

10

**AGENDA ITEM
ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**

Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

11/15/2016

BCC MEETING DATE

TO: Michael D. Wanchick, County Administrator **DATE:** October 21, 2016

FROM: Joseph Giammanco, Purchasing Manager **PHONE:** 904 209-0162

SUBJECT OR TITLE: RFQ 17-03 Ponte Vedra Water Reclamation Facility - Professional Engineering Services

AGENDA TYPE: Consent Agenda, Bid Award, Contract, Resolution

BACKGROUND INFORMATION:

The RFQ 17-03 for Ponte Vedra Water Reclamation Facility – Professional Engineering Services was advertised in accordance with County Purchasing Policy. The scope of work for this project generally includes providing the comprehensive design, permitting, surveying, geotechnical services, and engineering support during the bidding, award, and construction phases, for the Ponte Vedra Water Reclamation Facility (WRF). Six (6) proposals were submitted by interested firms on October 13, 2016. An Evaluation Committee met on October 20, 2016 to record committee scores and rank respondents based on the written submittals. The Utility Department Director requests that the top ranked firm, Mott MacDonald Florida, LLC, be invited to begin contract negotiations and upon successful negotiations award a contract to Mott MacDonald Florida, LLC.

1. IS FUNDING REQUIRED? Yes **2. IF YES, INDICATE IF BUDGETED.** Yes
IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:
INDICATE FUNDING SOURCE: 4463-56302-66015-53180 (Series 2016 Capital Projects-System Improvements-Players Club WRF) 4458-56302-66015-53180 (Unit Connection Fee Capital Projects-System Improvements-Players Club WRF)

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to adopt Resolution 2016-_____, authorizing the County Administrator, or his designee, to enter into negotiations with, and if negotiations are successful, enter into contract with the top ranked firm, Mott MacDonald Florida, LLC, for Ponte Vedra Water Reclamation Facility – Professional Engineering Services.

For Administration Use Only:
Legal: RDR 11/1/2016 **OMB:** LF 11/2/2016 **Admin:** DML 11/2/2016

RESOLUTION NO. 2016 - _____

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD RFQ NO. 17-03 AND TO EXECUTE AGREEMENTS FOR PONTE VEDRA WATER RECLAMATION FACILITY – ENGINEERING SERVICES.

RECITALS

WHEREAS, the County desires to enter into contract with MOTT MACDONAL FLORIDA, LLC to provide Professional Engineering Services for the new Ponte Vedra Water Reclamation Facility in St. Johns County in accordance with RFQ No. 17-03; and

WHEREAS, the scope of the services will be to provide comprehensive design, permitting, surveying, geotechnical services, and engineering support during the bidding, award, and construction phases, for the Ponte Vedra Water Reclamation Facility (WRF).; and

WHEREAS, through the County’s formal RFQ process, MOTT MACDONAL FLORIDA, LLC was selected as the highest ranked firm to enter into a contract with the County to perform the work referenced above; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, an incorporated herein) and finds that entering into contracts to complete the work services serves a public purpose.

WHEREAS, the contract will be finalized after negotiations but will be in substantial conformance with the attached draft contract.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFQ 17-03 to MOTT MACDONAL FLORIDA, LLC and to conduct negotiations to provide the services set forth therein.

Section 3. Upon successful negotiations, the County Administrator, or designee, is further authorized to execute agreements in substantially the same form and format as the attached draft on behalf of the County to provide the scope of services as specifically provided in RFQ 17-03.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this ____ day of _____, 2016.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: _____
Jeb S. Smith, Chair

ATTEST: Hunter S. Conrad, Clerk

By: _____ Deputy Clerk



CONTRACT AGREEMENT

RFQ NO: _____
Master Contract #: _____

This Contract Agreement, (“Agreement”) is made as of this _____ day of _____, 2015, by and between **St. Johns County, FL**, with principle offices located at 500 San Sebastian View, St. Augustine, FL 32084, hereinafter referred to as the “**County**”, and _____, authorized to do business in the State of Florida, hereinafter referred to as the “**Consultant**”, with offices located at _____, with Phone: () _____; Fax: () _____; and Email: _____.

In consideration of the mutual promises contained herein, the County and the Consultant agree as follows:

ARTICLE 1 – DURATION and EXTENSION

This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract term of _____, and may be extended as necessary to complete the required services, upon satisfactory performance by the Consultant, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County’s determination that the Consultant satisfactorily performed the Services noted in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term “Contract Documents” shall include all RFQ Documents and any addenda/exhibits thereto; all Specifications; Resolution No: _____; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

ARTICLE 3 - SERVICES

The Consultant’s responsibility under this Agreement is to provide any and all labor, materials, equipment, transportation, and supervision necessary to perform _____, as specified in the Scope of Work, submitted by the Consultant, approved by the County in accordance with RFQ No: _____ and as otherwise provided in the Contract Documents, attached hereto as Exhibit “ ”.

Services provided by the Consultant shall be under the general direction of St. Johns County Engineering Department or other authorized County designee, who shall act as the County’s representative throughout the duration of this Agreement.

ARTICLE 4 – SCHEDULE

The Consultant shall perform the required Services according to the schedule submitted and approved by the County, and attached hereto as Exhibit “ ”. No changes to said schedule shall be made without prior written authorization from the County’s representative.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

- A. The County shall compensate the Consultant an amount not to exceed _____ for the project as specified above and according to the pricing proposal attached hereto as Exhibit “ ”, which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Consultant under this Agreement shall not exceed the amount stated above without the County’s express written approval, and amendment to this Agreement.
- B. It is strictly understood that Consultant is not entitled to the above-referenced amount of compensation. Rather, Consultant’s compensation is based upon Consultant’s adhering to the Scope of Work, detailed in this Agreement. As such, the Consultant’s compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.
- C. The Consultant shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Consultant’s authorized representative on the submitted invoice shall constitute

the Consultant's certification to the County that:

1. The Consultant has billed the County for all services rendered by it and any of its consultants or sub-consultants through the date of the invoice;
 2. As of the date of the invoice, no other outstanding amounts are due from the County to the Consultant for services rendered;
 3. The reimbursable expenses, if any, have been reasonably incurred; and
 4. The amount requested is currently due and owing.
- D. Though there is no billing form or format pre-approved by either the County, or the Consultant, bills/invoices submitted by the Consultant shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Request for Payment Form 1550, as provided by the County. The County may return a bill/invoice from the Consultant, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Consultant's acceptance of the County's payment of an invoiced amount shall release the County from any claim by the Consultant, or by the Consultant's consultants or sub-consultants, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:
- St. Johns County Utility Department
1205 State Road 16
St. Augustine, FL 32084
- G. FINAL INVOICE: In order for the County and the Consultant to reconcile/close their books and records, the Consultant shall clearly indicate "Final Invoice" on the Consultant's final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

ARTICLE 6 – DESIGN CONSTRUCTION COST WARRANTY

The Consultant warrants that construction cost will not exceed the amount of the approved cost estimate by more than five percent (5%). If bids returned exceed the approved cost estimate by more than five percent (5%) (excluding County approved changes and/or cost increases), the Consultant shall be required to redesign and re-bid the project at no additional cost to the County.

ARTICLE 7 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Consultant shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

ARTICLE 8 – ARREARS

The Consultant shall not pledge the County's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 9 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least _____ calendar days advance written notice to the Consultant of such termination without cause.
- B. This Agreement may be terminated by the Consultant with cause upon at least _____ calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for

termination.

- C. This Agreement may be terminated by the County with cause upon at least _____ calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 10 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Consultant shall provide written notice to the County, which such notice shall include a timeframe of no fewer than _____ business days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- B. Should the Consultant fail to perform (default) under the terms of this Contract, then the County shall provide written notice to the Consultant, which such notice shall include a timeframe of no fewer than _____ calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- B. Consistent with other provisions in this Contract, Consultant shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- C. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 11 – PERSONNEL

The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Work.

Any changes or substitutions in the Consultant's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Consultant warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Consultant is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

ARTICLE 12 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 13 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Consultant upon request. The Consultant shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Consultant that the Consultant shall not be authorized to use the County's Tax Exemption status in any manner.

The Consultant shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Consultant's performance under this Agreement.

ARTICLE 14 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 15 - INSURANCE

The Consultant shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Consultant shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
 500 San Sebastian View
 St. Augustine, FL 32084

The Consultant shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Consultant from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000.

The Consultant shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain during the life of this Agreement, Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The Consultant shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

ARTICLE 16 - INDEMNIFICATION

The Consultant shall indemnify and hold harmless the County, and its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, intentional/unintentional conduct or omission of the Consultant and other persons employed or utilized by the Consultant.

ARTICLE 17 – SUCCESSORS AND ASSIGNS

The County and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Consultant shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Consultant.

ARTICLE 18 – NO THIRD PARTY BENEFICIARIES

It is expressly understood by the County, and the Consultant, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 19 – REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 20 – CONFLICT OF INTEREST

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within thirty (30) days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Consultant under the terms of this Agreement.

ARTICLE 21 – EXCUSABLE DELAYS

The Consultant shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Consultant's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Consultant's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Consultant and its subcontractor(s) and is without the fault or negligence of either of them, the Consultant shall not be deemed to be in default.

Upon the Consultant's request, the County shall consider the facts and extent of any delay in performing the work and, if the Consultant's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

ARTICLE 22 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Consultant shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Consultant and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 23 – INDEPENDENT CONSULTANT RELATIONSHIP

The Consultant is, and shall be, in the performance of all work services and activities under this Agreement, an independent consultant, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Consultant's sole direction, supervision, and control.

The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the County shall be that of an independent consultant and not as employees or agents of the County. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

ARTICLE 24 – CONTINGENT FEES

Pursuant to Section 287.055(6), Florida Statutes, the Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

ARTICLE 25 – ACCESS AND AUDITS

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 26 – NONDISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 27 – ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Consultant agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Consultant.

ARTICLE 28 – ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 29 – COMPLIANCE WITH APPLICABLE LAWS

Both the County and the Consultant shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

ARTICLE 30 – AUTHORITY TO PRACTICE

The Consultant hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 31 – SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 32 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Consultant shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 33 – FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

ARTICLE 34 – ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 35 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, CPPB, Contract Administration Manager
500 San Sebastian View

and if sent to the Consultant shall be mailed to:

ARTICLE 36 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 37 –PUBLIC RECORDS

- A.** The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B.** In accordance with Florida law, to the extent that Consultant’s performance under this Agreement constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida’s public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under this Agreement, Consultant shall:
 - (1)** Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (2)** 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (3)** Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and
 - (4)** Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.

If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant 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 County’s information technology systems.

Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: OCA, ATTN: Public Records Manager, 500 San Sebastian View, St. Augustine, FL 32084, PH: (904) 209-0805, EMAIL: publicrecords@sjcfl.us.

ARTICLE 38 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Consultant may not

manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida. The Consultant may use the County Seal/Logo for the purposes of conducting project-related meetings, providing updates to affected residents on project-related information, as needed to successfully complete the services required by this Agreement.

ARTICLE 39 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

ARTICLE 40 – AUTHORITY TO EXECUTE

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party’s authorized representative shown below.

IN WITNESS WHEREOF, authorized representatives of the County, and Consultant have executed this Agreement on the day and year below noted.

ST. JOHNS COUNTY, FL:

CONSULTANT:

Printed Name of County Representative

Company Name

Signature County Representative

Signature of Consultant Representative

Title of County Representative

Printed Name & Title

Date of Signature

Date of Signature

LEGALLY SUFFICIENT:

Sr. Assistant County Attorney

Date of Execution

**ATTEST:
ST. JOHNS COUNTY, FL CLERK OF COURT**

Deputy Clerk

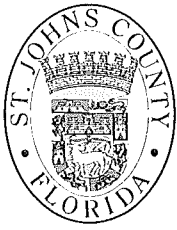
Date

RFQ NO: _____

EXHIBIT "A"
SCOPE OF WORK/SCHEDULE

RFQ NO: _____

EXHIBIT "B"
PRICING PROPOSAL



St. Johns County Board of County Commissioners

Purchasing Division

NOTICE OF INTENT TO AWARD

October 20, 2016

RE: RFQ 17-03 Ponte Vedra Water Reclamation Facility – Engineering Services

Please be advised that the Purchasing Department of St. Johns County is issuing this notice of its Intent to Award a contract, after successful negotiations, to Mott MacDonald Florida, LLC as the top ranked rank firm under RFQ 17-03 Ponte Vedra Water Reclamation Facility. This notice will remain posted **St. Johns County Purchasing Department bulletin board** until 11:00AM, Tuesday, October 25, 2016.

Any person (including any bidder or proposer) who is, or claims to be, adversely affected by the County's decision or proposed decision shall file a written Notice of Protest with the Purchasing Department of St. Johns County within 72 hours after the posting of the notice of decision or proposed decision. Failure to file a Notice of Protest within the time prescribed in Section 304.10 of the St. Johns County Purchasing Manual (the Bid Protest Procedure), or failure to post the bond or other security required by the County within the time allowed for filing a bond, shall constitute a waiver of proceedings and a waiver of the right to protest. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated herein by reference and are fully binding.

Should the Purchasing Department receive no protests in response to this notice, an agenda item will be submitted to the St. Johns County Board of County Commissioners for their consideration and subsequent approval to award a contract.

Please forward all correspondence, requests or inquiries directly to my attention, Karen Fullerton, Procurement Supervisor, in the Purchasing Department at kfullerton@sjcfl.us.

If you have any questions regarding this Notice of Intent to Award please contact Joseph Giammanco, Purchasing Manager, St. Johns County Purchasing Department at (904) 209-0152.

Sincerely,

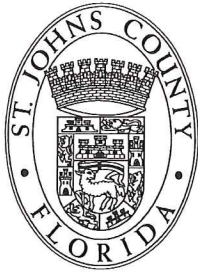
St. Johns County
Board of County Commissioners

Handwritten signature of Karen B. Fullerton in cursive script.

County Representative Signature

Date: 10/20/16

Karen Fullerton, Procurement Supervisor
Name & Title (Printed)



**ST. JOHNS COUNTY
PURCHASING DEPARTMENT**

500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

TO: Scott Trigg, Utility Department
FROM: Joe Giammanco, Purchasing Manager
SUBJECT: RFQ 17-03 Ponte Vedra Water Reclamation Facility
DATE: October 20, 2016

Attached please find a copy of the RFQ Evaluation Summary Sheet for your file as recorded and verified at the Evaluation Committee Meeting.

Please review, evaluate and make a written recommendation for this project. Also, indicate the budgeted amount for this item along with the appropriate charge code and return to my attention as soon as possible.

Please let me know if I can assist your department in any other way.

Dept. Approval Scott Trigg
Date 10/20/16
Budget Amount \$2,500,000
Account Funding Title 2016 Player's Club WRF
Funding Charge Code 4463-56302/4458-56302-66015-53180
Award to Mott MacDonald
Award Amount to be negotiated

EVALUATION SUMMARY SHEET

ST. JOHNS COUNTY, FLORIDA

Date: October 20, 2016
 RFP: RFQ 17-03 Ponte Vedra Water
 Reclamation Facility - Engineering
 Services

FIRM	RATER Bill Freeman	RATER Charles Hartley	RATER Jay Brawley	RATER Mark Mashburn	RATER Teri Pinson	TOTAL	RANK	COMMENTS
CMD Smith Inc	93	83	94	82	87	439	2	
CH2M Hill Engineers, Inc.	93	62	95	77	85	412	4	
Constantine Engineering, Inc.	80	78	91	83	84	416	3	
CPH, Inc.	92	57	82	73	67	371	5	
Mott MacDonald Florida, LLC	91	99	93	79	97	459	1	
Quentin L. Hampton Associates, Inc.	92	57	85	70	59	363	6	

APPROVED: Purchasing Manager
 Utility Director

NOTE: THE RANKING SHOWN ABOVE MUST BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE NEGOTIATING ORDER, IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL IN THE COMMENTS SECTION OR ATTACHED TO THIS RANKING SHEET.

POSTING TIME/DATE FROM ~~10:00 PM~~ October 20, 2016, UNTIL ~~10:00 PM~~ October 25, 2016.

ANY RESPONDENT AFFECTED ADVERSELY BY AN INTENDED DECISION WITH RESPECT TO THE AWARD OF ANY REQUEST FOR PROPOSAL, SHALL FILE WITH THE PURCHASING DEPARTMENT FOR ST. JOHNS, A WRITTEN NOTICE OF INTENT TO FILE A PROTEST NOT LATER THAN SEVENTY-TWO (72) HOURS (EXCLUDING SATURDAY, SUNDAY AND LEGAL HOLIDAYS) AFTER THE POSTING OF THE SUMMARY SHEET. PROTEST PROCEDURES MAY BE OBTAINED IN THE PURCHASING DEPARTMENT.



St. Johns County Board of County Commissioners
**Ponte Vedra Water Reclamation
Facility Engineering Services**

RFP # 17-03 | October 13, 2016

ORIGINAL

1.

RFQ Qualification Cover Page



PART VII: – ATTACHMENTS/FORMS

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

COVER PAGE

**SUBMIT ONE (1) ORIGINAL AND ONE ELECTRONIC COPY (ELECTRONIC CD OR USB FLASH
DRIVE) TO:**

PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: Karen Fullerton, Procurement Supervisor

COMPANY NAME: Mott MacDonald Florida, LLC

DATE: October 13, 2016

2.

Cover Letter





Mott MacDonald
10245 Centurion Parkway North
Suite 320
Jacksonville, Florida 32256
T 904.203.1090 www.mottmac.com/americas

AAC000035 EB0000155 LB00006783

October 13, 2016

Karen Fullerton
Procurement Coordinator
SJC Purchasing Department
500 San Sebastian View
St. Augustine, Florida 32084

Subject: RFQ#17-03: Ponte Vedra Water Reclamation Facility Engineering Services

Dear Members of the Selection Committee:

Design and construction of the Ponte Vedra Water Reclamation Facility (PV WRF) will be the largest capital project executed by SJCUD over the next three years. We understand the importance of this project in the overall scheme of reliably and cost-effectively treating wastewater and delivering reclaimed water to your customers in the Ponte Vedra area. We also understand the large capital investment required to implement such a project (over \$20 million) and the need to secure low interest State Revolving Fund (SRF) loans to help minimize impacts to rate payers.

The Mott MacDonald team is ready to work collaboratively with SJCUD's management, engineering, and operations staff to deliver this high-profile project with the utmost quality. We commit to SJCUD highly responsive services from our Jacksonville based team, backed by other wastewater professionals in Florida. We believe that the Mott MacDonald team is the best firm for this project, and we offer you multiple benefits:

- **A proven Jacksonville-based project manager Leslie Samel, PE, BCEE, with extensive SJCUD experience who will provide responsive service and deliver all project phases on-schedule and on-budget.** Leslie is a long-standing and trusted partner with SJCUD and possesses the necessary skills to lead a multi-discipline design team through the successful design and construction phases of the project.
- **Unmatched Florida-based wastewater experience with fresh perspectives.** All of the project examples provided in this RFQ were completed in Florida and by the same team as proposed for this project. We have a reputation for providing new and fresh perspectives while designing with clients' budgets in-mind. Our performance has resulted in repeat work with many clients—for example, Panama City and City of Tallahassee. Our plan will not be to “reinvent the wheel” on processes or equipment SJCUD finds proven but to focus our efforts and design considerations in areas of cost-savings and creativity (see approach sections related to the use of Grit King, UV disinfection system, and scum pumping system, for example).
- **Ability to expedite project execution and delivery.** Our team is fully engaged, energetic, and committed to meeting your design milestones and assist the County in securing a low interest SRF construction loan. **Mott MacDonald has successfully secured over \$160 million in SRF loans for similar clients in Florida in the last 15 years!** We've also teamed with Don Berryhill who has already been working with SJCUD providing guidance to the overall SRF loan requirements. Our team knows the process and is ready to quickly address the requirements to make this happen.
- **Strong technical approach focused on your feedback and optimizations from visiting your other facilities.** We've listened to your feedback and incorporated specific items in the proposal to address your feedback. Our team offers a clear understanding of the proposed plant process design and equipment requirements. We've also focused much of our site layout considerations on subsurface conditions, avoiding existing utilities, and drainage which are often times overlooked and cause huge issues during construction. We've spent an incredible amount of time already discussing equipment sizing and optimization efforts with many vendors for screens, vortex grit removal systems, two different UV manufacturers, two different filter manufacturers, belt filter press, and scum pump vendors. Our approach is detailed and offers suggestions for cost savings, innovation, and creativity to further enhance your plant operations.

- **Our continued investment and readiness to start immediately.** Anyone who downplays the schedule to meet the first SRF approval hearing is not being up-front with SJCUD. The schedule is aggressive and will take a TEAM effort from both Mott MacDonald and SJCUD staff. We've provided several areas of time saving ideas in our approach as well as having gone the extra step by providing the total estimated manhours for discipline leads for each task. This will allow our team to negotiate within a week of selection instead of the allotted three weeks provided in the schedule. We know the SRF process, will meet the schedule outlined in the approach, and are ready to get started!

Mott MacDonald Florida, LLC is a corporation and will be the contracted entity for this project. In addition, as the project manager, Ms. Samel has the primary responsibility for the response to this RFQ and is whom matters regarding the RFQ should be directed. She will also be the point of contact moving forward should we be fortunately selected. Ms. Samel's contact information is as follows:

Leslie Samel, PE, BCEE
Associate
10245 Centurion Parkway North, Suite 320
Jacksonville, Florida 32256
Tel: (904) 203-1081 (office)
Tel: (704) 249-6592 (cell)
Email: leslie.samel@mottmac.com

With respect to the request to indicate whether we have filed an administrative or judicial action with any state agency or court, our response is as follows: With the size of the Mott MacDonald group of companies, including Mott MacDonald Florida, LLC, we have occasionally been targeted with legal action. Despite the variety of contractual and professional duty transgressions alleged in those suits, not once has an adverse and material finding ever been made by any Court against any Mott MacDonald entity. Furthermore, none of those litigation matters have ever had any type of affect upon the performance by Mott MacDonald under its contract with the Owner or its client. We are proud of our outstanding reputation to protect the interests of our company, clients, and teaming partners, and will do the same for SJCUD.

In summary, Mott MacDonald understands that it is essential for the success of this project that SJCUD staff select a team with a complete understanding of the project needs, standards, and preferences as well as possess recent and relevant WWTP design expertise and working knowledge of securing SRF loans. With the combined leadership of SJCUD's project manager and Ms. Samel's leadership, this is the team that can accomplish your goals in the most expeditious and cost-effective manner. We are excited and appreciate the opportunity to work in partnership with the SJCUD team and ask that you select Mott MacDonald to deliver this most important project.

Sincerely,

MOTT MACDONALD FLORIDA, LLC



Leslie S. Samel, PE, BCEE
Associate

3.

Experience with Similar Projects



3 Experience with Similar Projects

The Mott MacDonald team has all of the technical capabilities and resources to provide the design, permitting, bidding, and construction phase services of the Ponte Vedra Water Reclamation Facility (PV WRF).

Mott MacDonald is a leading global consulting engineering firm with roots that date back more than 100 years and a proven track record for delivering wastewater treatment facility projects on-time and within budget. We have earned a reputation for technical excellence, innovation, and client responsiveness. Our designs focus on reliability, efficiency, and economy using state-of-the-art and innovative technology.

