam WTP) and
2. **engineering** and **design services to commence and finish simultaneously.**

B. Professional consultant services may be required for

1. design,
2. permitting,
3. disinfection processes,
4. structural,
5. electrical,
6. mechanical,
7. hydrogeological,
8. all necessary appurtenant assets,

9. site work,
10. landscaping,
11. construction engineering inspection,
12. generation of record drawings.

C. The duration of the design phase for both projects is estimated at eighteen (18) months each.

D. The design phases for both projects shall commence and finish simultaneously.

7.3. Performance Requirements

Unless indicated otherwise, services and performance requirements listed below are applicable to both, Project A Gretna WTP and Project B Hexam WTP, and may include, but are not limited to the following:

1. Design and permitting of new potable water supply wells and related structures
2. Design and permitting of water main extension for Project A Gretna WTP
3. Design and permitting of a new ground storage tank for Project A Gretna WTP
4. Design and permitting of raw transmission main for Project B Hexam WTP
5. Design of water treatment processes
6. Zoning changes
7. Provide construction inspection services
8. Design, permitting, and modification to existing high service pump stations
9. Design and permitting of new ground storage tank(s) for Project A Gretna WTP
10. Design and permitting of required site work
11. Develop environmental or groundwater monitoring plans
12. Perform scientific investigations, analyses, and technical studies
13. Develop and/or update hydraulic models to size proposed facilities
14. Develop necessary documents to support publishing bids for construction
15. Develop engineering plans
16. Develop as-built drawings
17. Professional consultant services may be required for:
    a. design,
    b. permitting,
    c. disinfection processes,
    d. structural,
    e. electrical,
    f. mechanical,
    g. hydrogeological,
    h. all necessary appurtenant assets,
    i. site work,
    j. landscaping,

k. construction engineering inspection,
l. generation of record drawings.

18. Construction administration services to include:
    a. inspections,
    b. certifications,
    c. perform as Engineer of Record
19. All other related services

7.4. Technical Requirements

A. Deliver necessary and completed documents in support of publishing for construction solicitation bidding no later than twelve (12) months of date of Notice to Proceed:

i. Technical Specifications

ii. Engineer's Estimate

iii. Bid/Construction plans

B. Deliver Preliminary Design Report with Design Plans completed at thirty (30) percent

C. Deliver Design Plans completed at sixty (60) percent

D. Deliver Design Plans completed at ninety (90) percent

E. Deliver Design Plans completed at one hundred (100) percent

F. Deliver completed Construction Plans

8. VENDOR QUESTIONNAIRE

8.1. Company Information

*8.1.1. Vendor Registration**

Please download the below documents, complete, and upload.

- Vendor-Registration-Form.pdf

*Response required

*8.1.2. W9 Form **

Please upload your company's W9 information

*Response required

8.1.3. Upload Florida Permit

Bidders who are non-resident corporations shall furnish to the Owner a duly certified copy of their permit to transact business in the State of Florida along with the bid. Failure to submit this evidence or qualification to do business in the State of Florida may be basis for rejection of the bid.

8.2. Authorizations

*8.2.1. Authorized Representative**

Are you fully authorized to bind this company, or corporation.

☐ Yes
☐ No

*Response required

*8.2.2. Authorized Signatory/Negotiator**

Please provide the information to support the statement below:

The Firm/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Firm/Contractor will be duly bound:

Name(s)

Title(s)

Email(s)

Phone(s)

Business Address(s)

*Response required

*8.2.3. Corporate Affidavit**

Please download the below documents, complete, and upload.

- Corporate_Affidavit_(4).pdf

*Response required

8.3. Confirmations

*8.3.1. Does this Firm take any Exceptions to the Sample Contract?**

I have carefully examined the Request for Qualifications (RFQ), Instructions to Proposers, General and/or Special Conditions, Specifications, RFQ Proposal and any other documents accompanying or made a part of this invitation.

I certify that all information contained in this RFQ is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this RFQ on behalf of the Consultant/Firm as its act and deed and that the Consultant/Firm is ready, willing and able to perform if awarded the Contract.

I further certify that this RFQ is made without prior understanding, agreement, connection, discussion, or collusion with any person, firm or corporation submitting a RFQ for the same product or service; no officer, employee or agent of the Hernando County BCC or of any other Proposer interested in said RFQ; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for Contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFQ.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents may render the Proposer's Proposal non-responsive.

NO EXCEPTIONS ALLOWED AFTER THE RFQ IS SUBMITTED:

Does this Firm take any Exceptions to the Sample Contract?:

☐ Yes
☐ No

*Response required

8.3.2. If you selected "Yes" in the preceding "Exceptions" question, please upload any exceptions to this RFQ

Any exceptions to this standard Contract must be clearly indicated by return of the standard Contract with the Proposal, with exceptions clearly noted.

*8.3.3. Drug Free Workplace Certification **

I have read and attest to, in accordance with Florida Statute 287.087 (current version), hereby certify that Proposer:

Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.

Gives each employee engaged in providing commodities or contractual services that are under proposal a copy of the statement specified above.

Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Please Confirm that you have read and attest to this Drug Free Workplace Certificate

☐ Please confirm

*Response required

*8.3.4. VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES**

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of $1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473 F.S. (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 F.S. (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135 (Current Edition), Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

I have read and attest that I confirm the above is acknowledged.

☐ Please confirm

*Response required

*8.3.5. E-Verify Certification **

Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

☐ Please confirm

*Response required

*8.3.6. Affidavit of Non Collusion and of Non-Interest of Hernando County Employees**

Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Certification that Vendor/Contractor affirms that the bid/proposal presented to the Owner is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above bid/proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said bid/proposal; and that affiant makes the above bid/proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees.

☐ Please confirm

*Response required

*8.3.7. FOREIGN COUNTRIES OF CONCERN 287.138**

287.138 F.S., (current edition), prohibits agencies from contracting with companies which grant the Vendor/Contractor access to personal identifiable information if: a) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute): (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled “Respondent Vendor Name” is not owned, controlled or organized under the law of a Foreign Country of Concern as identified in Section 2887.138,
Florida statutes. I understand that the submission of a false certification may subject company to civil penalties, attorney’s fees, and/or costs.

I have read and attest that I confirm the above is acknowledged.

☐ Please confirm

*Response required

*8.3.8. Sworn Statement 287.133 (3) (a)**

I have read and attest that I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (current version), means a violation of any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I have read and attest that I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes (current version), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any Federal or State trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I have read and attest that I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes (current version), means:

A. A predecessor or successor of a person convicted of a public entity crime; or

B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes (current version), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers,

directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
☐ The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
☐ The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Vendor/Contractor list
*Response required

8.3.9. If you chose option 3, to the question above, 3.10 Sworn Statement 287.133(3) a, attach a copy of the final order.

8.4. Proposal

*8.4.1. Proposal**

Please upload your proposal. The Proposal Format section of Section 5 of this RFQ describes the required Proposal Format. Proposers should also reference Section 6 Evaluation Criteria.

Please upload each Proposal Section individually:

Proposal Section 1.0 — Introduction

Proposal Section 2.0 — Ability, Capacity and Skill of Firm

Proposal Section 3.0 — Proposer's methodology, technical ability and approach to meeting the needs and requirements as noted in the RFQ.

Proposal Section 4.0 — Proposer's experience similar to the needs and requirements noted in the RFQ.

*Response required

8.5. Additional Required Forms

*8.5.1. Hernando County Employment Disclosure**

Please download the below documents, complete, and upload.

- HC_Employment_Disclosure_Ce...

*Response required

*8.5.2. Anti Human Trafficking Affidavit**

Please download the below documents, complete, and upload.

- Anti_Human-Trafficking-Affi...

*Response required

GRETNA WATER TREATMENT PLANT
3471 GRETNA DRIVE
SPRING HILL, FL. 34609
N
Gretna Dr
Palomar St
Elston St
Long Hill Ct
Augustine Rd
Irondale Ave
Agar Ave
Lema Dr
Gretna Dr
Conway St
Grayton Dr
Cedro St
Skyler Ln
Foothill St
Bluestone Ave
Sterling Hill Blvd
Princess Ln
Opportunity Ave
Ponytail Ct
Apolaki Lp
Elmore Dr
Bluefield St
Drysdale St
Sigmund St
Linden Dr
Coronet Ct
Coronado Dr
Daybreak Run Loop
Beaver Ave
Bath St
Gloria Ave
Ascot Ln
Rim Dr
Montego

Hexam Rd
Hexam Rd
Hexam Rd
Hexam Rd
Hexam Rd
Electric Substation
Blanks St
Melanie Ave
Ehrenwald Dr
Ehrenwald Dr
HEXAM WATER TREATMENT PLANT
11364 HEXAM ROAD
BROOKSVILLE, FL. 34613
N
Blanks St
Bourassa Blvd
Bourassa Blvd
Bourassa Blvd
Bourassa Blvd
Weeping Willow St
Blanks St

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◆ F 352.754.4199 ◆ W www.HernandoCounty.us

ADDENDUM ONE (1)

TO
THE CONTRACT DOCUMENTS FOR THE

Engineering Services for Improvements to Gretna and Hexam Water Treatment Systems

IN
HERNANDO COUNTY, FLORIDA

SOLICITATION NO. 25-RFQ00955/AP

Bidders are required to acknowledge receipt of this Addendum via OpenGov prior to the time of the Bid Opening.

The following changes, additions and/or deletions are hereby made a part of the Contract Documents for the above-referenced Solicitation as fully and completely as if the same were fully set forth therein:

A. CLARIFICATION

1. **Gretna Water Treatment Plant Parcel Key Numbers are: 1376656, 1376647, and 1376665.**
2. **Hexam Water Treatment Plant Parcel Key Number is 1698899.**
3. **The Well sites North of Centralia Road are Parcel Key Number 829081 and Parcel Key Number 1153334. The wells will supply water to the Hexam WTP.**

B. QUESTION AND ANSWER

1.Q. What are the County's desired well capacities for each of the four Hexam wells?

1.A. The intent is to produce on average 1 million gallons per day (MGD).