We have chosen to highlight seven Wastewater Treatment Plant (WWTP) projects that showcase our local experience, demonstrate the team's technical expertise, and highlight similarities to the PV WRF project. In addition, we have also included **Table 3-2** at the end of this section showing a representative list of WWTP projects completed by our firm in the last 10 years.

This table focuses on projects in Florida, but our firm has equally strong WWTP qualifications across the US and globally to pull from should a particular expertise be needed.

A unique feature of our team is that we have an outstanding WWTP resume for clients in North Florida that are similar in size and needs to SJCUD. Although Mott MacDonald is considered a "large national multi-disciplined firm", we are unique in that most of our clients in Florida are small to medium-sized utilities such as SJCUD. We have been successful in securing work with these clients with a cost structure similar to a small regional firm, while still providing national expertise. **Mott MacDonald will provide value to SJCUD by bringing fresh perspectives and innovative cost-effective solutions, while being more cost-competitive than other larger firms.** We are proud of the work we do and of each project highlighted herein.

Completed 2012

Design \$2.2M

Construction \$55.9M*

**Represents value of components under Mott MacDonald responsibility*

Construction admin

\$310,000

Relevancy

- ✓ Completed by similar team members (Zafar, Amin, Perry, Keck)
- ✓ Demonstrated our team's ability to design improvements while minimizing disruptions to plant operations
- ✓ Active participant during construction including submittal review, site visits, evaluation of change orders, and progress meetings

26.5 MGD T.P. SMITH WRF AWT UPGRADE

Tallahassee, FL

In 2002, the City determined that it would take any reasonable steps to reduce the impact of the treated wastewater effluent on Wakulla Springs and decided to upgrade the 26.5 mgd T.P. Smith WRF from secondary limits to advanced wastewater treatment (AWT) limits. The City selected the team of Mott MacDonald and Hazen and Sawyer as the primary design consultants. As the team member with the largest local presence, Mott MacDonald led the design of the following unit processes:

- Headworks - 6 mm perforated plate band screens and Headcell grit chambers
- Primary clarifiers
- Primary effluent pump station
- Primary sludge pump station
- 1 MG lined flow equalization pond
- Biotrickling filter odor control
- Septage/fats, oil, and grease (FOG) receiving station
- Chemical feed systems (sodium hypochlorite and methanol)
- Effluent pump station

One of the more challenging aspects of the project involved poor subsurface conditions dictating mini piles for support of primary clarifiers and chlorine contact tank which was not observed in the original geotechnical setup. Mott MacDonald's team helped develop this solution to minimize cost and address the differing subsurface conditions encountered during construction thus minimizing the impact on the original bid cost..





10 MGD ST. ANDREWS WWTF EXPANSION

Panama City, FL

Mott MacDonald was selected by the City of Panama City to provide the design, permitting, bidding, and construction services to expand the St. Andrews WWTF from 5 to 10 mgd. The expansion is being accomplished through improved treatment levels to meet AWT limits (5-5-3-1 mg/L, BOD-TSS-TN-TP). The Mott MacDonald team successfully pursued and permitted a doubling of the hydraulic capacity of the plant and corresponding outfall through the use of water quality modeling and increased treatment levels by demonstrating no further degradation to the receiving water body. In keeping with prior permit strategies, Mott MacDonald and the City sought and successfully obtained a permit that allows the expansion and treatment levels to be implemented in phases across a 20-year permit period after having crossed certain operational thresholds. The first phase includes expansion to 7.5 mgd with AWT capabilities.

In support of the permit process (originally SRF loans were being pursued), Mott MacDonald evaluated four treatment process alternatives as part of the Facilities Plan. The evaluation identified the most practical and cost-effective system focused on estimated project cost, 20-year present worth, performance reliability, simplicity, constructability (including extensive phasing evaluation, and expandability).

Based on the evaluation, (primarily due to significant site constraints), the sequencing batch reactors (SBR) type treatment system was selected. The initial expansion to 7.5 mgd includes the following:

- Headworks using drum screens, SS headcell degritters, and biological odor control
- SBR basins to meet AWT limits
- Effluent disk filters (Aqua Aerobics 10 micron cloth media disk filters)
- Disinfection system (hypochlorite interim measure/UV TrojanSigna permanent)
- Upgrades to SCADA system
- Reaeration, on-site plant reuse, and sidestream reject storage
- Staged aerobic digestion

Expansion to 10 mgd will add additional screen, SBR, filter, and UV banks.

Like many of our WWTP expansion projects, Mott MacDonald staff will be highly involved during construction and providing full-time inspection services. Duties include shop drawing review, RFIs, field orders, conducting monthly progress meetings, pay application review, preparing O&M manual, and frequent communication with plant operators during startup.

Design completed 2016

Design \$2.48M

Construction \$34M*

**Job is currently being awarded and will begin construction Nov. 2016*

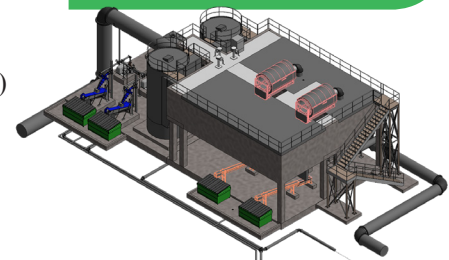
Construction admin

\$975,176

**Includes full-time inspection*

Relevancy

- ✓ Treatment designed to meet AWT limits
- ✓ UV disinfection and cloth disk filters consistent with SJCUD standards
- ✓ BOWIN modeling to evaluate potential optimization of existing treatment technology and confirm BNR process sizing
- ✓ Evaluation of available BNR technologies
- ✓ Design developed utilizing BIM (3D) with enhanced feature for conflict resolution
- ✓ Design focus on maintaining plant operations and minimizing outages
- ✓ Completed by similar team members (Samel, Zafar, Amin, Perry)



3 MGD KICKLIGHTER WWTP

Lake City, FL

Mott MacDonald is providing the design, permitting, and construction administration services for a new 3 mgd greenfield WWTP. The original project scope was for a 3 mgd AWT and Public Access Reuse (PAR) facility meeting high-level disinfection with UV and filters. At the 90 percent phase, the City's projected growth for the area and available funds shifted and the project was re-scoped for a 1.5 mgd secondary treatment facility with future expansion capabilities for 3 mgd.

The 1.5 mgd re-design efforts were completed in August 2014 and construction began in November 2014 and included the following components:

- Headworks using fine screening and vortex grit removal
- Biological treatment using oxidation ditches
- Splitter box
- Secondary clarifiers, scum and RAS/WAS pumping systems
- Disinfection utilizing bulk sodium hypochlorite
- Effluent transfer pumping station
- In-plant pump station
- Aerobic digestion and centrifuge dewatering
- Vacuum truck station
- Operations building with offices, laboratory, controls, mechanical, and storage rooms
- Electrical building and 1,500 kW standby generator and fuel tank

Within the past 6 months, additional funds became available to the City and they asked that Mott MacDonald expedite design efforts for the expansion to 3 mgd so that this work could be completed prior to startup of the 1.5 mgd plant. Our team quickly completed the additional design efforts in 3 months' time and issued revised drawings to Ortega Industrial Contractors for pricing of a change order to perform the improvements for a total design capacity of 3 mgd. The team also submitted revised design report and drawings for FDEP permitting which was approved without any requests for additional information. Mott MacDonald, Ortega, and the City negotiated a change order for approximately \$5.3 million raising the total upper limit of the new WWTP to \$16.77 million and an additional 12 months' construction time.



Similar construction methods were used on the Kicklighter project including prestressed concrete tanks for the oxidation ditches, secondary clarifiers, and digesters. This methodology is also frequently used by SJCUD for similar process tanks and is a method our team understands the geotechnical and structural considerations needed for the tank design. In addition, we have outstanding working relationships with both Crom and Precon who typically bid this work.

Design completed
August 2014/August 2016

Design \$1.18M

Construction \$16.8M

**Construction is currently ongoing*

Construction admin \$500,000

Relevancy

- ✓ Completed by similar team members (Samel, Zafar, Amin, Keck, Wadkins, Perry, Jarman, Lee)
- ✓ Demonstrated our team's performance with tight design deadlines to meet City's funding requirements
- ✓ Construction administration led by Ms. Samel and Mr. Wadkins with local contractor who routinely bids SJCUD projects
- ✓ Similar sized facility



4 MGD MARIANNA WWTP UPGRADE

Marianna, FL

Mott MacDonald was selected by the City of Marianna to upgrade its existing facility from 2.7 to 4.0 mgd with peak flow capacity of 10 mgd. The facility was designed utilizing a Carrousel™ type oxidation ditch with future capability to implement a 4-stage Bardenpho process and effluent filters. The future design consideration was provided should the plant ever require upgrade to advanced levels of treatment. Existing structures were utilized, in addition to existing sludge handling components, to enhance sludge treatment as “Class B” sludge. The overall project included the construction of a reject storage pond, a new operations building, new chlorine dosing facility, back-up generator power, and an upgraded SCADA system.

This project represents the largest single project the City has ever undertaken with overall costs near \$24 million and was completed at the end of 2009. Mott MacDonald staff were instrumental in assisting the City with obtaining significant State Revolving Fund (SRF) grant funding for this project through multiple programs with a large portion funded at 85% grant and 15% match.

Completed 2009
 Design \$1.2M
 Construction \$23.7M
change orders <5%
 Construction admin
 \$437,800

**includes full-time inspection*

Relevancy

- ✓ SRF funding secured by our team
- ✓ Phasing to decommission and demolish existing plant
- ✓ Similar treatment components of PV WRF including on-site reject storage pond, large cast-in-place elevated headwork structure, effluent pump station, prestressed concrete secondary clarifiers, and Class B sludge with 1.5m belt press
- ✓ New operations and maintenance building
- ✓ Similar size facility
- ✓ Completed by similar team members (Perry, Amin, Zafar)



The key components of the project included:

- 2.8 mgd triplex submersible plant pump station
- 10 mgd headworks, including influent screens, stainless steel degritter, and flow splitter box
- Carrousel™ type oxidation ditches utilizing one existing and one new tannage
- Clarifier with 6.0 mgd RAS pump station
- 10 mgd baffled chlorine contact tank
- 10 mgd triplex effluent pump station
- 10- miles of 30-inch treated effluent force main
- 960 acres sprayfield and 11 mgd triplex turbine sprayfield pump station

Mott MacDonald was responsible for all phases of the project including construction phase services, full-time inspection, and start-up assistance.

ST. ANDREWS WWTF AEROBIC DIGESTER UPGRADES Panama City, FL

Mott MacDonald designed a new sludge digestion facility to meet Class B sludge rules. The expanded facility included the addition of two new 85-foot diameter primary aerobic digesters. The digester tanks were constructed of prestressed concrete; a bid alternative was allowed for cast-in-place tankage. Additionally, the project included sludge transfer pumps, centrifugal blowers, coarse bubble diffusers, and mechanical mixers. Due to an impending expansion of the plant, a well-thought-out future scheme included the two larger primaries becoming the secondaries and the existing secondary digester becoming the primary. By changing the current operation and converting the existing primary and secondary digesters into a three-stage biosolid digestion system, the system could meet the digestion requirements of the future 10 mgd planned expansion. This project was innovative, creative, and met the City's goals including:

Completed 2009
Design \$76,000
Construction \$1.9M
Construction admin \$42,500

- ✓ Improvements met new FDEP regulations: the final one-year inspection and certification was completed with the system successfully meeting Class B requirements.
- ✓ Saved City O&M dollars: utilizing mechanical mixers with diffused air provided savings related to operating power costs.
- ✓ Team provided design creativity with future improvements in mind: digestion capacity can be increased by reversing the operation (Note: was implemented with St. Andrews WWTF Expansion - see page 4).
- ✓ Designed with bid alternatives for lowest construction cost: tank design included options for both prestressed concrete and cast-in-place concrete in order to encourage competitive bids and allow implementation at the lowest possible cost to the City.
- ✓ Strong technical benchstrength needed to overcome site challenges: Bill Perry quickly analyzed solutions for unsuitable soils utilizing controlled over excavation methods and installation of suitable structural fill soils (in lieu of deep foundations) saving the City in overall construction cost.



Completed 2010
Design \$25,000*
**for construction admin; design was completed as a separate project by same team*
Construction \$2M
Construction admin \$25,000
Relevancy

- ✓ Mixing zone study resulting in greater flexibility and less stringent monitoring location sampling points
- ✓ Wastewater treatment upgrade and expansion to meet AWT limits
- ✓ UV disinfection by Ozonia
- ✓ Successful upgrade and expansion to existing WWTP while maintaining plant operations
- ✓ Creative permitting strategy
- ✓ Completed by similar team members (Zafar, Amin, Perry)

5 MGD MILLVILLE WWTP EXPANSION Panama City, FL

Through a creative permitting approach, Mott MacDonald staff members successfully assisted the City in securing the permit to convert the City's old trickling filter plant to meet AWT limits using the SBR process and expanding initially to 4 mgd with provisions to expand to 5 mgd. The City benefited from delaying some of the capital costs until the need really existed, while also gaining the future permitted capacity of 5 mgd.



In 2008, the flow at the WWTP reached the threshold outlined in the permit that required initiation of the expansion from 4 to 5 mgd. Mott MacDonald was selected to assist with the expansion efforts including the addition of a sand filter and expanding the UV disinfection system. Our team members provided the City with design assistance during bidding and construction of the improvements.

1.4 MGD BONIFAY WWTP UPGRADES

Bonifay, FL

Mott MacDonald was selected to perform the design, permitting, funding assistance, bidding, and construction phase services including full-time inspection of the Bonifay WWTP upgrades. The existing 1.4 mgd SBR plant did not have any preliminary treatment facilities and was in desperate need of repair and restoration. The influent pump station was not capable of handling influent peak flow. The existing process diffused air system needed replacing, the filtration system needed redundancy, and biosolids handling needed upgrades to meet Class B sludge requirements. Due to funding constraints, the project was divided into two phases. Phase I included the construction of a new 3.5 mgd submersible pump station, headworks, grit removal system, 10 micron Aqua Aerobics cloth disk effluent filter, and sludge building including screw press and conveyor, which were successfully completed in 2013. The Phase II improvements included replacement of SBR process equipment (retractable air diffusers, mixers, decanters, etc.), PD blowers, chlorine contact chamber, reaeration basin, dechlorination, chemical building, parshall flume, two primary digesters, modification of secondary digester, new operations building, sludge transfer pump station, and replacement of outfall piping. In addition, a treatability study was conducted to assess performance of dewatering equipment. A performance-based dewatering specification was written for the project to allow for competitive bidding of equipment. Phase II is currently under construction with WPC Industrial Contractors. Mott MacDonald also provided funding assistance to secure \$4 million of USDA funding of which approximately \$1.8 million was grant funding representing approximately 44% of the Phase I project cost. **For Phase II, Mott MacDonald assisted the City in securing \$6.4 million in SRF funding with approximately \$5.8 million in grant and another \$0.6 million in FEMA grant covering the City's 15% match requirement on the SRF—effectively a 100 percent grant.**

Completed 2015
 Design \$796,434
 Construction \$10M*
**Phase I and II combined*
 Construction admin
 \$300,374
**includes inspection by
 proposed PV WRF RPR
 Lenny deRosier*

FDEP SRF Loan Application and Process

Mott MacDonald has tremendous experience working with the FDEP SRF program and has additionally teamed with The Berryhill Group, LLC. to provide unmatched experience in the application process, documentation, and execution of SRF loans. As demonstrated in **Table 3-1, Mott MacDonald staff have collectively executed nearly \$160 million dollars in SRF loans throughout Florida over the past 15 years.** More than \$108 million dollars of that total were executed in partnership with Don Berryhill, attesting to the strong relationship between our team members.

Mott MacDonald supports SJCUD in the use of SRF loans to fund this project. The program is highly advantageous, and at current levels it is anticipated that SJCUD would achieve interest rates at approximately 0.75%. However, the program has multiple requirements that must be followed to achieve funding, and the deadlines for funding milestones pose an aggressive schedule to successfully execute this project.

The first milestone is that a facilities plan must be prepared, which compares and evaluates treatment alternatives for selection. FDEP has recently implemented changes in the facilities plan such that selected alternatives must include energy efficiency and water conservation as

an optimum criteria. A total of three alternatives must be evaluated, however one may be the “do nothing” or base case alternative. Mott MacDonald has experience performing these evaluations and specifically has experience with energy efficiency in design of WWTPs.

Once FDEP has accepted and approved the facilities plan, additional requirements must be incorporated into the contract documents. SRF funding requires that Davis-Bacon wage and the American Iron and Steel Act provisions be incorporated into the project. Both of these provisions require additional monitoring and documentation, both on the part of the contractor and also on the engineer who is representing SJCUD.

Mott MacDonald has executed nearly \$48 million dollars of SRF loan projects where these provisions were in-force. We have extensive experience in preparing solid and defensible documentation of contractor’s payments of prevailing wages and use of American steel. Although these provisions incur additional effort and cost to the project, implementation of both of these provisions results in an additional 1% rate reduction for the SRF loan, which offset these additional costs for administration and documentation of these provisions.

Table 3-1: Daniel Keck, Amir Zafar, and Don Berryhill Have Outstanding Qualifications in Securing Large SRF Loans for Similar Municipalities in Florida

Project Name	Loan Recipient	Key Staff Involved	SRF Loan Value	DB Wage Act*
WWTP, Collection, Reuse and Disposal	Carrabelle	Dan Keck, Don Berryhill	\$32,000,000	
WWTP, Collection, Reuse and Disposal	Panama City Beach	Dan Keck, Don Berryhill	\$24,000,000	
WWTP, Effluent Disposal	Vernon	Dan Keck, Don Berryhill	\$8,000,000	
WWTP, Effluent Disposal	Graceville	Dan Keck, Don Berryhill	\$12,000,000	
Master LS and Force Main	Fort Walton Beach	Dan Keck	\$18,000,000	✓
WWTF and Collection System	City of Perry	Amir Zafar	\$2,500,000	✓
Sewer Repair and Renovation	City of Bonifay	Amir Zafar	\$3,000,000	✓
WWTP Improvements	City of Marianna	Amir Zafar, Don Berryhill	\$24,145,000	
Water System Improvements	City of Marianna	Amir Zafar	\$3,800,000	✓
WWTP	City of Quincy	Amir Zafar	\$2,000,000	
North Springfield Water Project	City of Springfield	Amir Zafar, Don Berryhill	\$2,600,000	
WWTP	Town of Havana	Amir Zafar	\$1,000,000	
I-10 Water Improvements	City of Bonifay	Amir Zafar	\$600,000	✓
Collection System and WWTP	Town of Grand Ridge	Amir Zafar, Don Berryhill	\$6,320,000	
WWTF Improvements Phase II	City of Bonifay	Amir Zafar	\$5,800,000	✓
Springfield Collection System Improvements	City of Springfield	Amir Zafar	\$6,600,000	✓
WWTF, Effluent Disposal	Town of Grand Ridge	Amir Zafar	\$7,300,000	✓
<i>* Followed Davis Bacon Wage Act & US Steel Provisions</i>			Total:	\$159,665,000



Team member **Amir Zafar, PE, BCEE** has been active with the funding branch of FDEP and is currently serving on the FDEP SRF Committee, responsible for the preparation of SRF funding rules. Additionally, Mr. Zafar is currently serving as an advisor to FDEP on the assets management plan requirements for municipalities seeking funding through the FDEP SRF program.

Another recently added SRF requirement is that the engineer-of-record (EOR) must certify that energy and water conservation has been taken into account in the design of the facility. This certification must be submitted with documents for SRF approval prior to bidding.

Finally, the last of recent changes to the SRF program include the requirement that the owner must present a fiscal sustainability plan (FSP) for the entire project, prior to the final construction loan disbursement request. The FSP is an asset management plan, which is designed to ensure long-term operation and performance of the project. As an incentive to produce this plan FDEP SRF offers an additional one tenth of 1% discount on the final SRF loan rate, provided that the plan is submitted on time.

Our team will structure our design deliverables to meet the SRF process and required milestones to ensure that loans are secured at the lowest possible rate to lessen the overall impact to rate payers in the County.

4.

Staff Design Team and Qualifications



4 Staff Design and Team Qualifications

The Mott MacDonald team includes the very best technical and management staff dedicated to the successful delivery of the PV WRF project. We understand SJCUD's need to select a consultant that will deliver this project on-time, cost-effectively, and with the appropriate level of leadership and guidance. We offer staff with extensive experience in these key technical areas:

FIRM'S RELEVANT DATA

Primary local office and location of PM
10245 Centurion Pkwy.
N, Suite 320
Jacksonville, FL
32256

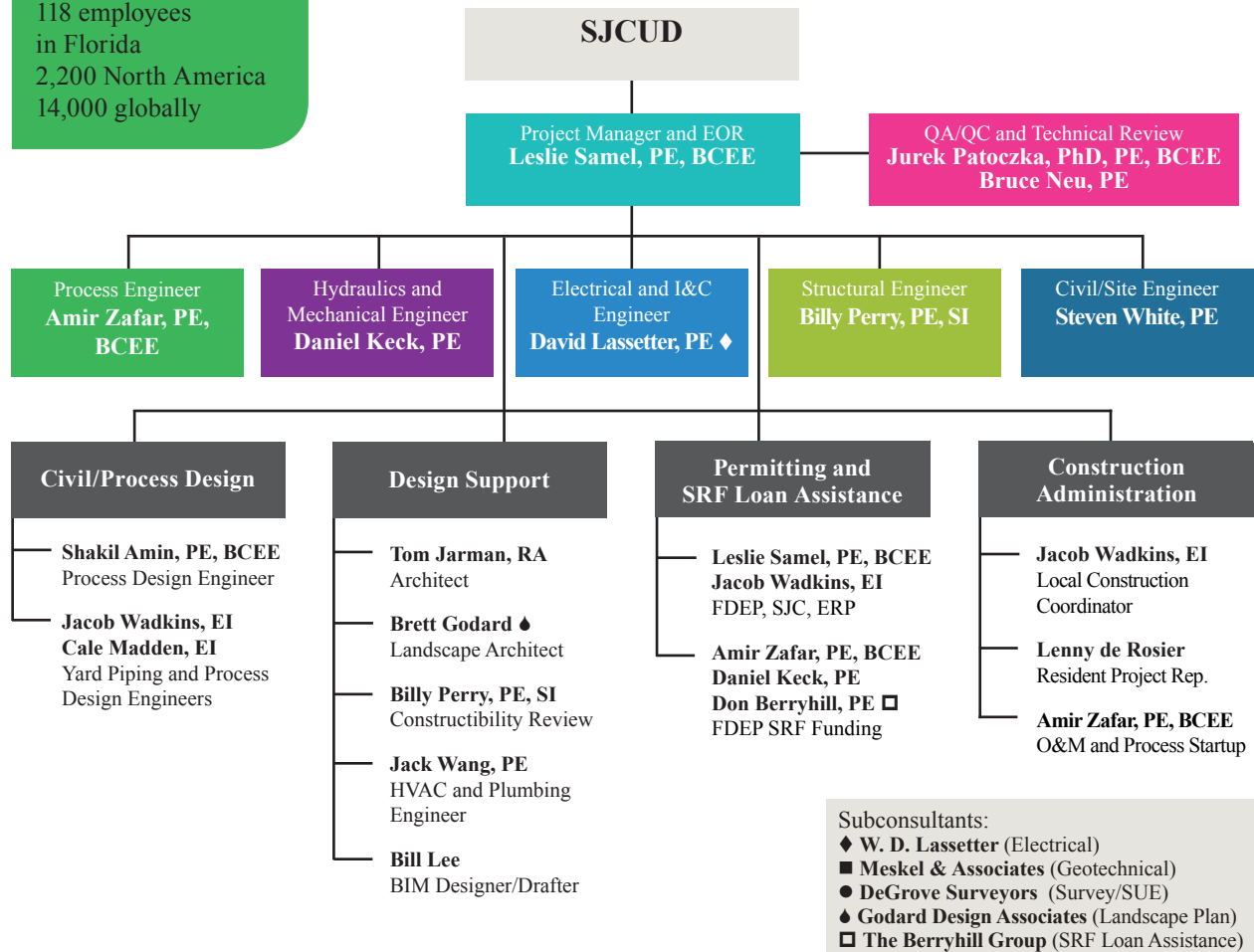
Corporate office
111 Wood Ave. S
Iselin, NJ 08830

Years in business
6 in Jacksonville
45 in Florida

Size of firm
118 employees
in Florida
2,200 North America
14,000 globally

- ✓ Process design including biological nutrient removal (BNR) to meet AWT limits
- ✓ Preparation of WWTP construction documents within an existing plant
- ✓ Extensive experience with tertiary disk filters and UV disinfection technologies
- ✓ Reclaimed water pumping and conveyance design
- ✓ Design of site improvements including dewatering, grading, and drainage, focused on specific site and geotechnical conditions observed
- ✓ Electrical and I&C upgrades – focused on SJCUD standards
- ✓ Safety related to design as well as during construction
- ✓ Local and state regulatory compliance
- ✓ Contract management during construction

Our complete project team is reflected in our organization chart and we look forward to partnering with SJCUD to provide cost-effective, creative, and reliable equipment and processes for your new WRF so that improvements are engineered and constructed to last for the long-term. Detailed resumes of the key professional team members for project manager, process engineer, hydraulics/mechanical engineer, electrical and I&C engineer, structural engineer, and civil/site engineer are included at the end of this section.



Other Key Personnel

Supporting our primary team members in the execution of the project will be other Mott MacDonald staff. All nine key supporting team members are Mott MacDonald employees, allowing for efficient and effective delivery of the plans and specifications. We have assembled the best technical expertise and commit their availability to finishing the project at the schedule set forth. A brief summary of our other key personnel is described below.

Name/Role	Primary Duties	Qualifications
Jurek Patoczka, PhD, PE, BCEE QA/QC Engineer	<ul style="list-style-type: none"> • QA/QC and technical review of all process components • QC of BioWin™ process model 	<ul style="list-style-type: none"> • Expertise in optimizing WWTP performance • 40 + years' experience; expert in WWTP process design and evaluation
Bruce Neu, PE QA/QC Engineer	<ul style="list-style-type: none"> • QA/QC and technical review focused on mechanical, hydraulics, piping, and civil/site 	<ul style="list-style-type: none"> • Local to Jacksonville • Broad range of technical strengths related to wastewater and reclaimed water systems • 40 + years' experience
Shakil Amin, PE, BCEE Process Design Engineer	<ul style="list-style-type: none"> • Assists with process design sizing and layout • Coordinates equipment sizing and requirements with vendors • Develops technical specifications • Coordinates with design disciplines for proper equipment needs (space, electrical, controls etc.) 	<ul style="list-style-type: none"> • Expert in BIM software • 15 years' experience • Worked on projects for SJCUD and familiar with staff and standards • Served in similar role for most of our WWTP reference projects
Jacob Wadkins, EI Process Design Engineer, Permitting, Local Construction Coordinator	<ul style="list-style-type: none"> • Will lead yard and process piping design efforts • Coordinates equipment sizing and requirements with vendors • Develops technical specifications • Coordinates with design disciplines for proper equipment needs (space, electrical, controls etc.) • Attend permitting pre-application meetings; lead application process • Local construction coordinator 	<ul style="list-style-type: none"> • Local to Jacksonville • Worked on projects for SJCUD and familiar with staff and standards • Lives 5.0 miles from the PV WRF allowing quick response during construction
Cale Madden, EI Design Engineer	<ul style="list-style-type: none"> • Will assist with yard piping and process piping design efforts 	<ul style="list-style-type: none"> • Worked on several WWTP upgrade projects in Florida • Previously served as RPR on multiple projects
Tom Jarman, RA Architect	<ul style="list-style-type: none"> • Architect of record for all new buildings • Will work with County to develop building exterior preferences • Will lead spatial planning exercises for the various buildings • Lead evaluation efforts to combine buildings for cost-effectiveness 	<ul style="list-style-type: none"> • In-house registered architect • 33 + years of experience • Completed several laboratory/administrative buildings for WWTPs including Kicklighter, T.P. Smith, ECUA Biosolids Bldg., and St. Andrews electrical building
Jack Wang, PE HVAC and Plumbing EOR	<ul style="list-style-type: none"> • HVAC and plumbing EOR for all new buildings 	<ul style="list-style-type: none"> • Worked on many similar water and WWTP designs • Worked on projects for SJCUD and familiar with staff preferences
Bill Lee BIM Designer/Drafter	<ul style="list-style-type: none"> • Lead BIM and Civil 3D designer • Leads production and coordination amongst design disciplines 	<ul style="list-style-type: none"> • Local to Jacksonville • Expert in AutoCAD, Civil 3D, REVIT, Plant 3D, and Navisworks • 29 + years of experience focused on plant designs
Lenny de Rosier Resident Project Representative	<ul style="list-style-type: none"> • Resident Project Representative (RPR) during construction phase • Responsible for daily construction oversight • Daily interface between SJCUD, Mott MacDonald, and awarded contractor • See Section 7, Table 7-2 for additional duties 	<ul style="list-style-type: none"> • Served as superintendent for many similar projects • 50 + years' experience • Strong construction background

Subcontractors

Lastly, our commitment to local subconsultants to assist in the completion of the project and enhance the proposed Mott MacDonald team is important. We propose four key subconsultants in addition to David Lassetter, all of which have worked extensively with SJCUD and/or Mott MacDonald on past projects and will be an integral part of the team. A brief description of these key subconsultants and their roles are described below.

Meskel & Associates Engineering, PLLC



MAE is a qualified local geotechnical firm with experience in many different project types including geotechnical site explorations and preparing foundation design recommendations. MAE has experience in analysis

and design of shallow and deep foundation systems, performing groundwater baseflow analysis for dewatering programs and wetland impact studies, preparation of ground modification procedures for problematic sites, and analysis of engineered slopes, retaining walls, pavement sections, and earthen dams.

- ★ MAE has worked with Mott MacDonald on six projects recently in the Jacksonville area.
- ★ Early analysis of subsurface site conditions will be critical to meeting the schedule and being able to start the structural design of structures.

The Berryhill Group, LLC



The Berryhill Group, LLC is a Capital Funding

and Advocacy Firm working closely with clients to develop cost-effective projects. With its team of professional associates, we collectively represent over 100 years in capital funding management, capital funding acquisition, accounting, lobbying, and engineering services. Our firm and associates are responsible for the acquisition or management of more than \$4.5 billion for capital improvement projects.

- ★ Mr. Berryhill and Mott MacDonald staff have worked together for over a decade and secured over \$108M in SRF funding for similar clients.

DeGrove Surveyors, Inc.



A leader in the surveying and mapping profession since 1971, DeGrove delivers accurate, timely

information to a diverse group of repeat public and private sector clients in a wide range of industries. As a land and hydrographic surveying and mapping company, they pride themselves in meeting clients' most demanding needs with speed, accuracy, and attention to detail—no matter the size and location of the project. DeGrove is dedicated to providing the SJCUD with the geospatial data and analysis necessary to complete your project on time with efficiency and accuracy. DeGrove recently completed a portion of the topographic survey and boundary survey of the PV WRF site and is also performing survey/SUE for SJCUD's A1A GST and BPS project.

- ★ DeGrove has worked with Mott MacDonald on four projects recently in the Jacksonville area.
- ★ Promptly locating all existing buried utilities will allow conflicts to be quickly modeled and analyzed.

Godard Design Associates

Mr. Godard has over 23 years of experience in landscape architecture, including streetscape design, planting and hardscape design, large-scale land planning, recreation planning and design, construction document preparation, construction administration, irrigation, lighting design, graphics, and project entry sign design. He also has extensive experience with the public participation process and public speaking in presentation of design and planning concepts.

- ★ Godard completed the landscape architecture for the Northwest WRF and is also serving as a landscape architect on the A1A GST and BPS for Mott MacDonald and SJCUD.
- ★ All landscaping requirements will meet SJC LDC requirements.



Project Manager

LESLIE SAMEL, PE, BCEE

Firm/total years: 2.5/16.5
 Education: ME and BS,
 Environmental Engineering
 Registrations: Professional
 Engineer, FL, NC

Ms. Samel is a senior project manager who specializes in the planning, design, and construction of water and wastewater treatment plant facilities, gravity sewer systems, pump stations, force main designs, reuse system planning and design, and water supply and transmission/distribution systems. She actively manages projects for clients in Northeast Florida, has developed strong working relationships across all SJCUD departments, and has a clear understanding of your standards and project procedures.

RELEVANT EXPERIENCE

SJCUD WWTP PROJECTS

Northwest WRF | Ms. Samel served as the **principal-in-charge** for the new 3 mgd AWT greenfield plant. The project included a new headworks with fine screens, vortex-type grit removal, 4-stage bardenpho process to meet 5-5-3-1 mg/L (BOD/TSS/TN/TP) effluent limits, effluent disk filters, UV disinfection to high-level public access reuse standards, 2 MG reclaimed water ground storage tank, high service pumps, vacuum truck dewatering station, and belt press dewatering. The project also included a new administration building and main electrical building. Ms. Samel provided technical design input and reviews of the project during the design phase and assisted the team during bidding and the first year of construction.

Anastasia Island WWTP

Modifications | Ms. Samel served as **EOR** for the design and permitting for modifications including new internal recycle pumps for aeration basins 5 and 6, replacement of the RAS/WAS pumps for the existing secondary clarifiers, and improvements to the existing flow metering devices.

Anastasia Island WWTP Expansion

| Ms. Samel served as **project manager** and **principal-in-charge** for the construction activities for the expansion to 4.95 mgd including substantial completion certification, RFIs, shop drawings, and monthly progress meetings. Ms. Samel also provided QA/QC on the final O&M manual and signed the Certificate of Completion (COC) for FDEP.

Sawgrass WWTP Headworks and Odor Control Improvements

| Ms. Samel served as **project manager** and **principal-in-charge** for the engineering services during construction for the new headworks including one drum screen and vortex grit type removal system, biotrickling filter odor control improvements, and submersible pump station.

Numeric Nutrient Criteria (NNC)

Evaluation | Ms. Samel served as **principal-in-charge** and **lead reviewer** for the development of the NNC technical memorandum for the County. The document included a preliminary evaluation of the proposed nutrient removal treatment limits and available technologies to meet these limits at 10 SJCUD WWTPs.

Mud Creek WWTP Expansion, Valdosta, GA

| Ms. Samel served as the **project manager** for the upgrade and expansion from an average daily flow of 3.2 mgd to 5.7 mgd. Upgrades included modification of the existing influent pump station with new dry-pit submersible pumps, **a new screening and grit removal facility, expansion of the biological treatment process to include nitrogen removal and internal recycle pumps, new secondary clarifiers, chemical phosphorus removal using alum, effluent filtration, UV disinfection**, and re-aeration. The project also included an administration building with laboratory, control room, and office space. Ms. Samel and team were successful in securing \$10M in American Recovery and Reinvestment Act (ARRA) money for the \$35M construction project.

Arlington East WRF UV Disinfection Upgrades, Jacksonville, FL

| For JEA, Ms. Samel served as **project manager** for the conversion of an existing chlorine contact tank to a 25 mgd UV disinfection system. **Extensive evaluation of UV disinfection technologies was required including development of life cycle costs.** The project included modification of the high-level public access reuse disinfection system from gaseous chlorine and sodium dioxide to bulk sodium hypochlorite and sodium bisulfite and the addition of a high-service reclaimed water pump. **The project was successfully constructed to allow conversion of the chlorine contact tank and construction of the UV system while maintaining the plant's operations with no permit violations.**

3 MGD Kicklighter WWTP, Lake City, FL | Ms. Samel is serving as **project manager** for the construction services of a new 3 mgd secondary effluent WWTP including new headworks and grit removal system, oxidation ditches, secondary clarifiers, splitter box, RAS/WAS and scum pump stations, sodium hypochlorite disinfection, parshall flume, effluent pump station, and aerobic digestion with centrifuge dewatering. The project also includes a new administration building with new laboratory, office space, and facilities.

Sugar Creek WWTP Upgrades, Charlotte, NC | Ms. Samel served as **project manager** and **EOR** for the design, permitting, bidding, and construction of several upgrades including: a 200 mgd bar screens screenings and influent pump station, a 130 mgd vortex-type grit removal facility; a 20 MG concrete lined flow equalization basin for handling anticipated future wet weather events; odor control facilities; and the addition of a standby generator. The pump station design included one of the largest self-cleaning trench type wet wells with dry pit submersible pumps.

Buckman RMF – Anaerobic Digester Improvements, Jacksonville, FL | For JEA's largest WWTP, Ms. Samel served as the **project manager** for the design, permitting, bidding, and construction services of a new prestressed concrete 2.3 MG anaerobic digester, pumped recirculation and mixing system, gas storage system, **biotrickling filter odor control units**, and related improvements to increase capacity and reliability to the solids handling system.

Gilder Creek WWTP Phase II Expansion, Greenville, SC | Ms. Samel served as **project engineer** for the plant expansion including a grit separation facility, primary clarifiers, oxidation ditches, secondary clarifiers, deep-bed effluent filters, **UV disinfection**, reaeration tank, effluent diffuser, and replacement of the existing solids handling facilities including the addition of pre- and post-digestion thickening and anaerobic digestion. The expansion increased capacity from 5 to 8 mgd with provisions for future expansion to 12 mgd.

Nutrient Removal Evaluation, Greensboro, NC | Ms. Samel served as **project manager** for the evaluation of different nutrient removal alternatives for the T.Z. Osborne and North Buffalo Creek WRFs. Nutrient removal technologies evaluated needed to meet total nitrogen of 5.27 mg/L and total phosphorus of 0.67 mg/L. The evaluation also included a full-scale demonstration of the Integrated Fixed Film Activated Sludge (IFAS) technology at the T.Z. Osborne WRF. Furthermore, Ms. Samel led the efforts for a facility needs assessment to evaluate the short- and long-term improvements required

at the North Buffalo Creek WRF. **Services included a comparison of current nutrient removal technologies, conceptual planning, cost analysis, and reporting of different nutrient removal strategies at each plant, and design of an IFAS pilot system for implementation.**

Solids Handling Upgrades, Irwin Creek WWTP, Charlotte, NC | Ms. Samel served as **project manager** for dewatering building facility improvements including replacing their existing two-belt filter presses with **new three-belt filter presses (design basis was BDP belt press), new sludge pumps and grinders, automated emulsion-based polymer system, and a solids conveyance and storage system.**

Kanapaha WRF Odor Control Improvements, Gainesville, FL | For GRU, Ms. Samel served as **project manager** and **EOR** for the plant's odor control improvements. Ms. Samel was responsible for the odor characterization analysis of the headworks facility and to recommend design criteria for hydrogen sulfide removal efficiencies. **The odor control unit included an 8-foot diameter, 2,100 cfm biotrickling filter with post carbon polishing unit, fan, and recirculation pumps.**

Felix C. Davis WWTP UV System Retrofit, North Charleston, SC | Ms. Samel served as **lead design engineer** for the design, permitting, and bidding, and as **project manager** during construction, of a **54 mgd peak flow UV disinfection facility**. This project replaced the existing gaseous chlorine disinfection system and sulfur dioxide dechlorination facility with a UV disinfection system by converting the existing chlorine contact chamber. Structural modifications were made to the existing chlorine contact chamber for the new UV system. The sequence of construction also allowed for half of the chamber to remain on-line during construction so that plant operations were maintained at all times. **By making use of the existing structure for the new system, the client was able to realize significant savings in overall project costs.**

UV Systems: Sugar Creek and Irwin Creek, Charlotte, NC | Ms. Samel served as **lead design engineer** for the design, permitting, bidding, and construction of UV disinfection facilities at two WWTPs. The Irwin Creek UV system was sized for an average flow of 15 mgd and peak flow of 30 mgd. The Sugar Creek UV system was sized for an average flow of 20 mgd and a peak flow of 40 mgd. **Ms. Samel's responsibilities included comparison of current UV disinfection technologies, UV system equipment procurement based on life-cycle cost bidding, design of UV and sodium hypochlorite facilities, back-up generator facilities, yard piping, and site modifications.**



Process Engineer

AMIR ZAFAR, PE, BCEE

Firm/total years: 16/20
 Education: MBA;
 MS and BS, Chemical Engineering
 Registrations: Professional
 Engineer, FL

Mr. Zafar is in charge of the firm's in-house specialist program for wastewater treatment and is also responsible for process evaluations, designs, and QA/QC for a wide array of water and wastewater process design assignments including process optimization, process modeling, evaluation of wastewater treatment plant expansion and upgrades alternatives, odor control systems, treatment process equipment evaluation and selection, and hydraulic analysis. In addition, Mr. Zafar has outstanding FDEP SRF loan experience assisting municipal clients like SJCUD in securing more than \$60 million in funding over the past 10 years.

RELEVANT EXPERIENCE

SECTION 3 REFERENCE PROJECTS

26.5 T.P. Smith WRF AWT Upgrade, Tallahassee, FL | Mr. Zafar served as **lead process engineer** for the upgrades to a 26.5 mgd plant to meet AWT permit limits. His responsibilities included the design of equalization basin, primary clarifiers, 56 mgd primary effluent pump station, three biological odor control units, secondary clarifier, and effluent pump station. Also Mr. Zafar coordinated the computational fluid dynamic modeling of the effluent pump station to identify improvements to wet well geometry, inlet structures, and pumps arrangement. He also conducted the peer review of the 55 mgd head works and septage receiving facility.

10 MGD St. Andrews WWTF Expansion, Panama City, FL | Mr. Zafar served as **project manager and lead process engineer** for the design, permitting, bidding, and construction phase services to increase the capacity from **5 to 10 mgd to meet AWT limits**. He performed process evaluation and detailed cost benefit analysis on four treatment process technologies and recommended SBR due to site constraints and storage requirements. Currently he is involved in construction of the treatment facility including new headwork with 600 CFM bio-scrubber, SBR treatment, UV disinfection, filters, and two stage biosolids stabilization using aerobic digesters. The project was mostly designed using model-based 3D design in Revit.

4 MGD Marianna WWTP Upgrade, Marianna, FL ★ | Mr. Zafar served as **project engineer and construction manager** for the WWTP upgrade, responsible for all treatment process tank sizing, detailed design, specifications, cost estimate, project coordination, funding assistance, and permitting to upgrade the facility from 2.7 to 4 mgd. The project included a new 2.8 mgd raw sewage pump station,

headworks, carrousel type biological treatment units, clarifiers, chlorine disinfection system, two stage aerobic sludge digestion system, 10 mgd effluent pump station, 10 miles of 30-inch force main, 960-acre sprayfield, 11 mgd sprayfield pump station, and 12 MG lined storage pond. **Mr. Zafar also assisted the City in obtaining significant SRF grant funding, permitting, and also performed process and hydraulic evaluation and prepared preliminary plans to convert the facility to meet AWT limits.**

3 MGD Kicklighter WWTP, Lake City, FL | Mr. Zafar served as **lead process engineer** for the design and construction services of a new **3 mgd (7.5 mgd peak) WWTP** including new drum screen and **vortex type grit removal**, oxidation ditches, **secondary clarifiers, splitter box, RAS/WAS and scum pump stations**, sodium hypochlorite storage, pumping, and disinfection, effluent flow measurement by parshall flume, effluent pump station, and multi-stage aerobic digestion with centrifuge dewatering. The project also includes a new 3,192 sq. ft administration building including a new laboratory, restrooms, conference room, and workrooms. The project is currently under construction.

1.4 MGD Bonifay WWTP Upgrades, FL ★ | Mr. Zafar served as **lead process engineer** responsible for the design, permitting, bidding, and construction phase services for the addition of triplex 3.5 mgd influent pump station, new headworks, Aqua Aerobics effluent cloth disk filters, sludge dewatering, and operations building. He performed techno-economic analysis and pilot testing on four biosolids dewatering technologies and recommended the use of screw presses.

Mayo Correctional Institute WWTP, Mayo, FL | Mr. Zafar served as **project manager and lead process engineer** for the upgrade of an

★ Mr. Zafar oversaw the administration of an SRF Loan for project funding on these projects.

existing WWTP to a 0.5 mgd advanced WWTP. He performed process evaluation and stress testing on the existing facility performance and recommended upgrades including new headworks, SBR treatment units, post equalization tank, effluent sand filter, chlorine contact chamber, ground storage tank, and public access reuse system.

SECTION 3 REFERENCE PROJECT

St. Andrews WWTF Aerobic Digester Upgrades, Panama City, FL | Mr. Zafar served as **lead process engineer** for the design and construction management to add new aerobic digesters to satisfy the EPA Class “B” sludge requirements. As part of the future expansion, he evaluated scenarios and developed operational strategies (single vs. multi stage) to increase the facility biosolids digestion capacity from 5 to 10 mgd. The project was successfully permitted to increase the digestion capacity without any tankage addition.

5 MGD Millville WWTP Expansion, Panama City, FL | Mr. Zafar served as **project manager** responsible for the design review to increase the facility capacity from 4 to 5 mgd. The project included new effluent pump station, new filter, and new UV module.

St. Andrews WWTF Piping Replacement, Panama City, FL | Mr. Zafar was responsible for the design to replace the existing steel piping at the 5 mgd WWTF. The piping was installed in the late 1980’s without cathodic protection and was severely corroded, thus requiring immediate replacement while the facility was in full operation. Deliverables included design drawing to replace pipes ranging 6 to 54 inches in diameter, specification with extensive bypass pumping scheme, project cost estimate, shop drawing review, and project closeout.

Millville WWTF Effluent Pump Station, Panama City, FL | Mr. Zafar served as **project manager** responsible for the preparation of preliminary design reports and hydraulic modeling to increase the facility effluent pumping capacity to 12.5 mgd. Deliverables included hydraulic modeling utilizing WaterCAD, preliminary pump sizing, air release valve placement, layout drawings, permitting, and development of an opinion of probable cost.

McMillan St. Pump Station Rehabilitation, Jacksonville, FL | Mr. Zafar served as **odor control design engineer** for the rehabilitation of a 14.5 mgd pump station, overseeing all odor control

calculations and coordinating with approved JEA vendors for system sizing and layout configuration.

The project includes a 10-foot diameter biotrickling filter tower and 10-foot diameter post-carbon polishing unit, odor control blower, and nutrient feed piping and controls.