2.Q. Please identify the connection point for the Gretna potable water transmission line to the distribution system in the vicinity of Spring Hill Drive.

2.A. Identification of the connection point will be part of the construction project once the successful proposer for this solicitation has been awarded. A Preliminary Engineering Report (PER) will be part of the project.

3.Q. Can you provide the blueprints for this bid? I see overhead views but no actual blueprints.

3.A. Unfortunately, no blueprints are available.

BOARD OF COUNTY COMMISSIONERS
OF HERNANDO COUNTY, FLORIDA

Alisa Pike

For: Carla Rossiter-Smith, MSM PMP, GPC,
Chief Procurement Officer

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
P 352.754.4020 ◆ F 352.754.4199 ◆ W www.HernandoCounty.us

ADDENDUM TWO (2)

TO
THE CONTRACT DOCUMENTS FOR THE

Engineering Services for Improvements to Gretna and Hexam Water Treatment Systems

IN
HERNANDO COUNTY, FLORIDA

SOLICITATION NO. 25-RFQ00955/AP

Bidders are required to acknowledge receipt of this Addendum via OpenGov prior to the time of the Bid Opening.

The following changes, additions and/or deletions are hereby made a part of the Contract Documents for the above-referenced Solicitation as fully and completely as if the same were fully set forth therein:

A. UPDATE TO TIMELINE

1. The following site visit information has been added to the timeline:

Release Project Date:	April 2, 2025
Pre-Proposal Meeting (Non-Mandatory):	April 9, 2025, 2:00pm Hernando County Utilities 15365 Cortez Blvd Brooksville, FL 34613
Question Submission Deadline:	April 14, 2025, 5:00pm
Site Visits to Gretna and Hexam Water Treatment Plants:	April 24, 2025, 1:00pm Gretna Water Treatment Plant 3471 Gretna Drive Spring Hill, FL 34609
Proposal Submission Deadline:	May 5, 2025, 10:00am Administrative Conference Room at 15470 Flight Path Drive Brooksville, FL 34604 OR Join Zoom Meeting https://hernandoclerk.zoom.us/j/91886331588?pwd=x1WiG9yT2OooUEnmXxR2kjODzDv1vY.1&from=addon

Meeting ID: 918 8633 1588
Passcode: 973339

One tap mobile
+13052241968,,91886331588#,,,,*973339# US
+13126266799,,91886331588#,,,,*973339# US (Chicago)

Dial by your location
• +1 305 224 1968 US
• +1 312 626 6799 US (Chicago)
• +1 646 558 8656 US (New York)
• +1 646 931 3860 US
• +1 301 715 8592 US (Washington DC)
• +1 309 205 3325 US
• +1 386 347 5053 US
• +1 507 473 4847 US
• +1 564 217 2000 US
• +1 669 444 9171 US
• +1 669 900 6833 US (San Jose)
• +1 689 278 1000 US
• +1 719 359 4580 US
• +1 253 205 0468 US
• +1 253 215 8782 US (Tacoma)
• +1 346 248 7799 US (Houston)
• +1 360 209 5623 US

Meeting ID: 918 8633 1588
Passcode: 973339

Find your local number: https://hernandoclerk.zoom.us/u/abbdF1XeQM

PSC Consensus Scoring (Written Evaluation): May 28, 2025, 10:00am

B. ADDITIONAL

1. The site visits will begin at 1:00 p.m. on Thursday, April 24, 2025, at the Gretna Water Treatment Plant (WTP) located at 3471 Gretna Drive, Spring Hill, FL.

   After conclusion of the site visit at the Gretna WTP, attendees will then drive themselves to the Hexam Water Treatment Plant located at 11364 Hexam Road, Brooksville, FL 34613.

BOARD OF COUNTY COMMISSIONERS
OF HERNANDO COUNTY, FLORIDA

Alisa Pike

For: Carla Rossiter-Smith, MSM PMP, GPC,
Chief Procurement Officer

PROCUREMENT DEPARTMENT

15470 FLIGHT PATH DRIVE ◆ BROOKSVILLE, FLORIDA 34604
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ADDENDUM THREE (3)

TO
THE CONTRACT DOCUMENTS FOR THE

Engineering Services for Improvements to Gretna and Hexam Water Treatment Systems

IN
HERNANDO COUNTY, FLORIDA

SOLICITATION NO. 25-RFQ00955/AP

Bidders are required to acknowledge receipt of this Addendum via OpenGov prior to the time of the Bid Opening.

The following changes, additions and/or deletions are hereby made a part of the Contract Documents for the above-referenced Solicitation as fully and completely as if the same were fully set forth therein:

A. ADDITION TO ATTACHMENTS

1. **Addition of Attachment D-Final Water Master Plan July 2021 to Section 8. ATTACHMENTS as follows:**

Supporting Attachments

- A - Sample Contract_25-RFQ00955
- B - Gretna WTP Location Map
- C - Hexam WTP Location Map
- D - Final Water Master Plan July 2021

BOARD OF COUNTY COMMISSIONERS
OF HERNANDO COUNTY, FLORIDA

Alisa Pike

For: Carla Rossiter-Smith, MSM PMP, GPC,
Chief Procurement Officer