Water Main Extensions and Ground Storage Tank, City of Perry, FL ★ |

Lead process engineer responsible for hydraulic evaluation, design and permitting of a 400,000 gallon ground storage tank and 500 gpm water booster station to serve the east portion of Perry, Florida. Hydraulic analysis was performed to size pumps. The City’s distribution system was expanded to serve area with contaminated private wells. Water booster station and chlorine booster station were installed to respond to low pressures and chlorine residual. This system also became the primary source of water for the Taylor Correctional Institution.

Wastewater Preliminary Engineering Reports and Permitting Package Development

| Mr. Zafar has prepared permitting packages, preliminary engineering report, OMPR, and capacity analysis report for these facilities:

- 26.5 mgd T.P. Smith WRF, Tallahassee, FL
- 5.0 mgd St. Andrews WWTF, Panama City, FL
- 5.0 mgd Millville WWTF, Panama City, FL
- 4.0 mgd City of Marianna WWTF, FL
- 3.0 mgd St. Margarets WWTP, Lake City, FL
- 1.5 mgd Kicklighter WWTP, Lake City, FL
- 1.1 mgd City of Mary Esther WWTF, FL
- 0.125 mgd WWTF, Grand Ridge, FL
- 0.125 mgd, City of Cottondale, FL
- Gulf Power Lansing Smith, South Port, FL
- WWTF, Defuniak Springs, FL
- WWTF Plant, City of Perry, FL

O&M Manual Development | Mr. Zafar has prepared O&M manuals for these facilities:

- 26.5 mgd T.P. Smith WRF, Tallahassee, FL
- 5.0 mgd Millville WWTF, Panama City, FL
- 4.0 mgd WWTF, Marianna, FL
- 1.1 mgd City of Mary Esther WWTF, FL
- 0.125 mgd WWTF, Grand Ridge, FL
- 0.125 mgd City of Cottondale, FL



Hydraulic/Mechanical Engineer
DANIEL KECK, PE

Firm/total years: 10/28
Education: MS, Environmental Engineering; BS, Civil Engineering
Registrations: Professional Engineer, FL, GA, AL, LA, MD

Mr. Keck's area of technical expertise includes pumping facilities, conveyance systems, hydraulic evaluations and modeling, hydraulic control strategies for energy efficiency, and surge protection for water, wastewater, and reclaimed water facilities. In addition, Mr. Keck routinely serves as mechanical engineer for pumping stations, odor control facilities, pipelines, and treatment processes for all types of water, wastewater, and reclaimed water applications. His resumes is diverse and well-balanced with strong capabilities in AWT facilities, securing SRF funding, and reclaimed water and high service pumping stations all of which are DIRECTLY applicable to SJCUD for this project.

RELEVANT EXPERIENCE

100% Effluent Reuse/Industrial Reuse Facility Plan and Design, Pensacola, FL

Mr. Keck served as **project manager** for the feasibility study and design of a 100 percent Public Access Reuse (PAR) disposal system for a 22.5 mgd municipal WRF. Zero disposal was allowed in surface waters. Alternatives considered wetlands, industrial reuse, domestic reuse, and municipal land application. Final design included public access residential reuse, municipal sprayfield, and two major industrial users (the local power company and paper mill).

Gulf Breeze AWT Facility, FL | Mr. Keck served as **mechanical design** and **QA/QC engineer** for a 1.5 mgd AWT facility with PAR. Treatment process included **5-stage Bardenpho process, disk filtration, sodium hypochlorite disinfection, odor control, and sludge centrifuges.**

Panama City Beach AWT Facility, FL ★ | Mr. Keck served as **project manager** and **resident engineer** for the phased expansion from 7 to 10 mgd. **Treatment process was upgraded from secondary standards to AWT. Effluent disposal was upgraded to PAR.** Upgrade included 24 mgd influent pump station, headworks, biological nutrient removal, secondary clarifiers, dual medial filtration, and **UV disinfection** with sodium hypochlorite backup.

Southeast Regional Reclaimed Water Management Strategy, Jacksonville, FL | For JEA, Mr. Keck served as the **senior staff consultant** for the master planning efforts to evaluate the reclaimed water system infrastructure needs. The study evaluated a 20-year period and involved water balance modeling, development of diurnal and seasonal peaking factors, hydraulic modeling, and report outlining the phasing and estimated costs of recommended improvements.

Carrabelle AWT Facility, FL | Mr. Keck served as **mechanical engineer** for a new 1.2 mgd AWT facility. Effluent disposal was upgraded to PAR and piped 6 miles of 12-inch PVC force main with HDPE HDDs to offsite disposal. The treatment process included SBR with biological nutrient removal, disk filtration, sodium hypochlorite disinfection, and sludge centrifuges and HDPE lined effluent storage pond.

Military Point AWT Facility, Bay County, FL | Mr. Keck served as **project manager** and **resident engineer** for construction of a new 7 mgd AWT facility, which included **5-stage Bardenpho process, dual media filtration, UV disinfection, and PAR pumping and distribution system.**

Effluent PAR Facility Plan and Design, Panama City Beach, FL ★ | Mr. Keck served as **project manager** for the feasibility study and design of a 100 percent PAR disposal system for a 10 mgd WRF. Plan prohibited any disposal in surface waters. Alternatives considered wetlands, industrial reuse, domestic reuse, and municipal land application. Final design included PAR for irrigation and car washing, commercial car wash, FDOT ROW irrigation, golf course irrigation, and wetland disposal. **These projects culminated in an \$18M SRF loan from FDEP.**

PAR Pumping Station and Transmission Main, Panama City Beach, FL ★ | Mr. Keck served as **project manager** and **senior engineer** for a new 30 mgd reuse pumping station, 5 MG prestressed concrete storage tank, disinfection system upgrades, and 35,000 lf of 20- to 36-inch transmission main. The station design included five high service and two jockey horizontal split-case pumps, two 10,000 gallon hydropneumatic surge tanks, automatic surge mitigation valves, and VFDS.

★ Mr. Keck oversaw the administration of an SRF Loan for project funding on these projects.

Multiple JEA Water Booster/High Service Pumping Stations, Jacksonville, FL |

Mr. Keck served or is serving as **mechanical engineer** for several water pumping stations including the Southeast WTP HSP, US-1 Booster, and Marietta WTP HSP stations. Several of the similar types of activities involved with these project and specifically to Mr. Keck's role on these projects are similar in nature to that which will also be required for the pumping design aspects of the project including:

- Discipline coordination of the pump station design with electrical, I&C, and structural engineers
- Oversight of pumping system hydraulics, system curve generation, and pump selection
- Site location considerations for new structures
- Development and coordination with O&M staff on operating strategy and control logic

He reviewed and provided recommendation of acceptable pump selections with the system conditions provided (60 to 80 psi range). Pump selections were based on approved JEA manufacturers, ability to meet NPSH requirements, and operating within Hydraulic Institute Standards for efficiency.

100% Effluent Disposal Plan and Design, Carrabelle, FL ★ |

Mr. Keck served as **EOR** for the feasibility study and design of a **100 percent PAR disposal system for a 1.2 mgd WRF**. The goal was zero percent disposal allowed to surface waters. Evaluations included hydraulic and water balance modeling. Final design included public access residential reuse, municipal sprayfield, golf course irrigation, and implementation of reuse water for laundry facilities and toilet flushing at the prison.

3 MGD Kicklighter WWTP, Lake City, FL |

Mr. Keck served as **lead reviewer of the pumping station shop drawings and hydraulics** for the design and construction services of a new 3 mgd (7.5 mgd peak) WWTP including new drum screen and vortex type grit removal, oxidation ditches, secondary clarifiers, splitter box, RAS/WAS and scum pump stations, sodium hypochlorite storage, pumping, and disinfection, effluent flow measurement by parshall flume, effluent pump station, and multi-stage aerobic digestion with centrifuge dewatering. The project also includes a new 3,192 sq. ft administration building including a new laboratory, restrooms, conference room, and workrooms. The project is currently under construction.

A1A Ground Storage Tank and Booster Pump Station, St. Johns County, FL |

Mr. Keck serves as **mechanical engineer** for the hydraulic modeling efforts and design of the necessary improvements to meet a fire flow of 1,500 gpm in the A1A service area of St. Johns County. The recommended improvements were a 0.18 MG ground storage tank and new booster pumps and jockey pump to use during low pressure periods and fire flow events. **Mr. Keck was responsible for development of system curves and pump selection.**

Capital Financing Plan, Pensacola, FL |

Mr. Keck served as **manager** and **principal author** of the financing strategy used to provide \$320M in capital improvements associated with ECUA's Central WRF Relocation. The plan included leveraging \$172M in grants with pledged revenue from three local governments, rate increases, and low interest long term financing to mimic an arbitrage scenario using multiple bond and loan sources.

Reclaimed Water Booster Pump Station, Pace, FL |

Mr. Keck served as **EOR** for the installation of a skid mounted booster pump station that would ease service issues until the planned transmission main could be installed. The team used the hydraulic model previously developed by Mott MacDonald to identify immediate and cost-considerate alternatives to address the severe service disruptions experience by customers with the reuse water system. The team provided hydraulic analysis, alternatives analysis, design, and construction assistance.

Effluent Transfer Station w/High Level Disinfection, Panama City Beach, FL |

Mr. Keck served as **project manager** and **EOR** for new pump station to transfer effluent to a new 24 mgd high service reuse pump station. Project also included design of bulk sodium hypochlorite storage, and pumping system.

WWTP Operation & Performance Assistance, Various Clients, FL |

Project manager and **engineer** providing operation assistance to various WWTPs. Facilities ranged in size from 0.3 mgd to 10.0 mgd and process ranged from extended aeration to AWT limits.



Structural Engineer

BILLY PERRY, PE, SI

Firm/Total Years: 16/35
 Education: BS and AA, Civil
 Engineering
 Registrations: Professional
 Engineer, FL, AL, LA
 Special Inspector, FL

Mr. Perry has over 35 years of structural design experience related to water and wastewater facilities, various types of hydraulic structures, prestressed concrete tank designs, and buildings. He is a state certified building contractor and special inspector in Florida which brings an added benefit to his designs in that he clearly understands construction methodologies undertaken by contractors. In addition to the design of new structures, Mr. Perry is equally strong in efforts related to rehabilitation and modification of existing structures and buildings; focusing his efforts on constructability and sequencing to ensure designs are cost-effective and well-planned.

RELEVANT EXPERIENCE

SECTION 3 REFERENCE PROJECTS

10 MGD St. Andrews WWTF Expansion, Panama City, FL | Principal-in-charge and structural EOR for the design and specifications to increase capacity of the existing facility from 5 to 10 mgd to meet AWT limits. He provided QA/QC review of the project PDR, CAR, reuse feasibility report, anti-degradation, and permit package. He reviewed all components of the design including new headworks with 600 CFM bio-scrubber, SBR treatment, UV disinfection, two stage biosolids stabilization using aerobic digesters, and is currently overseeing construction.

3 MGD Kicklighter WWTP, Lake City, FL | Mr. Perry is serving as QA/QC manager and structural EOR for the construction services of a new 3 mgd secondary effluent WWTP including new headworks and grit removal system, oxidation ditches, secondary clarifiers, splitter box, RAS/WAS and scum pump stations, sodium hypochlorite disinfection, parshall flume, effluent pump station, and aerobic digestion with centrifuge dewatering. **The project also includes a new administration building with new laboratory, office space, and facilities.**

26.5 MDG T.P. Smith WRF AWT Upgrade, Tallahassee, FL | Mr. Perry served as principal-in-charge for the design and construction plans to upgrade the existing 27.5 mgd WWTF. As a local subconsultant on a larger design team, Mott MacDonald's assignment included design of a 64 mgd primary effluent pump station, three primary clarifiers, odor control system, sludge pump station, secondary digester, and new headworks facility. Work included analysis and design, cost estimate, and coordination of the work with other disciplines.

4 MGD Marianna WWTP Upgrade, FL | Project director and structural EOR to upgrade the existing 2.7 mgd WWTF to a 4 mgd wastewater reuse facility. The project included a new 2.8 mgd raw sewage pump station, headworks, carousel type biological treatment units, clarifiers, chlorine disinfection system, two stage aerobic sludge digestion system, 10 mgd effluent pump station, 12 miles of 30-inch force main, 960-acre sprayfield, 11 mgd sprayfield pump station, and 12 MG storage pond. The team assisted the City in obtaining significant grant funding and permitting. He also oversaw the hydraulic evaluation and preliminary plans to convert the facility to meet AWT limits.

A1A Ground Storage Tank and Booster Pump Station, St. Johns County, FL | Mr. Perry serves as structural QA/QC for the design of the necessary improvements to meet a fire flow of 1,500 gpm in the A1A service area of St. Johns County. Recommended improvements were a 0.18 MG ground storage tank and new booster pumps and jockey pump to use during low pressure periods and fire flow events. The project includes a new split-face building built above the 100-year flood plain and extensive grading and drainage improvements.

St. Andrews WWTF Aerobic Digester Upgrades, Panama City, FL | Mr. Perry served as structural EOR for the design and construction management to add new aerobic digesters to satisfy the EPA Class B sludge requirements. As part of the future expansion, he evaluated phasing scenarios and helped developed operational strategies (single vs. multi stage) to increase the facility biosolids digestion capacity from 5 to 10 mgd. The project was successfully permitted to increase the digestion capacity without any tank addition.

Millville WWTF Permit Renewal, Panama City, FL | Mr. Perry served as **QA/QC manager** for the design review to increase the facility capacity from 4 to 5 mgd, including a new effluent pump station, filter, and UV module. Mr. Perry was responsible for overseeing and checking preparation of application to renew the discharge permit. The work also required a site inspection and preparation of a CAR and O&M Report.

Water Facilities Upgrades/Expansions, Mobile, AL | Mr. Perry served as **structural EOR** on a number of major water and wastewater facility projects including:

- H.E. Myers Filtration Plant: Performed structural QA/QC prior to bidding the initial construction of this \$17M WWTF and handled all construction management aspects of the structural components during construction.
- E.M. Stickney Water Filtration Plant: Performed design of plant upgrades to the sludge disposal system.
- Clifton C. Williams WWTP (McDuffie Island): Performed design upgrade to sludge system.
- Wright Smith, Jr. WWTP (Three Mile Creek): Managed structural construction aspects for the addition of denitrification filters.

Grand Ridge WWTF, FL | Mr. Perry served as **QA/QC manager** and **structural EOR** responsible for the design, specifications, cost estimate, and project coordination to construct a new 0.208 mgd WWTF. The project included new raw sewage pumping station, headworks, equalization tank, biological treatment units, clarifiers, chlorine disinfection system, effluent pump station, and restricted-access PAR facility.

Mary Esther WWTF Expansion, FL | Mr. Perry served as **QA/QC manager** and **structural EOR** responsible for the design, specifications, and cost estimate to expand the plant including a new 2.2 mgd raw sewage pump station, 200,000 gallon equalization tank, 300,000 gpd biological treatment units, clarifiers, and chlorine disinfection system. The project was funded by two funding agencies and permitted through FDEP.

St. Andrews WWTF Piping Upgrade, Panama City, FL | Mr. Perry served as **QA/QC manager** and **structural EOR** responsible for the evaluation of several piping replacement alternatives and providing a design and construction scheme that allowed the City to replace the existing process piping that was severely deteriorated, ranging in size from 6 to 40 inches, while maintaining plant flow and treatment.

Mayo Correctional Institute WWTP, FL | Mr. Perry served as **QA/QC manager** and **structural EOR** responsible for the upgrade of an existing WWTP to a new 0.5 mgd advanced WWTP. The project included new headwork, SBR treatment units, post equalization tank, effluent filter, chlorine contact chamber, ground storage tank, and PAR system.

Backwash Filter Solids Removal, Bay County, FL | **Project director** and **structural EOR** for the design-build delivery of a backwash filter and beltpress solids removal facility. The project consisted of an in-ground concrete tank for capture of solids prior to pumping back to the head of the plant. Duties of Mr. Perry included evaluation and design of anti-floatation anchors (helical) due to high groundwater; this approach eliminated the need to pump the product into the tank and allowed for the tanks to be fed by gravity.

McMillan St. PS Rehab, Jacksonville, FL | Mr. Perry serves as **structural EOR** for the PS rehabilitation, which consisted of the installation of new influent sluice gates, a multi-rake bar screen, replacement of four extended shaft centrifugal pumps, installation of an odor biotrickling filter control system, structural rehabilitation of the deteriorated portions of the station exposed to sewer gases, and electrical upgrades. Mr. Perry was responsible for assessment of the concrete structures and acceptable remediation techniques. Specifications were developed around JEA's two approved coatings - SpectraShield and SewperCoat. Mr. Perry also designed the dog house structures to allow bypassing of the pump station flow and new concrete pads for the odor control and generator equipment.

Alternate Raw Water Supply, Bay County, FL | **Project director, QA/QC manager** and **structural EOR** for a 26 mgd new raw water intake structure, pumping station, and 11 miles of 36-inch diameter raw water main. He assisted with evaluation of six HDD under water bodies and in congested areas where constructability and construction disruption issues merited the trenchless alternative.



Electrical and I&C Engineer
W. DAVID LASSETTER, PE

Firm/total years: 23/38
Education: BS, Electrical Engineering
Registrations: Professional Engineer, FL

Mr. Lassetter has had wide-ranging responsibilities in electrical design, including power distribution, lighting, control, instrumentation, and intercommunication systems. Since 1978, Mr. Lassetter has served as project electrical engineer on municipal, industrial, commercial, military, and transportation design projects. His experience includes construction supervision, value engineering studies, start-up training, and the preparation of operations and maintenance manuals. Prior to beginning his engineering career, Mr. Lassetter worked both in the field and as an assistant project manager for a large electrical contractor on a wide variety of projects as a student and as a co-op engineer. As a result, he has the direct hands-on experience and practical knowledge of electrical and instrumentation systems, which results in highly functional designs and technical field assistance to both contractors and clients during construction, startup, and facility operation. Mr. Lassetter is a trusted partner of SJCUD having worked with you since 1995.

RELEVANT SJCUD EXPERIENCE

- Reuse Water Master SCADA System
- WGV Reuse Discharge Station
- CR214 WTP Blending and Alkalinity
- SR16 WWTP Reclaimed Water Facilities
- 16th Street Water Booster Station Rehabilitation
- Anastasia Island WWTF Residential Reuse Facilities
- Turnbull Reuse Ground Storage Tank and Pump Station
- Northwest Reuse and Flushing PS
- Landing WWTF Influent PS
- Northeast WTP HSP Improvements
- CR214 WTP Lime Softening Facilities Demolition
- St. Augustine By The Sea PSs ★
- Northwest Well Field Well No.4
- Marsh Landing Water Plant High Service Pump Upgrades ★
- Arc Flash Studies Water & Wastewater Treatment Facilities ★
- Bartram Oaks Water Plant
- Innlet Beach Well No.1 Rehabilitation ★
- King & The Bear Reuse Modifications
- Sawgrass WWTF Biosolids Facility
- SR16 WWTP Belt Press Relocation
- Palencia Master PS Odor Control Equipment
- Innlet Beach WTP High Service Pumps Upgrade ★
- Sawgrass WWTF Reuse Disc Filter
- SR16 WWTP Wetland Discharge System Improvements
- CR214 Mainland Wellfield Well TR-42 Rehabilitation
- CR214 Mainland Wellfield Well TR-49
- SR16 WWTP Generator Replacement
- Shore Drive Master PS In-Line Conversion
- Sawgrass WWTF Headworks Odor Control Improvements ★
- SR16 In-Line Reclaimed Water Booster PS
- CR214 Mainland WTP High Service Pump 4
- Northwest WWTP Preliminary Design Report
- CR214 Wellfield Standby Power Evaluation
- Northwest Wellfield Well No.3
- Whisper Creek Phase 1B Master PS
- St. Johns County Golf Course Irrigation Well
- St. Johns County Golf Course Irrigation PS
- Northwest WTP Expansion ★
- Segovia At World Commerce Center PS
- SR207 Master PS
- Innlet Beach WWTP Standby Generator
- Six Mile Creek North Grovewood Master PS
- CR214 Mainland Membrane WTP
- CR214 Mainland WTP High Service Pump VFDs
- SR207 WWTF Reuse Facilities
- World Golf Village Water Storage and High Service PS

Mr. Lassetter has also performed electrical and I&C design for over
100
SJCUD lift stations projects

★ Projects in which Ms. Samel and Mr. Lassetter worked together.



Civil/Site Engineer

STEVEN WHITE, PE

Firm/total years: 10/20
 Education: BS, Civil Engineering
 Registrations: Professional
 Engineer, FL

Mr. White has over 20 years of design, permitting, and construction experience related to civil/site design, drainage improvements, roadway design and drainage systems, and piping conveyance systems for municipal water and wastewater facilities as well as other project types. He has applicable permitting knowledge and experience related to these areas with FDOT, SJRWMD, and St. Johns County DRC. This civil/site expertise will allow him to quickly and efficiently analyze the site constraints in conjunction with the geotechnical evaluations and develop dewatering, grading, and stormwater drainage plans as well as necessary site modifications for the existing and new ponds at the PV WRF. For all projects of this nature, Mr. White will work collaboratively with the structural leads and geotechnical subconsultant to make sure all components are coordinated and are cost-effectively implemented.

RELEVANT EXPERIENCE

A1A Ground Storage Tank (GST) and Booster Pump Station, St. Johns County, FL | For SJCUD, Mr. White serves as **senior project engineer** for the civil/site design for a new 180,000 gallon (60'x40') concrete GST and 970 sq. ft booster pump building, its associated asphalt driveway and parking area and stormwater infrastructure. The project site lies on a currently undeveloped parcel within a FEMA 100-year flood zone; therefore, site armoring around the GST was specified to limit potential for scour and to protect the new structures as well as additional fill to raise the building finished floor elevation 2 feet above the flood elevation. He led the evaluation of various grading and drainage plans that would minimize removal and clearing of the site. **Extensive permitting efforts have been required to review various grading and drainage plans to meet the FDOT and SJC DRC requirements, especially in regards to stormwater drainage retention and treatment requirements.** The team was recently successful in agreeing on a proposed solution with both FDOT and SJC land development which will minimize tree and vegetation removal at the front of the property and allow drainage to be discharged to the back of the property avoiding draining to the FDOT drainage ditch, thus eliminating the FDOT drainage permit requirements. A new stormwater pond for treatment is included with outlet piping to the back of the property.

Guillemard St. Regional Lift Station, Emerald Coast Utilities Authority (ECUA), Escambia County, FL | Mr. White served as **senior project engineer** responsible for design and permitting of civil/site improvements for a new regional lift station, electrical control building, and associated asphalt drives and parking, and stormwater collection/transmission and treatment facilities. Due to significant slopes across the project site and concerns regarding the lift station depths, the site was designed to lower site grades approximately 8 feet and was bounded by retaining walls along three sides. **The project site was located along a roadway**

with known flooding problems, therefore site grading focused on providing positive drainage away from the site while ensuring that proposed site grades prevented flood waters from entering the site. Site access in periods when the access road may be inundated was addressed through the design of a secondary access point, from higher elevations, through the use of a pedestrian gate and stairway along one of the retaining walls. Coordination efforts were required between the structural engineer and geotechnical engineer for proper design of the new retaining walls.

Govt. St. Regional Lift Station, ECUA, Escambia County, FL | Mr. White served as **senior project engineer** responsible for design and permitting of civil/site improvements for a new 2,000 hp regional lift station and its associated asphalt drives and parking and stormwater collection/transmission and treatment facilities. The project site was located within a portion of Pensacola which had known flooding problems and hence stormwater design requirements were increased to include attenuation of the 100 year storm to the predevelopment 3 year storm level. Permitting services included securing permits from the City of Pensacola and NFWMD and routing of all storm water piping and conveyance system on the site.

Pipeline Rd. Lift Station, Escambia County, ECUA, FL | Mr. White served as **senior project engineer** responsible for design and permitting of civil/site improvements for a new regional lift station and its associated asphalt drives and parking, and stormwater collection/transmission and treatment facilities. The project site was located within a natural draw which drained runoff from 12 acres of upland area. Final civil site design included intercepting on-coming stormwater runoff upstream and conveying it through the stormwater management facility in order to provide stormwater attenuation benefits to the adjacent roadway which experienced frequent flooding.

Emergency Operations Building, ECUA, Escambia County, FL | Mr. White served as **senior project engineer** responsible for design and permitting of civil site improvements for a 18,443 square foot emergency operation center addition to the existing ECUA customer service building. Engineering services included design of 95,412 sq. ft. of asphalt parking and associated drives, stormwater collection/transmission and treatment facilities and site utilities required to service the new facilities. Services included obtaining all required permits including Escambia County Development Order and Northwest Florida Water Management District (NFWFMD).

Rolling Hills Central Transmission Main (CTM) Storm Mitigation, Escambia County, FL | Mr. White served as **project manager** and **civil engineer** responsible for design, permitting, and contract administration to mitigate erosion in two areas within the landfill along ECUA's perpetual easement for a 42-inch DI main. The project includes installation of double 48-inch RCP stormwater conveyance piping to route upstream stormwater runoff across the CTM, installation of approximately 500 lf of metal sheet pile retaining wall along the edge of the land clearing debris landfill adjacent to the CTM, grading to mitigate erosion gullies and installation of tied concrete block with seeding for permanent stabilization in order to reduce the potential for future erosion. Permitting efforts included verification of exemption from environmental permitting from the FDEP as well as a determination of "No Permit Required" from the USACE to satisfy FEMA funding requirements.

Ferry Pass Zone-II, Phase-IV Drainage Improvements Binkley Street Sewer Expansion, Escambia County Engineering, Escambia County, FL | **Project manager** responsible for design, permitting and contract administration for a joint project between Escambia County and ECUA involving the design and construction of approximately 9,000 lf of 8-inch gravity sanitary sewer and approximately 9,600 lf of storm sewer within an existing residential development containing approximately 138 acres. Storm sewer included a collection system of grasses swales and inlets with pipe sizes ranging from 18-inch RCP to 60-inch RCP. Additional services included attendance at public meetings and coordination efforts between the County and ECUA. Permitting services included securing an environmental resource permitting retrofit permit from NFWFMD and sanitary sewer permit from ECUA.

Santa Rosa Correctional Institution Work Camp and Drainage Improvements, FDOC, FL | **Project Manager** and **lead engineer** responsible

for design, permitting, and contract administration for a site design located on the existing Florida Department of Corrections (FDOC) Santa Rosa Correctional Institution property. The project consisted of site design for an approximate 12-acre work camp facility including the design of asphalt parking, driveways, utility extensions and infrastructure required to support the facility. Additional responsibilities included the modification of an existing permitted stormwater treatment facility to establish compliance with current State of Florida and Santa Rosa County stormwater management regulations for approximately 188 acres of the existing Correctional Facility property. Offsite improvements included the remediation of severe gully erosions adjacent to and within an existing Gulf Power High Voltage Transmission towers which resulted from previous discharges from the correctional facility stormwater management facility. Permitting efforts included environmental resource permitting through NFWFMD and sanitary sewer permitting with FDEP. Additional efforts included coordination efforts with Santa Rosa County and Gulf Power for construction plan review and approval and acquisition of temporary construction easements and permanent drainage and access easements.

Pensacola International Airport - Stormwater Management Pond, Pensacola, FL | Served as **project engineer** for the delineation

of the overall contributing watershed which totaled 2,458 acres, sub-division of the overall basin into sub-basins based upon contributing areas within the City of Pensacola limits, Escambia County and FDOT right-of-way. After completion of the first phase, the project will enter the second phase of this project which will include analysis of the existing stormwater infrastructure and approximate 19,500,000 cubic foot pond, design of stormwater collection/system and stormwater pond rehabilitation/expansion improvements necessary to accommodate current and future airport needs, master plan and permitting of the proposed improvements.

Pensacola Fishing Bridge Compensatory Treatment, Escambia County Engineering, Escambia County, FL | Served as **project manager**

and **civil engineer** responsible for design, permitting and contract administration for the construction of a storm water treatment pond to serve as compensatory treatment for the reconstruction of approximately 2500 ft. of the Pensacola Fishing Bridge. Engineering services included the identification and evaluation of potential compensatory treatment projects and sites, coordination with FDEP for approval of selected treatment project, development of construction plans, environmental resource permitting through FDEP and contract administration.

5.

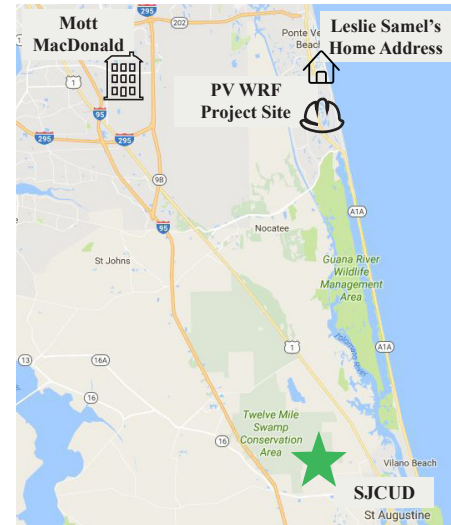
Project Manager Assigned to Project



5 Project Manager Assigned to Project

The project manager is the single most important member of the consultant’s team and is responsible for proactively managing the project schedule and budget to deliver a quality project. **To respond to these challenges, Mott MacDonald is pleased to commit one of the firm’s best, Ms. Leslie Samel, as project manager to lead the execution of the PV WRF. Leslie brings an outstanding track record of successful wastewater project experience with SJCUD as well as with many clients across the Southeast.** Having executed over 25 SJCUD projects, Leslie knows SJCUD’s staff across all levels, your standards and preferences, and the challenging demands that this project faces in meeting tight design deadlines to secure SRF loans.

We believe strongly in Leslie. She is passionate about her work, has extremely high expectations for herself and team, and has been actively positioning and studying this project for well over a year. Leslie has a personal interest in working with SJCUD on this important project. The challenges of the PV WRF project match very closely with Leslie’s strengths including her outstanding wastewater experience, track record of successful project delivery, and availability. In addition, Leslie has excellent previous experience with similar wastewater treatment plant projects across the Southeast as summarized on the following page. **She is a resident of St. Johns County, lives in Ponte Vedra 3.3 miles from the PV WRF, and is absolutely committed to providing SJCUD with the utmost attention, dedication, and energy this project needs.**



Leslie lives 3.3 miles from the PV WRF and 28 miles from SJCUD office. In addition, our local office is 28 miles from SJCUD allowing immediate and prompt response to meetings and site visits.

Leslie’s SJCUD Project Experience



No other local project manager can claim as much experience with SJCUD as Ms. Samel. She has managed or served as principal-in-charge on over 25 SJCUD projects. She is quality-driven and focused on providing excellent responsiveness and client service. Her WWTP technical capabilities are equally strong, having worked on three of the County’s WWTPs and over a dozen elsewhere in the Southeast.

Wastewater Plants, Pump Stations, and Reclaimed Water Facilities

- ✓ NW WRF (design, bidding, construction)
- ✓ Sawgrass WWTP (modifications)
- ✓ Anastasia Island WWTP (expansion & modifications)
- ✓ NW Master Lift Station (odor control)
- ✓ International Golf Parkway (IGP) Reclaimed Water Main (design)
- ✓ St. Augustine by the Sea (sewer evaluation)
- ✓ St. Augustine Beach Septic Tank Phase Out (design, construction)
- ✓ Bannon Lakes Reclaimed Water Tank and Booster Pump Station (negotiations)
- ✓ Pump Station Rehabilitations (design)
- ✓ Players Club to Sawgrass WWTP Interconnect (design)

Potable Water Plants, Distribution, Wellfield Engineering, General Utility

- ✓ CR 214 WTP (wellfield evaluation & rehabilitation)
- ✓ NW WTP (plant expansion)
- ✓ Integrated Water Resource Planning (report)
- ✓ Marsh Landing WTP (design)
- ✓ Innlet Beach WTP (design & construction, wells)
- ✓ A1A Ground Storage Tank and Booster Pump Station (design, permitting)
- ✓ Utility-Wide Arc Flash Implementation
- ✓ FDEP Permitting
- ✓ St. Johns Co. Development Review, CUP, and SJRWMD permitting efforts
- ✓ Numeric Nutrient Criteria (NNC) Planning Study
- ✓ Sewer and Water Modeling

Leslie will bring a proven successful project management approach!

It is my pleasure to recognize Ms. Leslie Samel, who currently serves as a Project Manager and has successfully delivered multiple water treatment plant, wastewater treatment facility, and pipeline projects for JEA. Ms. Samel and her team often exceed expectations with their technical knowledge, expertise, and responsiveness.

As a Project Manager, Ms. Samel has proven to be a very capable leader with strong organizational skills and technical knowledge across multiple disciplines, enabling her and her team to provide effective and efficient technical solutions while keeping projects on schedule, on budget and within scope. She puts great effort in understanding JEA internal processes and equipment standards, which results in efficient designs and projects completed on schedule. She is detail-oriented, yet keeps a big picture. These qualities have established her as a much-valued Project Manager for JEA. If you have any questions, please contact me at vuhx@jea.com or (904) 665-4028.

- Hai X. Vu, P.E.
Manager, Water Plants Engineering and Construction, JEA

Experience Leading Teams and Meeting Schedules

As part of Leslie’s role as project manager she must not only manage expectations related to SJCUD’s management, engineering, and operations staff but also effectively lead Mott MacDonald’s team and subconsultants to meet your goals in conjunction with ensuring major milestones of the project are met while producing a high-quality project. Leslie has been successfully leading multi-disciplined teams on large WWTP projects since 2007 where she served as project manager and EOR for the \$46 million 200 mgd pump station, 130 grit removal facility, and flow equalization basin project which resulted in change orders less than 1% and has similar success stories for SJCUD, JEA, and other utilities. **Managing multi-discipline teams (electrical, structural, architectural, HVAC, process etc.) is a challenging task and takes dedication and continuous communication for proper execution.** Internally, Leslie will hold weekly conference calls with staff to make sure all disciplines are properly discussing issues and coordinating their respective plans and specifications. Due to the aggressive schedule, she also recommends meeting by conference call bi-weekly with SJCUD management and operations staff to ensure that each process component is moving in the correct direction with respect to SJCUD’s goals. Leslie is a team player and encourages her team to be interactive with your team to facilitate creative and reliable solutions.



Brings forth creative and innovative design elements - Leslie’s past expertise and willingness to learn about new products benefits SJCUD. **She’s directly responsible for suggesting the 3-belt press equipment currently used at NW WRF through her experiences at other plants.** She has outstanding UV design expertise having overseen 7 different installations. Both of which will be used at the PV WRF.



Award-winning leader on a continued path of improvement and success - During her career, Ms. Samel has won several awards including runner-up for Mott MacDonald’s North American 2016 Chairmans’ Award and WEF Outstanding Young Professional. She is constantly striving to learn and be the best leader to her firm and to the clients she serves.



Thoughtful planning and attention to detail - Leslie understands that large complex projects need upfront planning and key technical leads and operators involvement EARLY so that changes are not made late in design which results in cost and schedule delays. She will focus the team on the critical operational and design details and ensure all major decisions are thoroughly investigated and documented.

Leslie’s Similar WWTP Project Experience

Arlington East WRF UV Disinfection & High Level Disinfection System Upgrades – JEA
 Buckman RMF Anaerobic Digester Improvements – JEA
 Mandarin WRF Odor Control Improvements – JEA
 3.0 Kicklighter WWTP – Lake City
 Perry WWTP Upgrades – City of Perry
 Kanapaha WRF Odor Control Improvements - GRU

Mud Creek WWTP Expansion – Valdosta, GA
 Withlacoochee WWTP FEMA Modifications – Valdosta, GA
 Sugar Creek WWTP Pump Station, Grit Facility & Odor Control Upgrades – Charlotte, NC
 Gilder Creek WWTP Expansion – Greenville, SC
 T.Z Osborne & North Buffalo Creek WRFs Nutrient Removal Study – Greensboro, NC

Irwin Creek WWTP Solids Dewatering Upgrades – Charlotte, NC
 Irwin Creek and Sugar Creek WWTPs UV Disinfection Improvements – Charlotte, NC
 Felix C. Davis WWTP UV Disinfection Improvements – North Charleston, SC
 Irwin Creek WWTP Aeration System Upgrades – Charlotte, NC
 Irwin Creek WWTP Flow Equalization Basin – Charlotte, NC

Experience with Local Contractors, Facility Startup, and Construction Administration Issues

Leslie has been working in the North Florida market since 2008 and routinely serves as project manager or director for construction phase services with a broad range of experiences with local contractors (WPC, Ortega, and Sawcross) and national contractors (Pizzagalli, Crowder, Archer Western, and Brasfield Gorrie). These experiences have allowed her significant time focused on construction efforts and startup of WWTPs. Leslie takes construction phase services very seriously and is an active participant in the daily execution of this phase of work. Often, construction requires immediate attention to items, quick decision making, and knowledgeable expertise on change management to keep the project moving and minimize change orders and delays. **Leslie exhibits the qualities needed to manage this project including her attention to detail, responsiveness, ability to multi-task, willingness to listen to feedback from operators and contractors, and a clear understanding of the construction process.** Those who have worked directly with Leslie during construction have seen her approach to construction management including:

- ✓ Frequent communication with plant staff to assist in minimizing how construction activities are affecting operations
- ✓ Ensuring proper documentation of all meetings, written documentation of where the schedule stands each month (float) and measures to regain schedule are clearly documented
- ✓ Written documentation with contractor of approved or non-approved work, deviations, or disagreements
- ✓ Clear enforcement of contract provisions and timely notification of items affecting contractor's cost and schedule
- ✓ Assignment of local construction coordinator to work hand-in-hand with her and RPR to assist in timely and thorough review of shop drawings, RFIs, and design clarifications
- ✓ Making sure all team members follow appropriate safety protocols and wear proper PPE
- ✓ Hands-on, in-person interactions with operators prior to and during startup to facilitate a smooth transition of new processes
- ✓ Ability to make tough decisions, support the County, and align the Contractor on issues

Items inevitably will come up during construction that will require changes or modifications to the original plans and specifications. It's having the right leader with expertise in dealing with each of those items that is important to a project's success. Her leadership style is balanced and she asks that her team deal fairly with the contractor on items by not requiring arbitrary or overly extraneous construction methods or documentation than required, by reviewing suggestions from the contractor or operators which will help facilitate lower costs, improve operations, or lessen construction time, and by looking at ways that the project can be executed with the same level of quality but at a lower cost. Conversely, where changes are requested or needed, she firmly believes in making sure SJCUD is being treated fairly and that any additions or deductions are commiserate with the work being completed.

Under Leslie's leadership, she will make sure construction phase services are our team's priority, the proper resources are assigned and allocated, and daily communication is occurring between all parties to ensure a successful outcome by all. Our team offers 6-month and 12-month re-inspections by the project manager and O&M staff specifically to follow up with the operators after they've had time to operate the system to address any concerns.

In summary, your selection of a consultant to perform this work highly depends on the technical capabilities of the team but most importantly on who you TRUST will get the job done to meet the County's budgetary, schedule, and operating goals. Leslie has always been fully dedicated to SJCUD, has consistently delivered quality projects in a timely manner, and is that trusted leader that will get the job done.

“Within the last five years, Sawcross has worked with Ms. Samel on at least four construction projects. We know that when bidding on projects in which she's managed, it will be well-defined and detailed with minimal mistakes leading to change orders. She is responsive, helps keep the construction phase moving forward, works well with our construction superintendents, and is fair when changes or modifications need to be made. Her team reviews shop drawings and RFIs expeditiously and I've appreciated the opportunity to work with her and her team. I would highly recommend herself and her team to any owner or client. If I can be of any further assistance, please don't hesitate to call me at your earliest convenience.

- Mark Hickinbotham, P.E.
President, Sawcross, Inc.

6.

Approach to Design and Understanding of Project



6 Approach to Design and Understanding of Project

Over the last several years, SJCUD has been evaluating options for addressing the deficiencies and aging WWTPs' infrastructure in the Ponte Vedra service area. As part of this effort, SJCUD has determined that regionalization of three of the plants into one facility was the most cost-effective solution. This will result in the construction of the 2.5 mgd PV WRF to consolidate the flows from Players Club, Sawgrass, and Innlet Beach WWTPs. The proposed facility construction will take place on the existing Players Club WWTP site, which backs up to TPC and is surrounded by residential homes. Maintaining operations at the Players Club WWTP during construction activities as well as minimizing disruptions to the surrounding community will be priorities of the design. Our understanding of project components, ideas for consideration, and work plan/schedule highlighting the key aspects of the project are briefly described below.

UNDERSTANDING OF WWTP PROCESS DESIGN AND COMPONENTS

The Mott MacDonald team has listened to you and understands that major process components have been selected by SJCUD because they are proven and are familiar to existing plant operators. Our goal is to provide quality documents for your proven processes, but also to provide design considerations and suggestions related to cost-effectiveness, creativity, and innovation for consideration to improve on issues/challenges encountered at the NW WRF or other facilities. These suggestions are primarily driven by feedback from SJCUD operations and management staff and focus on ease of O&M, flexibility, and reliably meeting your permit limits.

Establishing Design Criteria:

Mott MacDonald's technical approach begins with confirming the existing influent flow and nutrient data from the County's three existing WWTPs. This will allow Mott MacDonald to establish expected flow weighted influent nutrient loadings for CBOD₅, TSS, TN, and TP influent concentrations for process basin sizing. Mr. Zafar and Mr. Amin have conducted an in-depth review of the data provided with the RFQ to prepare the conceptual layout and basin sizing presented herein. Typically, a minimum of 12 months' influent data is recommended to establish design criteria and then the data is plotted and statistical analysis is performed to select influent criteria based on 90-95 percentile of each parameter (especially in instances with low nutrient limit requirements). The RFQ provided limited influent data, which is not sufficient to perform the statistical analysis noted above. **Furthermore, we understand the critical nature of the schedule and that time does**

not exist for an additional significant data collection period. Therefore, at a minimum, Mott MacDonald recommends SJCUD immediately begin daily influent sampling at each plant through the end of the year to confirm and update nutrient and solids loadings.

The existing data provided in the RFQ along with our knowledge of typical wastewater characteristics in the area will be sufficient to begin initial process basin sizing, and the additional data will assist in calibrating the BioWin™ model already developed as part of this proposal (see further discussion in Biological Treatment Process Section). Although the RFQ stated a peak hour factor (PHF) of 3.0, we believe that this PHF is high since all flow is pumped to the plant and no additional growth in the area is expected. A reduction in the PHF (even by 0.5) would greatly reduce the treatment process equipment and pipe sizing. We recommend performing an independent sensitivity analysis of the sewer system service area and pump stations to verify or if needed, establish a new PHF. Mott MacDonald, through previous work with SJCUD, has the sewer system model for this area, so verifying or establishing a new PHF can be quickly performed with minimal additional cost to the County.

Flow weighted averages of the influent data provided by SJCUD were calculated and are reflected in **Table 6-1**. Mott MacDonald's initial observations include:

1. Weighted average data CBOD₅ and TSS concentrations were lower than typical wastewater concentrations for facilities in FL as well as design values for NW WRF.
2. No historical temperature data was provided, a minimum influent temperature of 18°C and the design maximum influent temperature of 30°C is recommended.
3. Values used for NW WRF are provided as a comparison.

Table 6-1: PV WRF Plant Design Parameters

	Parameter	Units	Peaking Factor	Weighted Design Average*	Design Values Used at NW WRF**
Flow	Design annual average	MGD	1.0	2.5	3.0
	Design peak monthly	MGD	1.5	No Data	No Data
	Design peak day	MGD	2.0	No Data	No Data
	Design peak hour	MGD	3.0	7.5	7.5
CBOD ₅ (Influent)	Design annual average	mg/L	1.0	174/172	278
TSS (Influent)	Design annual average	mg/L	1.0	179/147	201
TN (Influent)	Design annual average	mg/L	1.0	41/43	54
TP (Influent)	Design annual average	mg/L	1.0	6	8.15
Influent Temperature (est.)	Minimum	°C	N/A	No Data	18
	Maximum	°C	N/A	No Data	30

*First data point only includes days in which all plants reported values, second data point includes all data points.

**These design values taken from Sheet G-7 of NW WRF but are actually maximum month daily flow concentrations.

Pretreatment Considerations:

In keeping with SJCUD’s existing WWTPs (NW, AI, and SR 16) the headworks structure will be elevated and mostly constructed of cast-in-place concrete. Flow from the headworks to the treatment process basins will be by gravity. We agree with the equipment selections for screens, manual bypass bar rack, and grit removal systems indicated within the RFQ. To capture foul odor the entire headworks structure channels will be covered with solid aluminum checker plate. Air above the water level in the headworks channels and degritter will be exhausted at the rate of 12-16 air changes per hour through suction ducts and will be routed to a biotricking filter type odor control unit. Typically sizing of odor control units are based on conducting continuous odor logging at the odor source to develop average and peak hydrogen sulfide conditions over at least a one week period. Some thought will need to be given to the sizing of the odor control unit since there are no headworks at the Players Club and Innlet Beach plants. Two possible ways to address the sizing are 1) install oda loggers at Sawgrass WWTP headworks and use as the basis of design, or 2) install oda loggers at NW WRF and use as the basis of design. Testing results will be utilized for proper equipment sizing. The primary decisions on the pretreatment process involve the following:

1. Pretreatment systems are sized for peak hour flow conditions. Pretreatment system sizing will change if it includes Sawgrass flows being rescreened and degrittied (1 mgd x 3 PF = 3 mgd versus 2.5 mgd x 3 PF = 7.5 mgd). Furthermore, sizing considerations must also consider impacts if RAS and in-plant pump station is diverted prior to the screens instead of downstream of the grit removal system. The pretreatment process can

most certainly be sized for only the flows from Innlet Beach and Players Club with Sawgrass flow diverted downstream of the grit removal system. As part of our planning efforts for this RFQ, we discussed and gathered vendor quotations for the headworks equipment to assess the equipment cost savings by sizing the headworks without flows from Sawgrass WWTP. Manufacturers estimated equipment cost savings of 30-35%. This, in conjunction with the overall savings to structure sizing, should be considered. Additionally, other non-cost considerations should be discussed early in the preliminary design phase in order to provide a final recommendation. Considerations include:

- Operating and maintaining two headworks facilities including continued screening and grit pickup from both facilities (PV and Sawgrass).
- The independent force main from Sawgrass WWTP will need separate magnetic flow meter, piping, and valves to the PV WRF headworks in case of failure or downtime at Sawgrass WWTP.
- Sizing of at least the bypass screen channel for 7.5 mgd peak flow to accommodate increased flow in the event of a bypass.
- Influent flow proportion sampling of the Sawgrass WWTP and PV WRF and manual operator flow compositing of the two influent flow proportion samples will be required.
- Consideration of the impact to sizing of the headworks with RAS and in-plant flows prior to the screens, which is a deviation from the flow pattern at the NW WRF. Inclusion of RAS prior to the screens will assist with keeping velocities higher and reducing solids deposition in the channels during low flows but can

also create issues with blinding screen and grit system. Inclusion of in-plant flows prior to the screens must be coordinated with the in-plant pump station controls to limit the amount of flow (particularly from the reject pond) that is being re-introduced. We believe even if RAS and influent flows are brought to the head of the pretreatment structure that system sizing should not be increased above 7.5 mgd.

2. **Proper location of influent sampling and flow metering per FDEP.** Since SJCUD's desire is to include in-plant and RAS flow through the headworks. It is recommended that all influent sampling will be performed downstream of the influent flow meter and prior to any in-plant or RAS flow to meet the requirement of FDEP rule 62-600.660(4)(a). We have already received verbal confirmation from FDEP's local office that sampling of influent can occur at Sawgrass WWTP if that flow is diverted downstream of the pretreatment structure.
3. **Consider alternate vortex type grit removal systems.** Use of prefabricated stainless steel (SS) structures will save construction cost as compared to complicated circular/angled elevated cast-in-place systems used at other SJCUD plants (see below).

Bonifay WWTP Headworks - SS Grit King



Cost savings consideration

Mott MacDonald would encourage SJCUD to consider a corrosion resistant SS standalone grit system in-lieu of cast-in-place grit tank as installed at NW and AI plants. Our design team has successfully installed several stand-alone units in Florida. These units are fabricated and tested in a factory environment, doesn't require an expensive coating system, have no wetted moving parts, less maintenance intensive, and are approximately 8-10 percent less expensive when compared with poured in-place grit systems.

Biological Treatment Process:

We understand that the 4-stage Bardenpho process is used at most of your plants and that keeping this process is not only effective for meeting the AWT limits but also is familiar for the operators to operate and maintain. Thus additional process evaluations of alternate treatment processes to meet AWT limits will not be pursued except to satisfy FDEP's SRF facility plan requirements showing the treatment process selected is the most economical solution. The use of a 4-stage process Bardenpho process, alum phosphorus polishing, and effluent filters will provide for a reliable and robust treatment process that will be capable of consistently meeting the stringent AWT effluent limits.

As previously mentioned, the Mott MacDonald team recommends additional sampling at each plant to confirm influent concentrations, and the results will be used to confirm/calibrate the BioWin™ model in both steady state and dynamic simulation. The detailed nutrient concentrations from characterization is very important as it can have a major impact on basin configuration and sizing. Once the BioWin™ model is fully calibrated, one of the first tasks will be to optimize all unit processes to ensure a cost-effective, energy-efficient, and sustainable design. This will include optimization of basin configuration to operate in 4-stage mode and simulation of basin configurations to optimize carbon feed, internal recycle rates, RAS rates, chemical feed locations, and optimal flow rates.

Using the design criteria outlined in **Table 6-1**, we ran the BioWin™ model (using the weighted averages). **The process simulations were also completed using the NW WRF design concentrations as a sensitivity analysis since values for CBOD₅ and TSS were lower than expected and limited phosphorus data existed.** This allowed the team to assess the relative differences in the tank volumes and chemical feed additions needed. The simulation results as well as tankage size using the "weighted average" are shown in **Table 6-2**. Results indicate that the required effluent limits can be met for both influent nutrient concentrations by varying recycle and chemical feed rates. Under both simulations, AWT limits were met and no additional tank volume is required but the BNR process is carbon limiting for denitrification to consistently meet effluent TN of 3 mg/l especially during colder months. Addition of readily available outside supplemental carbon source such as Micro C2000 to the BNR basins is required. The carbon limitation also results in the inability to achieve phosphorus removal and therefore requiring metal salt addition to meet a 1 mg/l TP limit. Alum will be used to assist in the phosphorus removal process. This colorless liquid will be stored in new bulk storage

tank(s) and will be pumped to the BNR treatment units prior to the clarifiers. Like Alum, the Micro C2000 will be stored in bulk storage tank(s) and will be pumped to the BNR basins. **For both chemicals, there will be one pump for each process train with a third pump being a backup, dedicated chemical feed piping to each injection point and basin, and the dosing points will be strategically placed to promote mixing.**

Basin Configuration: All flow from the headworks will be conveyed via gravity to the splitter structure integral with the basin. The box will be equipped with gates that will allow the operator to control flow to each BNR unit. Each anoxic basin will be equipped with submersible mixers to keep the solids in suspension. RAS from each clarifier will be pumped to the head of the pretreatment structure or prior to the anoxic basin, and internal recycle (IR) from the aeration basin will be pumped to the first anoxic basin. Aerobic treatment will be provided in an aeration tank equipped with fine bubble diffusers. Air will be supplied by turbo blowers housed in a blower building. To meet stringent nitrogen limits, second stage anoxic basins will be constructed and will receive flow from each aeration basin. Similar to the first anoxic basin, the second anoxic basin will be equipped with mixers. Effluent from each anoxic basin will overflow to a reaeration basin. The unit will be aerated with a fine bubble diffuser system using multistage centrifugal blowers. Mixed liquor from the BNR system will flow by gravity and flow split equally to each clarifier. The splitter box will be constructed integral to the BNR basin and will be equipped with slide gates which will allow the operator to isolate a clarifier for maintenance and repair.

Aeration System Control: Enhanced nutrient removal facilities require a robust control of the aeration system to promote nitrification. At the same time, controls are needed to avoid over-aeration and dissolved

oxygen (DO) carry over to the anoxic zone and in the IR flow. Therefore, we recommend an automated DO control by zone. Air supply will be controlled by automatic modulating control valves and VFD controlled turbo blower(s) that can reduce the amount of air being delivered to the BNR zone thus meeting the intent of nitrogen removal to low levels while saving power cost. We will specify your preferred instrument controls by Cerlic for all monitoring.

IR Pumps: IR pumps will take aerated mixed liquor to the first anoxic zone. The County has typically used dry-submersible pumps to accommodate 4 to 6 times the influent average daily flow with the use of VFDs and magnetic flow meters to vary the flow rates and optimize the process. Depending on the influent flow, the IR will be pumped to the first anoxic basins by one or two pumps with a third pump for backup. **Careful attention should be given during design regarding the type of IR pumps selected, number, and sizing, to ensure that the IR system is properly sized and can operate at low flow conditions with one pump in operation without cavitation.**

Secondary Clarifiers: To separate biomass (sludge) from effluent, two new secondary clarifiers will be constructed. Based on the preliminary process modeling, Mott MacDonald recommends a clarifier diameter of 75 feet and the side water depth of 14 feet. The surface overflow rate (SOR) is estimated to be 850 GPD/SF, which is below the 900 GPD/SF as outlined in Recommended Standards for Wastewater Facilities (Great Lakes-Upper Mississippi Board, 2014) “Ten States Standards”. Mott MacDonald does not see any major changes to the secondary clarifier and RAS/WAS pumping systems that are provided at the NW WRF. The pumping system will include multiple pumps with VFDs and magnetic flow meters to vary flow to either the first anoxic basin and head of pretreatment (RAS) or sludge

Table 6-2: BioWin™ Summary Table Based on Weighted Averages

Elements	Flow (MGD)	Liquid volume (gallons)	DO (mg/L)	CBOD (mg/L)	TSS (mg/L)	Ammonia N (mg/L)	Nitrite + Nitrate (mg/L)	TKN (mg/L)	Total N (mg/L)	Total P (mg/L)	Temperature (deg. C)
Influent	2.50	0	0.0	174	179	27	0.0	41	41	6	18
Anoxic	16.79	652,000	0.0	643	3,498	4.80	3.4	168	171	123	18
Aerobic	16.79	1,560,000	2.0	630	3,486	0.45	7.9	163	171	123	18
Post-anoxic	4.29	217,200	0.0	640	3,493	0.17	0.7	163	164	123	18
Reaeration	4.29	80,700	2.0	633	3,492	0.02	0.6	163	164	123	18
Alum	100	0	0.0	0	0	0.00	0.0	0	0	0	18
Carbon Source	140	0	0.0	926,073	0	0.00	0.0	0	0	0	18
Filtered Effluent	2.45	0	2.0	2.5	5.0	0.02	0.6	1.6	2.2	0.40	18

holding tank (WAS). Scum will be pumped to the sludge holding tank by scum pumps. Mott MacDonald does suggest evaluation of other scum pumping application in conjunction with the chopper style pumps due to their high capital cost and extensive maintenance requirements. We recommend SJCUD consider use of regular submersible sewage pumps with screw or N-type impellers by Flygt or inclusion of other chopper type pumps by Hayward Gordon or BJM. Mott MacDonald’s proposed staff has extensive experience in the use of submersible pumps in scum pumping application (Bonifay and St. Andrews WWTPs upgrades) and have saved these clients approximately 50 percent in capital cost over chopper style pumps.

and Alpha Laval. The Mott MacDonald team has extensive experience with this type of system at other Florida WWTPs and find it very effective. Two tertiary filters will be required and sized to handle peak flow. With one unit out of service, the remaining filter will be capable of handling 75% of the annual average daily flow, thus satisfying Florida’s Class I reliability requirements. The filters will be self-contained and will be manifolded together with a common pipe header and isolation valves on both the inlet and outlet sides of each filter. For ease of access and O&M, walkways will be installed around each filter. In support of this RFQ, Mott MacDonald contacted SJCUD’s preferred disc filter manufacturers and acquired preliminary designs and costs for 10-micron cloth media disk filtration units. Based on the quotations, there was significant equipment cost differential between the two manufacturers. Mott MacDonald recommends spending time during the preliminary phase to review each filter manufacturer’s scope of supply and requirements to ensure systems

Tertiary Filtration: One change we know SJCUD would like to make from the NW WRF is the manufacturer of effluent filters. Based on our extensive discussions with SJCUD management and operations staff, the preference is for a cloth media disk type system as manufactured by Aqua Aerobics, Kruger,

Biological Treatment Process & Secondary Clarifier Ideas for Consideration	Benefit to SJCUD
Consider backup mixers or coarse bubble mixing for anoxic zones	Recommendation for Improvement based on SJCUD Operator Feedback ✓ Allows operators to immediately keep process basins operating if a mixer requires replacement or servicing ✓ Minimizes any potential for process upsets
Locate aeration piping at walkway level (not elevated)	Recommendation for Improvement based on SJCUD Operator Feedback & Cost-effective ✓ Reduces total costs by not requiring multiple elevated pipe supports ✓ Blower piping will be more easily accessible to operators
Consider isolation gates between basins as well as zones	Recommendation for Improvement based on SJCUD Operator Feedback ✓ Slightly higher cost for more gates but allows for maximum flexibility for process optimization if a zone should be taken off-line
Ensure internal recycle pumping system is optimized for minimum, average, and design flows	Recommendation for Improvement based on SJCUD Operator Feedback & Previous Construction Issues at NW WRF ✓ Use VFDs for turndown of pump flow rate ✓ Ensure that one pump per basin is acceptable under varying flow conditions
Consider retractable diffuser system instead of fixed fine bubble diffusers	Creative and Cost-effective measure for Reduced O&M ✓ Reduce O&M cost by 5-7 percent ✓ No downtime for diffuser inspection ✓ Allows reduction in fouling factor and blower sizing by 8-10% to reduce aeration cost
Investigate alternative “chopper” pump designs than Vaughn for scum pumps	Recommendation for Improvement based on SJCUD Operator Feedback, Cost-effective ✓ Vaughn chopper pumps are costly and service was poor during NW WRF; alternatives by Flygt, Hayward Gordon, or BJM will provide more competition and reliability
Locate chemical injection points near mixers and other equipment for optimum mixing dispersion; minimize buried chemical piping	Recommendation for Improvement based on SJCUD Operator Feedback ✓ Limiting buried chemical piping allows for leaks to be more easily detected and fixed ✓ Process optimized with proper location and injection of chemicals ✓ Separate feed pipes allows for optimization
Provide adequate access to clarifiers	Recommendation for Improvement based on SJCUD Operator Feedback ✓ Provide appropriate ladders and access for clarifier launders for proper O&M

provided are being compared equally. We also understand that cryptosporidium and giardia limits are an issue at your AI WWTP and that investigation of further filtering with a 5-micron filter is pending. We discussed this with each vendor, and limited data exists on their effectiveness at the lower micron filter. However, since this plant will use UV disinfection, (which is effective against crypto and giardia) we do not believe that the additional cost for a 5-micron filter is necessary. Filtered effluent will flow by gravity to the UV disinfection system.

UV Disinfection: The UV disinfection system will consist of a multi-channel, multi-bank system to meet the high-level disinfection limits as per FAC 62-600.440 (6)(a). This is also an area for evaluation to which we believe more attention should be given during the preliminary design phase. SJCUD only has one UV system in operation (NW WRF) where the Ozonia low-pressure, high-output vertical lamp configuration is installed. This system has been operating satisfactorily and is consistently meeting your high-level disinfection limits for fecal coliform. As part of this project pursuit, the Mott MacDonald team has spent considerable time and energy in preliminary evaluation of two new UV manufacturers of which we believe should be evaluated as part of the preliminary design – Enaqua and Trojan Signa. Both systems have improvements which make them worth considering in addition to the Ozonia system installed at NW WRF. The Enaqua system is currently being piloted at the NW WRF. Its primary advantage is that the UV lamps are not in contact with the wastewater and therefore eliminate the fouling and scaling found on lamps submerged with wastewater. The Trojan Signa system offers higher output lamps at an angle that improves effectiveness and reduces the total number of lamps. We have received budgetary proposals from both manufacturers, and our team performed a high-level 20-year life cycle cost analysis based on each

system’s equipment cost, expected power, and O&M replacement costs. Additional thoughts related to the types of UV evaluations and the life cycle costs are on the following page. Effluent at this point will meet high level disinfection requirements and will be discharged by gravity to the existing reclaimed water pond for disposal or by gravity to the off-spec ponds if the effluent does not meet high-level disinfection or TSS limits.

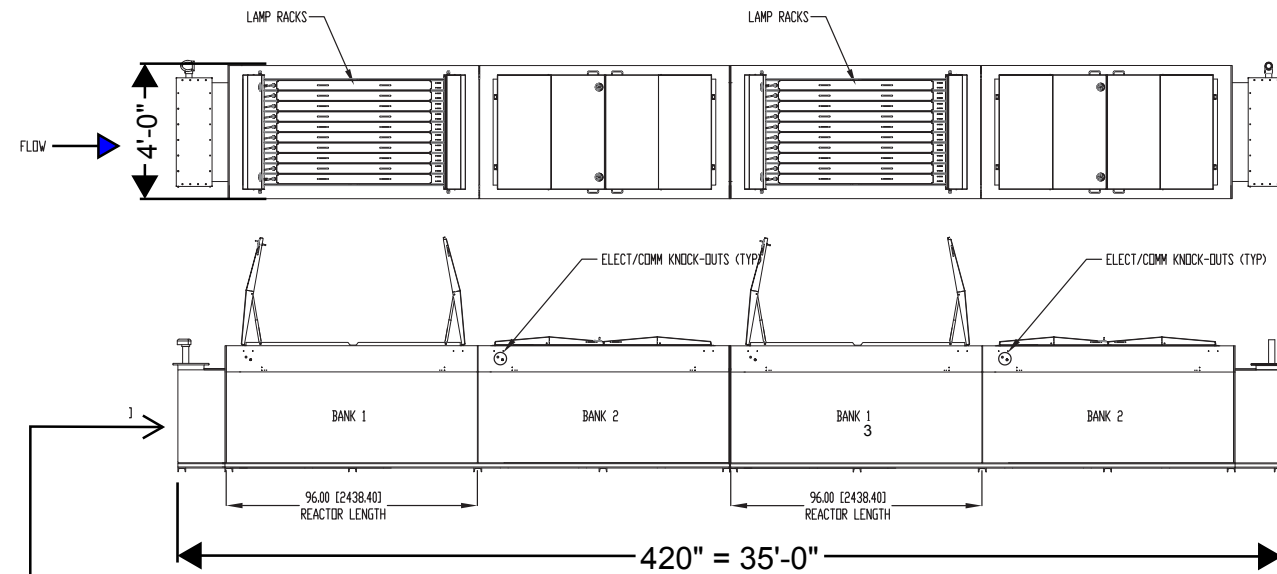
Reclaimed Water Disposal, Off-Spec Ponds, and Surface Water Discharge (SWD) Considerations:

The PV WRF will produce reclaimed water for distribution to regional reuse ponds to serve as disposal during dry weather and to the TPC stormwater pond and Sawgrass outfall during wet weather conditions. Highly variable reclaimed water pumping will be required to accommodate a wide range of flows and pressures to cover the low range of diurnal flow of reclaimed water disposal to the golf course ponds up to the higher flow range and higher pressure required for 100% disposal to surface water discharge during wet weather. A quadruplex station with VFDs is likely a good selection to provide the high degree of variable flow conditions. Preliminarily, vertical turbine pumps appear to be the best choice to accommodate these flow requirements. A conceptual flow/capacity diagram of the system and discharge points is shown on **Figure 6-1**. Typical peaking factors for extended wet weather maximum daily flows are approximately 2 times AADF, or 5 mgd

Our team and project manager Leslie Samel, PE, BCEE has extensive experience with a variety of UV system manufacturers both in new applications and retrofit of existing chlorine contact chambers. She has served as project manager or engineer on seven different UV systems at plants including the NW WRF.

Effluent Filter and UV Disinfection Systems Ideas for Consideration	Benefit to SJCUD
Ensure proper access and platforms are provided and clearly specified for each recommended vendor	<p>Recommendation for Improvement based on SJCUD Operator Feedback and Previous Construction Issue at NW WRF</p> <ul style="list-style-type: none"> ✓ Clearly defined access requirements for routine O&M need to be shown on the drawings and specified so it’s clear what each filter vendor must provide
Evaluate flow measurement devices in front of the UV system	<p>Recommendation for Improvement based on SJCUD Operator Feedback and Previous Construction Issue at NW WRF</p> <ul style="list-style-type: none"> ✓ Use of the variable flow meter used on NW WRF is not reliable and not recommended; alternatives such as an upstream magnetic flow meter are more familiar to operations staff and more reliable
Provide proper automatic flow control gates or valves for diversion to ponds	<p>Creative and Cost-Effective</p> <ul style="list-style-type: none"> ✓ Flow to ponds can be by gravity from UV but operational considerations and automatic controls needs to be discussed early and included

PV WRF Enaqua UV System Layout
Two channels with four banks per channel for high level disinfection
 (One channel dimension plan and section shown below)



Inlet and outlet from the UV system may be hard-piped without a hydraulic channel (as shown above) or installed in an existing concrete structure



Mott MacDonald recommends a thorough evaluation of UV manufacturers (including Ozonia) be completed early to assess each systems advantages, overall ability to fit within the plant's hydraulic profile, and ease of O&M to select the system that best meets the County's criteria. A sample of the types of evaluations that our team will perform include cost and non-cost evaluations, life cycle cost comparison, and calling references of similar-sized UV systems to discuss operational aspects and overall performance.

- Enaqua Non-contact UV System Advantages**
- Lamps are not in contact with wastewater, eliminating fouling and scaling of lamps
 - System does not require concrete channels for banks (see photo 2)
 - Minimized maintenance effort; no lifting devices needed to remove modules
 - No cleaning of sleeves is required
 - Title 22 certified for high level disinfection
 - Piloting activities at the NW WRF will provide SJCUD with real operating and performance data to assess the systems' overall performance and benefits
- Enaqua Non-contact UV System Disadvantages**
- Overall length of the system is significantly longer than Trojan and Ozonia systems
 - Larger number of lamps to maintain as compared to Trojan system
 - Fewer US installations as compared to other UV manufacturers
 - Cannot be retrofitted into the existing chlorine contact chamber due to its overall length

Life Cycle Analysis of Two UV Manufacturers

	Manufacturer		
	Enaqua	Trojan UVSigna	
System Information	No. of Channels	2	2
	No. of Banks	8	8
	No. of Lamps	960	128
	No. of Ballasts	960	64
Power Consumption and Costs	ADF Power Consumption	54.36	29.30
	Yearly Power Cost	\$38,095	\$20,533
	PV of Power Cost	\$474,746	\$255,888
O&M Yearly Replacement Costs	No. of Lamps	263	19
	\$ per Lamp	\$85	\$400
	No. of Ballasts	72	2
	\$ per Ballast	\$125	\$800
	Sleeves		4
	\$ per Sleeve		\$125
	Total Yearly Replacement Cost	\$31,355	\$9,700
Equipment Cost	\$932,000	\$825,000	
Equipment Lifecycle Cost	\$1,797,492	\$1,201,769	
PV of O&M Cost	\$390,746	\$120,881	

Higher output lamps by Trojan results in significantly less lamps to maintain

Total life cycle does not include cost differences for structures, canopies, and lifting devices which will differ between manufacturers

1) Mott MacDonald solicited actual proposals from both vendors to conduct this conceptual analysis specifically for PV WRF based on ADF: 2.5 MGD, MDF: 5.0 MGD, and PHF: 7.5 MGD
 2) 65% UVT and 25 fecal coliform per 100 mL; 75% of samples non-detectable
 3) Both systems include one redundant bank per FDEP high-level disinfection guidelines
 4) Power consumption and cost based on ADF of 2.5 MGD and 8 cents per kWh
 5) PV of power and O&M cost assumes a 20 year life cycle and an interest rate of 5%

for the proposed PV WRF, and may be experienced for several consecutive days. Mott MacDonald has estimated that the existing Players Club stormwater system and outfall to the intercoastal waterway can hydraulically accommodate approximately 2.4 mgd (which should be confirmed during detailed design) and the new 12-inch reclaimed water main to Sawgrass can accommodate approximately 2.6 mgd (based on a velocity of 5 fps). This results in a total SWD capacity of approximately 5 mgd, which meets the anticipated PV WRF max day flow.

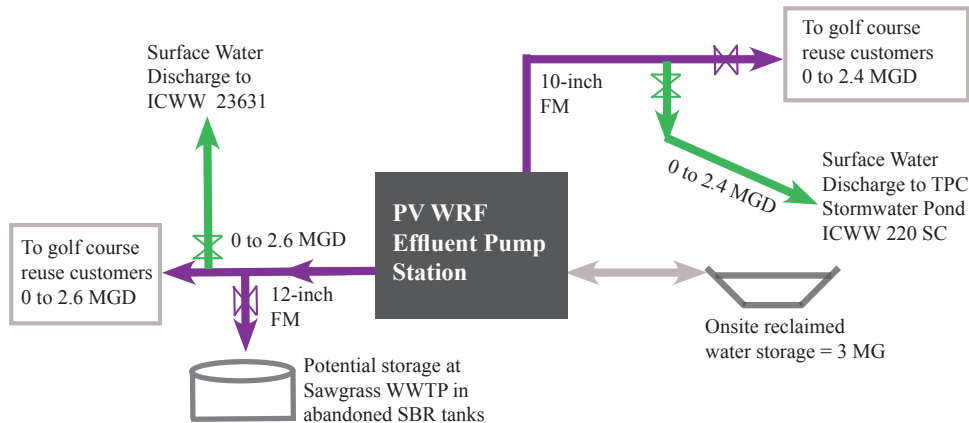
However, some onsite storage is recommended to accommodate variations throughout the day, peak hour flow rates, emergencies in case of other failures in the system, and to provide operational flexibility. The current reclaimed water pond is 5 MG. To increase the off-spec pond volume to meet the new ADF of 2.5 mgd, the existing reclaimed water pond can be modified reducing its effective volume to approximately 3 MG of onsite storage while very effectively and efficiently adding the necessary additional off-spec pond volume at minimal cost. The 3 MG appears to be sufficient reuse storage to achieve stable delivery of reuse water

and to accommodate short-term reductions in reuse demand due to limited wet weather, without having to use the SWDs. As a further fail-safe and potential for storage, SJCUD may consider conversion of the existing SBRs at the Sawgrass WRF into reuse holding tanks to provide cost-effective storage and increased operational flexibility after the plant is taken off-line.

FDEP Surface Water Discharge

Permitting: Mott MacDonald has held several discussions directly with Dung Vo of FDEP, regarding anticipated permitting conditions for the PV WRF to thoroughly understand the requirements that FDEP will impose upon SJCUD. The three existing WWTPs are collectively permitted to discharge 2.4 mgd to the Intercoastal Waterway (ICWW) at two surface water discharges (2205c and 23631). The new PV WRF will maintain and use these two existing SWDs, and FDEP has preliminarily agreed to allow the combination of the two outfalls from Players Club and Inlet Beach WWTPs into a single outfall to the Players Club stormwater pond before ultimate discharge to

Figure 6-1: PV WRF Reclaimed Water and Surface Water Routing Schematic



Reclaimed Water and Off-Spec Pond Systems Ideas for Consideration	Benefit to SJCUD
Modify existing reclaimed water pond to accommodate the additional off-spec pond volume	<p>Cost-effective, Creative</p> <ul style="list-style-type: none"> ✓ Ponds can be easily modified to accommodate the additional 1.0 MG of off-spec storage required by building a new berm and adding lining ✓ Modification of the pond will be less expensive than a new tank and the existing packaged steel ring plant tank is old and repairs to make a long-term useable tank would be costly
Increase the pressure of the 10-inch force main leaving the Players Club WWTP to the stormwater pond to convey 2.4 mgd of flow during wet weather events	<p>Cost-effective, Creative</p> <ul style="list-style-type: none"> ✓ To achieve typical design velocities of 5 fps or less, a new 12-inch force main would be required to accommodate the projected 2.4 mgd of flow to the Players Club stormwater system. However, a more cost effective design alternative is to simply increase the discharge pressure and allow the discharge velocity to increase to 7 fps to accommodate the 2.4 mgd flow until the pipe size can be increased.

the ICWW. Although any new permit will trigger compliance under the NNC rule, at present there is no TMDL established for this surface water body. It is not impaired due to nutrients, and FDEP has placed it into Group 5 for future TMDL determination. **Therefore, if SJCUD does not request any permit alteration for flow or nutrient concentrations, the existing permit conditions may remain until FDEP eventually establishes the TMDL sometime in the future.**

Based upon SJCUD’s desire to build and permit a 2.5 mgd WRF and the fact that there is currently only 2.4 mgd of permitted SWD, there are two permitting options for SJCUD to consider. The first would be to only permit 2.4 mgd for surface water disposal and the remaining 0.1 mgd to reuse/land disposal. The second would be to convert the mass and flow requirements in the existing permit to a total (equivalent) mass per year permit with the higher 2.5 mgd surface water disposal rate.

Mott MacDonald recommends and expects that the new PV WRF should only be permitted for 2.4 mgd of surface water disposal with the remaining 0.1 mgd to PAR/land disposal. This scenario provides the most flexibility to SJCUD. Due to the large PAR disposal to the golf courses, the surface water outfalls may periodically be overloaded during wet weather (while maintaining their AADF) such that wet weather storage may practically never be required. However, for permitting purposes, the new PV WRF must demonstrate reliable reuse disposal of 0.1 mgd, which will require wet weather storage of at least three days, equaling 0.3 MG. Mott MacDonald recommends that wet weather storage occur at either the PV WRF or potentially at the converted SBR tanks at the decommissioned Sawgrass WWTP. It is likely that both will be available for use by SJCUD, and this small amount of wet weather storage will be easily managed whether it is practically used or not.

Sludge Holding Tank and Belt Press Dewatering System: The sludge holding tank will accept WAS from the BNR basins for storage prior to dewatering. Our BioWin™ model estimated

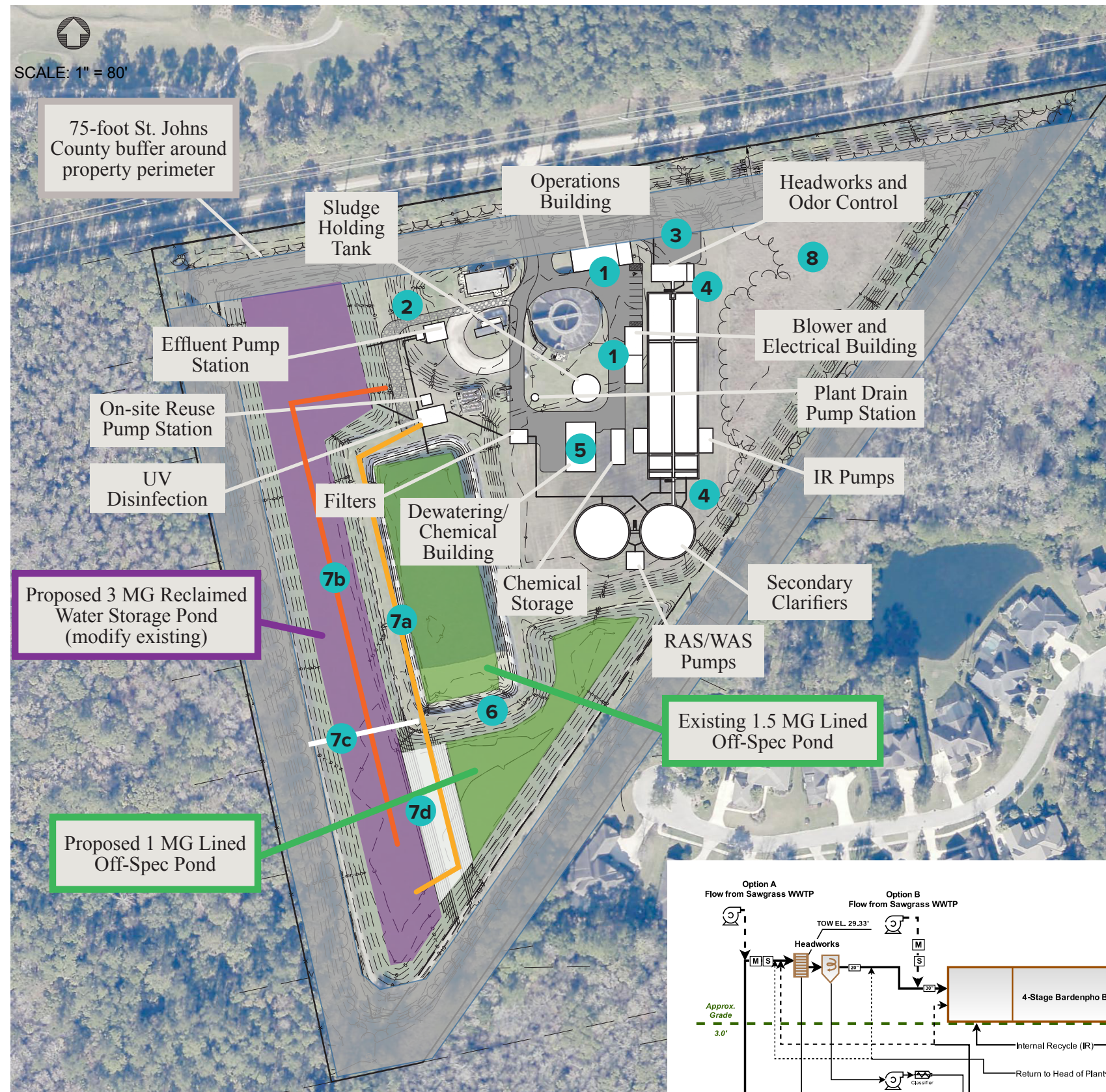
the sludge volume with a solids concentration of 1% to be approximately 50,000 gpd, for five days’ storage equals 250,000 gallons. For aeration, the holding tank will be equipped with coarse bubble diffusers supplied by positive displacement blowers. Partially stabilized biosolids will then be pumped by progressing cavity pumps at the rate of 175-200 gpm to the belt filter press where the sludge will be conditioned by the addition of polymer and dewatered prior to being conveyed to trucks for off-site disposal. Mott MacDonald is very familiar with BDP, the manufacturer of the belt press installed at the NW WRF. **This equipment was suggested to the County for consideration during the design of the NW WRF directly through Ms. Samel’s experience in the Carolinas.** The system is made in America and has the added benefit of having the dewatering zone at operator level and a vertical press zone. This allows operators to visually see the solids and make polymer adjustments. The press has been performing outstanding with over 20% solids cake, and most recently, the lead operator at NW WRF indicated 24% solids. The dewatering building will also house the sludge transfer pumps, wash water pumps, magnetic flow meter, new belt conveyor, truck loading station, and discharge chute. For belt press sizing, it is anticipated that the dewatering facility will be in operation 5 days per week for 6 hours per day. In discussions with BDP for this RFQ, they indicated a 1.5-meter press is sufficient to meet this loading criteria.

SITE PLAN, SITE DESIGN CONSIDERATIONS, AND CONFLICT RESOLUTION

Mott MacDonald has provided a preliminary site plan and process and hydraulic flow diagram (**Figure 6-2**) for consideration based on the BioWin™ modeling efforts, design criteria, and the use of SJCUD’s preferred equipment manufacturers as discussed above. Based on review of existing as-built drawings and site visits, it appears the most practical location for the new plant would be east of the existing plant to minimize disruptions to existing plant operations during construction.

Dewatering Building and Sludge Storage Tank Ideas for Consideration	Benefit to SJCUD
Use of submersible pressure transducers for level control and operation of sludge pumps	Recommendation for Improvement based on SJCUD Operator Feedback ✓ Ultrasonic level sensors are not as reliable due to foam and grease in tank
Optimize dewatering building layout from NW WRF	Optimize per SJCUD Operations Feedback, Cost-effective ✓ Reduce the overall building height (reduces construction costs) ✓ Provide ramp for access to polymer totes ✓ Provide two rollup doors one for belt filter press; one for polymer totes

Figure 6-2: Site Plan Considerations with Preliminary Process Flow Diagram and Hydraulic Profile

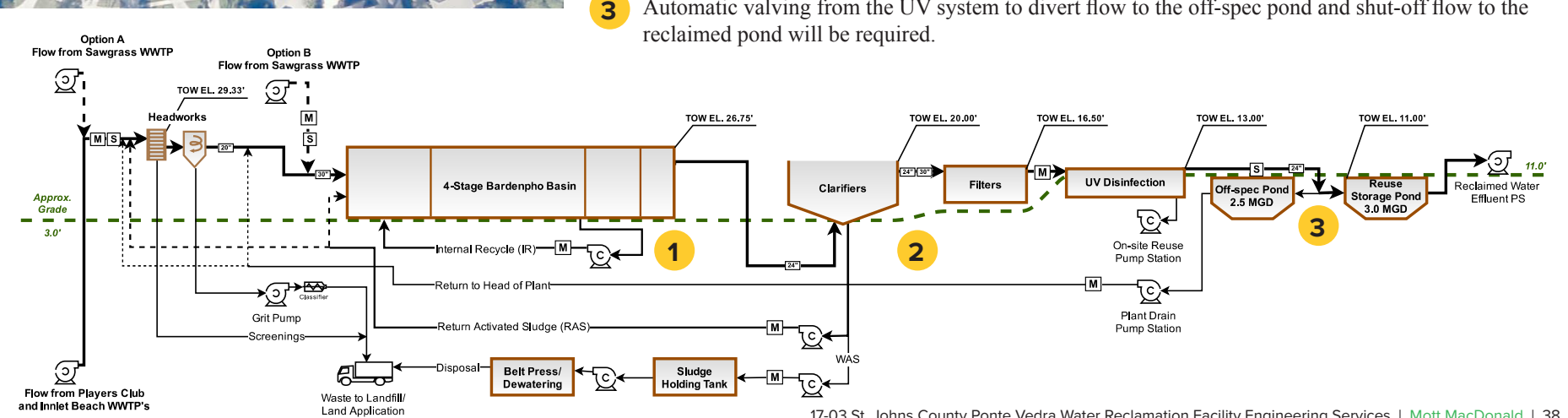


Key Note Site Plan Considerations: This layout focused on location of structures and piping so as to keep the existing Players Club WWTP on-line during most of construction. The existing steel ring plant, blower building, filters, UV, effluent pump station, and trailer will be demolished after plant startup and successful operation. Location of new facilities and piping in this area has been purposely avoided to reduce the number of subsurface conflict resolutions. Considerations for discussion are noted below.

- 1 Combine the main electrical building with either the operations building or blower building. The advantage to combining with the blower building is that this location is more centrally located to the process equipment and likely will result in less overall length of conduits. Whichever location is selected the new generator should be located adjacent to the main electrical room.
- 2 Construct a gravel road to access the effluent pump station and UV system. Proposed location will result in the least amount of grading.
- 3 Civil/site concerns related to grading must be considered at the front of the plant based on existing swales and contours with any newly proposed access roads.
- 4 Provide an elevated walkway from the pretreatment structure to the BNR basins and from the BNR basins to the clarifiers for easy access for operators.
- 5 Consider combining the dewatering building with the prefabricated chemical pumping buildings, thereby having all chemical feed and polymer pumps in one building. Storage facilities will remain outside in bulk storage tanks for glycerin, alum, and hypo.
- 6 Connect existing and proposed off-spec storage ponds with piping. Reline existing pond if necessary.
- 7 A detailed assessment of the final pond volumes, inlet and outlet connections, and operating flow strategy needs to be completed in concurrence with the County's wishes to address operational deficiencies with the existing system such as short-circuiting of the reclaimed water pond and structural integrity of the existing off-spec pond. Direct piping of the UV effluent to the back of the pond (7a) is likely costly. Another option is to install a baffle the length of the pond (7b) and force flow to travel from the north end to the south end and back to the north end prior to being pumped. Both of these will reduce the potential for short circuiting but the benefits need to be weighed with the costs. Modification of the pond system(s) will be the part of the project requiring the most construction sequencing guidance and phasing if the proposed layout is ultimately chosen. Temporary berming and/or sheet piling (7c) could be employed to allow construction of the newly proposed permanent berm (7d) in order to convert a portion of the existing reclaimed water storage pond into a new off-spec pond.
- 8 Stormwater pond need and sizing requirements will be evaluated to meet SJC and SJRWMD/FDEP requirements. Based on the current proposed site plan's impervious area the overall pond volume is minimal and can be located in this current low lying area of the site.

Key Note Hydraulic Profile Considerations:

- 1 Tanks were placed as much as possible on existing grade based on our previous experiences that buried structures cost more and will require extensive dewatering.
- 2 The hydraulic profile piping are arranged without splitter boxes since SJCUD has indicated that the PV WRF will not be expanded in the future.
- 3 Automatic valving from the UV system to divert flow to the off-spec pond and shut-off flow to the reclaimed pond will be required.



The primary site considerations and challenges include:

- Abiding by the SJC's buffer requirement of 75-ft
- Desire to maintain Players Club WWTP in operation throughout construction, limiting the period that flows are diverted to the Sawgrass WWTP for treatment
- Location of existing utilities and early identification of proposed locations of new piping, duct banks, and structures to resolve conflicts
- Development of a phasing plan particularly to modify the existing reclaimed water pond to allow for an additional 1.0 MG of off-spec ponds and for replacement of the existing off-spec pond's liner
- Clearly defining soil conditions, seasonal high groundwater levels, dewatering, and other subsurface geotechnical conditions which will dictate construction methods and if not clearly defined will result in costly changes to time and cost during construction
- Inclusion of landscaping and trees to limit portions of the plant seen by neighbors
- Consideration of equipment locations and construction methods to minimize noise in the surrounding community

Hydraulic Profile: Mr. Keck and Mr. Wadkins developed a hydraulic model of the proposed plant profile to determine the initial water surface elevation for all the proposed facilities, to establish the elevations and sizes of channels, weirs, and pipes as well as minimum elevations for the tops of structure walls. For the proposed PV WRF, wastewater will be pumped to the pretreatment structure through several offsite lift station(s) and will flow by gravity from the pretreatment structure to all other process units with no additional pumping except of recycle streams. Our initial hydraulic profile is proposing that top of process tankage slabs be constructed near grade to avoid the added expenses of excavation, shoring, and dewatering. **On a recent project in Panama City, construction of the process tankage with slab-on-grade versus constructing this tankage with top of slab four feet below grade saved the client approximately \$1.1 million.**

Drainage: There are many characteristics of a site that must be carefully analyzed and factored into the layout of a plant. Factors such as surface drainage features both on and off the site can have a dramatic negative effect on the success of a project. Layout of structures and their impacts on the natural drainage of a project and perhaps existing drainage features that must be preserved or re-constructed and routed around critical structures can have a dramatic impact on construction costs. Proper planning and attention to the surface drainage features from both a constructability stand point and the final graded product will help eliminate many potential surprises and challenges during construction

and help avoid maintenance issues for operators.

Drainage considerations of this site must evaluate:

- The existing stormwater piping inlet structures to determine capacities and flow routing with newly proposed structures and grading
- Careful review of new roads to avoid unnecessary fill and/or cut operations to properly access new structures and provide proper drainage
- Location of new stormwater ponds and conveyance based on SJC and FDEP ERP requirements

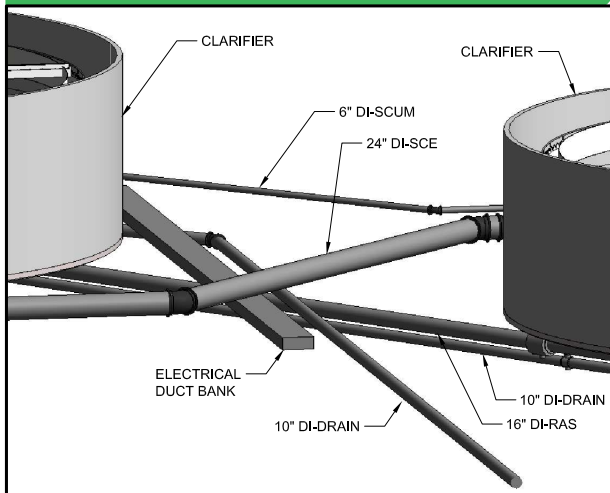
Subsurface Features: One of the most challenging site development tasks is effectively identifying and locating all critical subsurface utilities and obstructions including all existing plant piping and electrical services as well as any communication wiring runs, storm drainage piping, etc. The failure to identify these features can lead to expensive changed conditions that could affect existing plant operations and could result in temporary plant outages. It will always lead to costly change orders wherein the Owner has been placed in a compromised position with little to no leverage to negotiate fair change order costs. Our approach typically involves a thorough review of existing as-built drawings combined with a site visit (plans in hand) with the operations staff to stake existing underground utilities as accurately as possible. After staking the utilities, Mott MacDonald proposes performing soft digs to help definitively locate these utilities both from a vertical and horizontal perspective. With this information, the site design team can coordinate with the other disciplines (i.e. mechanical, electrical, structural, etc.) to coordinate its efforts and make provisions for avoiding the inevitable conflicts. **It is not a matter of there being conflicts as these type conflicts are unavoidable when constructing around an existing plant but it is about identifying these conflicts and designing around those conflicts that are unavoidable while also seeking to minimize such conflicts.**

The other major component of subsurface investigation is the determination, through testing, of the existing soils characteristics. There are two primary points of concern when it comes to geotechnical testing. The first is the structural characteristics of the soils wherein this data can be used to assess the suitability of the existing soils to support structures on shallow foundations versus more costly options which could involve soil conditioning to improve the existing soils to allow shallow foundations versus costlier deep foundation options through use of pile support.

Our approach will save you time and money!

Mott MacDonald commits to 3D modeling the entire below grade infrastructure including all process piping, storm water piping, and electrical duct banks so that all below grade utility work is coordinated.

This will significantly reduce the potential for conflict resolution by the engineer and contractor in the construction phase as well as reduce costly change orders. We discussed this approach with our lead electrical David Lassetter and he also firmly believes that identification of major piping corridors and duct bank runs should be identified early and modeled. This extra effort in design is well worth the added benefits the team will see in construction.



ACTUAL 3D MODEL OF PIPING AND ELECTRICAL DUCT BANK ON KICKLIGHTER WWTP

The second primary point of concern is to learn more about the permeability characteristics of the soils and their stormwater percolation rates as well as information on the depth to groundwater, both of which can have a dramatic effect on the contractor's ability to suitably construct the facilities being proposed. This vital information will be utilized to make specific contractual provisions for the bidding contractors to assess and provide adequate dewatering in their bid while also providing the design engineer with sufficient information to make educated decisions on the various challenges of constructing in the environment presented. **Mott MacDonald is very attentive to evaluating the constructability of its structures and facilities and seeks to avoid construction in the groundwater table when possible as dewatering for large structures can be extremely challenging as is construction in general below existing grades especially in an existing plant environment.** The percolation and permeability data will also allow for the strategic placement of the permanent stormwater management facilities.

OTHER RECOMMENDATIONS TO LOWER PROJECT COSTS

Much of our approach is dedicated to the type, sizing, and layout of the new facilities which are very important to the overall success of the PV WRF, however, there are other strategies related to administrative, and/or contractual recommendations and improvements we believe SJCUD should consider based on lessons learned on the NW WRF including:

- Ensuring there are multiple qualified bidders to perform the work
- Providing cost-effective designs and options for construction methods
- Development of front end language to protect SJCUD from typical risks and claim management
- Inclusion of bid items, allowances, and unit price items to limit change orders related to items that may or may not be encountered and cannot be fully quantified during design

A brief discussion on each is described below.

Multiple Qualified Bidders & Contractor Prequalification:

Mott MacDonald is a firm believer in attracting competition to the bid process while also making sure bidders are qualified. While most projects will attract the local contractor community, on a project of this size, it is important to try and attract interest from other larger and/or regionally active contractors. Because of Mott MacDonald's exceptional presence both in North Florida and nationally, we have constant communication with contractors who will have an interest in this project. Due to our recent run in bidding similar sized projects in North Florida, Mott MacDonald is very familiar with the contractors who have been actively bidding projects from Pensacola to Jacksonville to Delray Beach including all points in between and inclusive of St. Johns County. Mott MacDonald team members will reach out to the contractor community early in the design phase of the project to peak their interest and provide opportunity to get the project on their radar. We will also reach out periodically to discuss options, constructability issues, etc. to keep them interested in the project. This early engagement gives potential contractors; particularly those from outside the area, time to develop bid strategies and alignment with sub-contractors.

Mott MacDonald always establishes minimum experience qualifications for its plant work but has also developed pre-qualification packages for clients who want to pre-qualify its bidding contractors. The prequalification packages typically require documentation on completing a specified number of

similar size projects with certain qualifying criteria, requires financial data (both internal and project related), change order and time to complete data as well as other information such as bonding capacity and litigation history. **The firm has excellent and recent examples of prior pre-qualification packages utilized including the City of Panama City's 10 mgd St. Andrews WWTF Expansion and the Emerald Coast Utilities Authority Central WRF relocation projects.**

Cost-effective Designs and Options for Construction Methods:

Once the plant concepts have developed to the point that structure sizing and loads can be developed, Mott MacDonald will engage the geotechnical consultant to perform specific evaluations and recommendations. Even with best practices employed, there can still be potential concerns with what may be encountered when it comes to subsurface conditions like unsuitable soils, unknown obstructions, dewatering challenges, and unanticipated conditions. For example, if a determination was made that existing soils were not quite sufficient to resist imposed loads from a bearing perspective, Mott MacDonald will not just automatically move to deep pile foundations but may explore use of geo-piers, vibro-compaction, grout injection or other soil improvement technology before making a final decision. Familiarity with the available specialty contractor capability in the area will have an impact to the viability of some of these options. Some of these options can dramatically improve constructability. **Likewise, dewatering always complicates construction and should be avoided where possible in plant layout and design (our initial hydraulic profile has shown limiting the depth of structures to avoid this cost).** If dewatering is required, Mott MacDonald makes a point to prepare detailed specifications so that its clear the requirements and conditions the contractor must bid on and will need to address.

In our approach to reach out to contractors early in the design process, often we can structure bids in a fashion through alternates to allow them to capitalize on their individual strengths while, at the same time, allow the SJCUD to get the best possible bid without appreciably changing the quality of the finished product. An example of this concept would be the larger process tankage. The pre-stressed concrete tank companies have developed their technology to the point that they are competing favorably on not only circular tankage but can now also deliver rectangular tank products. This is a great option and works well for some general contractors. For other contractors however, and especially many of the larger contractors, they gain their bid advantages through having good "in-house" capabilities and often in casting

larger concrete jobs themselves. Thus, we have found that bidding a project of this nature with an option for both cast-in-place concrete or pre-stressed concrete tankage; this creates a very competitive bid environment and adds an additional bid dynamic that forces the contractors to bid very tight. Furthermore, we know that SJCUD has been expediting construction schedules of other projects and reducing overall engineering fees by using a modified design-build approach for prestressed concrete tanks. This type of approach can also be considered for the PV WRF to expedite the construction schedule and/or reduce the anticipated construction costs.

Creative approach uses proven construction methods to save money and solicit best costs from Contractors!

Mott MacDonald has performed extensive discussions with Crom about construction of the 4-stage Bardenpho process with prestressed concrete tank design in lieu of cast-in-place walls and slabs. Crom has built similar structures for this type of process and our team has routinely bid cast-in-place designs against prestressed tank designs for lowest overall construction cost. Since the secondary clarifiers and sludge holding tank likely will be constructed by prestressed concrete tank design, consideration for this tank to be included should be considered. Options for consideration include design-build approach of all prestressed concrete tanks (as recently executed by SJCUD) or bid alternates for contractor to select lowest construction cost based on cast-in-place or prestressed concrete design. These recommendations will be made by our team after the geotechnical evaluations and site plan are finalized.

Clearly Defined Front End Documents:

Mott MacDonald has also settled on the Engineers Joint Contract Documents Committee (EJCDC) form of contract, general, and supplemental conditions, as our preferred contract language to help administer our projects. Of course, Mott MacDonald will utilize the County's front end documents, but, if given the chance, would suggest modification to the EJCDC documents for these larger, complex projects which can be customized by St. Johns County through Supplemental Conditions to cover such specialty items as St. Johns' insurance requirements and other as applicable conditions. **The EJCDC documents have proven very effective and enforceable for such typical issues such as weather delays, changed conditions, product approvals involving the "or equal" clause, substantial and final completion including start-up.** Most of these were

issues that had to be dealt with on the NW WRF and took significant time on SJCUD’s project management staff to define, discuss, and come to an agreement with the contractor. With EJCDC, definitions and contract terminology are clearly presented making the enforcement of the contract language less ambiguous and, consequently, much more enforceable than some other forms of contract general conditions. **We believe SJCUD should consider the use of this document for the project as it’s an industry standard, and more clearly defines the terms, expectations, and issues that typically arise on a construction project of this magnitude.** The Mott MacDonald team has recently utilized EJCDC documents on the St. Andrews and Kicklighter WWTPs upgrade projects.

Use of Lump Sum and Unit Price Bid Form:

Although we typically bid plant work on a lump sum basis, there are also increased likelihoods that unanticipated conditions may be encountered during construction on an active plant site. For this reason, Mott MacDonald typically establishes a bid schedule of unit prices for various units of work such as unsuitable soils, select backfill, formed and unformed concrete, various pipes, fitting and valves, etc. to develop a unit price bid basis for negotiating changes in scope. This methodology helps provide a reasonable basis for helping establish fair costs for either additions or deductions to the lump sum bid. We have also used these unit prices and estimated quantities for conditions such as pockets of unsuitable soil to help establish a basis of bid and use the unit price and actual quantities used as basis for payment. This procedure provides a mechanism and provision for paying the contractor while removing some risk; a condition that can dramatically increase bid amounts if not properly handled. This bid methodology also allows the Owner and Engineer an opportunity to build in a contingent fund to handle some of these construction nuances and contingencies thus allowing the construction management team the opportunity to respond to field conditions in a timely manner. **A wise old sage once said “time is money when it comes to construction”; having mechanisms in the contract to act quickly when needed is generally a “win-win” for all parties.**

KEYS TO MEETING PROJECT BUDGETARY GOALS AND QUALITY CONTROL

At Mott MacDonald, two guiding principles related to quality are communicated to team members:

1. Quality is everyone’s responsibility. All individuals on each project are accountable for their

contributions to the quality of the project.

2. Quality objectives and goals must include executing the work within budget, on-schedule, and avoiding mistakes.

Our approach to quality control combines management, people, and procedures to ensure the delivery of exceptional products and services to our clients. Mott MacDonald’s QA/QC approach will save SJCUD time and reduce change impacts by conforming to SJCUD’s Water and Sewer Standards Manual, by building quality into every task, and by conducting continuous quality checks throughout the life of the project. Furthermore, we will use our lessons learned on the designs of recent Mott MacDonald WWTP related projects to further improve and address similar concerns that must be addressed for the PV WRF. We implement a rigorous QA/QC Plan which includes applying SJCUD and company standards, engineering review, and constructability review. A typical QA/QC plan for a project of this nature includes the following:

QC reviews and meetings. Scheduled QC review meetings will be conducted both internally and with SJCUD at major milestones (30, 60, and 90 Percent) to discuss and reach consensus on key issues and challenges. **Due to the critical nature of the schedule, internal reviews will be conducted in person, locally in the Jacksonville office over a 2-day period. We also recommend a full-day review with SJCUD staff and our team discipline leads to be able to quickly discuss concerns and make informed decisions.**

Constructability reviews. Very critical to a project of this nature is to conduct constructability reviews and develop a clear sequence of construction. This ensures that the objective of plans is clear and the reviewer identifies areas where construction may be difficult or costly. We have found that if the plans are easily understood, or if we can modify a feature so that it can be constructed more economically, our clients will receive the benefit for favorable competitive bidding. We are also convinced this review has lessened the opportunity for change orders during construction. Our key discipline leads (civil, structural, mechanical, electrical, and HVAC) and other technical experts will ensure that practical solutions are identified, economically quantified, and realistically analyzed. **Constructability and phasing will be critical for modification of the existing pond and stormwater system to keep some portions online and while modifying for future use.**

Continuous quality assurance. All work will be checked as it is produced and before use in the next phase of the project. Interdisciplinary cross checking of plans and specifications will be performed. This

includes senior-level review, calculation checks, and cost estimate reviews. **One of Ms. Samel's strengths is cross-checking and interdisciplinary check of plans as well as specifications. This task requires a detailed eye and strong multi-discipline design experience to get the job done correctly.**

Resource allocation. While everyone on the team is responsible for quality, Mott MacDonald will assign only qualified and experienced staff to perform quality reviews. Furthermore, a successful project begins with having the “right” team with technical staff allocated correctly. Mott MacDonald’s proposed team is the “right” team and is assembled for its strengths related to similar WWTP design and construction experience and our project manager and discipline team’s direct previous experience with SJCUD staff and protocols on prior projects.

Apply QA/QC to subcontractors. Our detailed QA/QC procedures will be mirrored by the subconsultants working alongside the Mott MacDonald design team. Ensuring that data presented to and received from our subconsultants is accurate and is checked according to Mott MacDonald standards and SJCUD’s design criteria are absolutely a requirement of this project.

Monthly budgetary review. Ms. Samel will set up budgets of tasks and major subtasks into our financial system and assign schedules to each task each month. She will track the budget spent on each task alongside the schedule for that task. This evaluation is typically called “Earned Value” and requires the project manager to evaluate what’s been spent versus where we are in regards to each task. For example, if at the conclusion of the 30 percent design phase the entire budget has been expended on the task associated with the P&ID but this work is not complete, there is a concern that budget overruns will occur and should raise a flag to the team. This type of analysis quickly allows Ms. Samel to evaluate the project’s budget, task development, and which areas need attention at any time. Lastly, Mott MacDonald will submit monthly invoices to SJCUD, as well as an update on any major project concerns.

ABILITY TO EXPEDITE AND MEET SCHEDULES

One factor that we understand SJCUD weighs heavily when evaluating a consultant’s and contractor’s performance is their ability to prepare an accurate schedule, actively monitor it, and ultimately meet the established project schedule. This is even more critical for the PV WRF project due to securing the SRF loan needed for project construction.

We are keenly aware of the schedule constraints that require the design, permitting, and SRF loan application process phases to be completed so that loan approval can be provided by the August 9, 2017 meeting. This requirement means that signed and sealed documents must be received to FDEP 45 days prior or by June 23, 2017. We have a proud history of consistently meeting (oftentimes beating) our clients’ project schedules as well as a CLEAR understanding of the SRF loan process. **We currently use Microsoft® Project to create and manage project schedules.** As the project progresses and at periodic milestones throughout the design and construction, the schedule can be easily modified to represent a “real-time” snapshot of the project timeline. Updates on the project schedule will be discussed at project progress meetings as well as on a monthly basis with SJCUD to assure timely project completion.

Figure 6-3 presents a detailed project schedule (using Microsoft® Project) and task summary based on the scope provided. **To further show our team’s commitment and readiness to get started we have also included the estimated man-hours for our team’s key staff for the design, permitting, and bid phases. We can immediately begin negotiations and finalize our scope and fee within a week.** Mott MacDonald’s team is the “right” team for this project - we’ll deliver the project on-time, we’ve listened to you and your operations staff and understand your design preferences, and we have the leadership and expertise to effectively and efficiently guide you through design and construction while meeting your overall budgetary requirements.

The Mott MacDonald team is ready to hit-the-ground running, but in anticipation of an accelerated project schedule there are several suggestions we have that the County can do immediately which will help keep the project moving and assist in meeting the SRF loan deadlines.

- SJCUD to perform CRAS (archeological survey), environmental resources, and wildlife/endangered species inventory – will be required for SJC DRC and FDEP Facilities Plan - *begin in early November*
- Begin geotechnical investigations based on preliminary site plans presented in the RFQ - *complete by end of December*
- Begin additional influent sampling at each plant on daily basis - *begin immediately*
- Perform odor control air sampling and analysis at the Sawgrass headworks and/or NW WRF - *complete by December*

7.

Team Efficiency



7 Team Efficiency

Projected Resource Availability

Mott MacDonald’s appointed project manager, engineering leads, support staff, and subconsultants will be fully available to produce a high quality, comprehensive project scope in conjunction with delivering each major milestone within the tight schedule required to secure the SRF funding for the project.

Although we are only highlighting our most experienced local staff, we also have many disciplined support staff (structural, civil, electrical, HVAC) in the same offices who will efficiently perform the work under the direct supervision of our project manager and discipline leads. Our water and wastewater group in Florida is cohesive, collaborative, and has worked together effectively for more than a decade. The team is led by an energetic and proven project manager who has served the County since 2008. Furthermore, another key advantage to selecting Mott MacDonald is that we have the support and backing of almost 2,300 employees across America with many of the nation’s leading water and wastewater industry experts on staff who are ready and able to assist as needed.

Based on our understanding of the project needs and estimated future work for our team, Mott MacDonald commits the identified team members and support staff with the proposed staff having availability to complete the project in addition to the currently contracted work. **Table 7-1**, indicating each team member’s availability and location is provided below.

- ★ Ms. Samel has been working with David Lassetter and the County since 2008.
- ★ Team leads Mr. Perry, Mr. Zafar, Mr. Amin, Mr. White, and Mr. Keck have worked together for over a decade.
- ★ Mr. Perry and Mr. Zafar have worked together since 1996.

Table 7-1: Key Team Members’ Workload Availability over the Next 1-Year Period

Primary Team Member	Primary Role	Location	Percent Availability
Leslie Samel, PE, BCEE	Project Manager and EOR, Permitting and Funding	Jacksonville, FL	70%
Amir Zafar, PE, BCEE	Process Engineer, Permitting and Funding	Panama City, FL	60%
Daniel Keck, PE	Hydraulics/Mechanical Engineer, Permitting and Funding	Pensacola, FL	60%
Billy Perry, PE, SI	Structural EOR, Constructability	Panama City, FL	50%
David Lassetter, PE	Electrical and I&C EOR	Jacksonville, FL	70%
Steve White, PE	Civil/Site Engineer	Pensacola, FL	60%
Jurek Patoczka, PhD, PE, BCEE	QA/QC and Technical Review	Iselin, NJ	25%
Bruce Neu, PE	QA/QC and Technical Review	Jacksonville, FL	50%
Shakil Amin, PE, BCEE	Process Engineer Support	Birmingham, AL	80%
Jacob Wadkins, EI	Yard Piping and Process Engineer, Permitting and Funding, Construction Coordinator	Jacksonville, FL	85%
Cale Madden, EI	Yard Piping and Process Engineer	Panama City, FL	85%
Tom Jarman, RA	Architect of Record	Daphne, AL	50%
Jack Wang, PE	HVAC and Plumbing EOR	Iselin, NJ	50%
Bill Lee	BIM Designer/Drafter	Jacksonville, FL	80%
Lenny de Rosier	Resident Project Representative	Jacksonville, FL*	100%
Don Berryhill, PE	Permitting and Funding	Tallahassee, FL	50%
Brett Godard	Landscape Architect	Jacksonville, FL	70%

* Will relocate for construction duration

Continuity and Coordination

A critical element of any project is the effective coordination and scheduling of all direct and indirect activities with team members who cross geographical discipline boundaries. **Communication is the key element of successful coordination.** Effective coordination, scheduling, and communication depend on the qualifications, experience, and initiative of the project manager for both Mott MacDonald and SJCUD, which is why Ms. Samel is a good match to partner with SJCUD's project manager. Furthermore, to enhance collaboration among our employees, clients, and partners, we continuously employ the use of applications that provide collaborative meetings with video and screen sharing options for real-time exchanges of information and ideas.

Communication will be deliberate, continuous, and productive through face-to-face meetings, e-mail, phone, written correspondence, and video conferencing. It's equally important to not only have the proper resources dedicated to the project but also the proper tools to facilitate working together as efficiently and effectively as possible. Leveraging our investment in technology helps improve our responsiveness and accessibility.

Schedule Control, Delivery, and Efficiency

Mott MacDonald's team must perform in a highly functioning manner for the successful execution of this project. This starts with strong leadership and guidance by our project manager. The team must not only possess the technical skills necessary to design improvements related to their specific discipline, but they must also work collaboratively to make decisions and work efficiently and effectively to deliver quality deliverables on-time. Our approach to both maintaining schedule and ensuring quality were described in Section 6 of the approach. The entire team (SJCUD and Mott MacDonald) must all "buy-in" on the schedule, the commitments made at the project kickoff meeting, and the overall milestones for success. It's also critical that we receive timely feedback on the design at each milestone from all SJCUD staff to make sure the direction of the design is meeting your goals.

Our team will be very diligent in the execution of the project and has a successful track record of being timely, efficient, and cost-effective in the pursuit of quality. Below are a few examples:

- **Timely execution of meeting minutes** – It's very important that all meetings be well-documented and provided to all team members for future reference and record. Often times these minutes provide valuable information as to major decisions for the owner or engineer when needing to verify design intent etc. in the future. We have a proven track record of properly documenting meetings in a timely manner. For the SJCUD A1A GST and Booster Pump Station project, Mott MacDonald has delivered all meeting minutes to date with an average time of 4.67 days. Our goal will always be to provide documentation of meeting minutes in design and construction with similar metrics.
- **Efficient and timely review of shop drawings and RFIs** – Our goal in construction is to help keep the project moving and not provide reason for the Contractor to claim delays. Timely and thorough reviews of shop drawings and RFIs are a critical element of this phase. Ms. Samel and

Tools for Efficiency and Working Across Offices



Bentley ProjectWise: Designed to integrate and collaborate remote teams allowing them to function as a single project unit. The ProjectWise system is designed to work with complex linked or referenced engineering, GIS, CAD, and BIM content. The system allows project work to be fully managed and available to project contributors without the traditional delays or format changes that can cause errors and slow production schedules. ProjectWise allows project teams to review, perform quality control, administer redline documents, and manage all project files and content between office locations electronically without the need to ever remove files or content from the system.



Microsoft 365 with Skype: Mott MacDonald invested in a major technology upgrade to our IT systems and bandwidth at all offices over the past 12 months that included the deployment of Microsoft Office 365 communication software. This software, which incorporates Skype and is integrated with Microsoft Outlook, combines contact management, email, telephones, instant messaging and presence technology, video conferencing, and internet based meetings through laptop and desktop users, plus deployment to all popular mobile devices including iPads and Surface tablets in the field. This technology allows our project manager to know the status of all the team members and be able to contact and coordinate in real-time with everyone, hold impromptu meetings, share files and computer desktops with other Mott MacDonald professionals.



GoToMeeting: GoToMeeting is an online meeting, desktop sharing, and video conferencing software that enables Mott MacDonald to meet with our clients and subconsultants via the Internet in real time. This capability is similar to the WebX program in which SJCUD has a license and will be useful for periodic calls and discussions with staff not located in the Jacksonville office. Mott MacDonald and SJCUD staff have successfully used this on past projects.



eBuilder: e-Builder is a fully integrated, cloud-based construction management software with an owner-centric focus for construction activities. Mott MacDonald utilizes this comprehensive program for work-flow tracking, scheduling, communication and documentation during construction to promote higher accountability and greater project efficiency.



BIM: Building Information Modeling (BIM) is an intelligent 3D model-based process that equips architecture, engineering, and construction professionals with the insight and tools to more efficiently plan, design, construct, and manage buildings and infrastructure. All unit processes and buildings including the civil piping and electrical ductbanks will be designed in BIM to help the Contractor visualize the work and ensure conflicts do not exist.

Mr. Wadkins are currently serving in this role for the Kicklighter WWTP project. Metrics for number of shops and RFIs, logs, and average review times are documented at each meeting. The team has reviewed 253 shops and 65 RFIs with an average review time of 15 and 4 days, respectively. Our goal will always be to meet or exceed the established review times and do our part in keeping construction moving forward.

- **Clearly documented review comments and responses** – A final objective to ensuring quality our team does is to summarize all review comments (internally and from SJCUD) at each review phase in a spreadsheet for proper documentation. The spreadsheet is set up with tabs according to “drawings”, “specifications”, or “administrative”. This enables our team to have in one place a document which clearly details all comments, who is responsible for each item, how it was resolved, and any comments etc. This is another document that can be used by both Mott MacDonald and SJCUD to see the status of items and refer to in the future if needed. We have successfully used this approach on projects including the McMillan St. Pump Station Rehabilitation, A1A GST and GST Booster, and Marietta WTP High Service pump projects.

Staff’s Role During Construction Administration

Our team and project manager have each met numerous times with SJCUD’s management and operations staff in preparing for this project. During that time, the construction of the NW WRF was in progress. We discussed the challenges that you faced, especially the ones related to a contractor who was falling much behind on schedule and having to face the challenges of unplanned site conditions and constraints. Construction administration is critically important and something our team excels in. All project phases require teamwork, but construction is often the most critical. It’s important that a local team be responsive, efficient, and knowledgeable. The critical roles for our staff during construction and their duties during this time period are described in **Table 7-2**.

Table 7-2: Critical Staff and Responsibilities to Assist During Construction

Team Member/Role/Location	Primary Duties During Construction
Leslie Samel, PE, BCEE Project Manager Jacksonville, FL <i>Lives 3.3 miles from PV WRF</i>	✓ Responsible for overall contract execution and coordination with SJCUD and contractor ✓ Attends all monthly progress meetings ✓ QA/QC for all shop drawings and RFIs prior to distribution ✓ Performs site visits ✓ Guidance to SJCUD on dispute resolution, assists with change order management ✓ Certifies the Certificate of Occupancy (COC)
Jacob Wadkins, EI Construction Coordinator Jacksonville, FL <i>Lives 5.0 miles from PV WRF</i>	✓ Shop drawing and RFI coordinator; ensures proper routing and distribution to contractor and team ✓ Responsible for shop drawing reviews of yard piping and process equipment ✓ Responsible for document management in a single repository for the team to access ✓ Attends all monthly progress meetings; prepares agendas and minutes ✓ Attends bi-weekly and/or weekly construction tailgate meetings ✓ Performs site visits
Lenny de Rosier Resident Project Representative <i>Will relocate to Jacksonville upon starting construction phase services</i>	✓ Responsible for daily construction oversight ensuring plans and specifications are being properly constructed ✓ Responsible for daily coordination with contractor ✓ Attends all monthly progress meetings ✓ Attends bi-weekly and/or weekly construction tailgate meetings ✓ Documents job safety ✓ Properly documents construction activities through inspection forms and photographs ✓ Assists in startup of the WRF
Amir Zafar, PE, BCEE Startup & O&M Panama City, FL	✓ Performs site visits to oversee process components’ proper installation ✓ Attends process component startups ✓ Will lead development of the WRF O&M manual ✓ Will develop the startup plan in conjunction with SJCUD and contractor participation ✓ Assists with process optimization after startup
Bill Perry, PE Constructability Panama City, FL	✓ Serve as primary point of contact for assessment of geotechnical conditions, dewatering, and structural requirements ✓ Guidance to SJCUD on dispute resolution, assists with change order management ✓ Performs site visits and mediates difficult constructability issues ✓ Assists with phasing review and approvals
All other team discipline leads (<i>Civil, Structural, Mechanical, Electrical and I&C, and Architectural</i>) Jacksonville and various locations in Florida	✓ Responsible for shop drawing reviews and RFIs ✓ Performs site visits ✓ Certifies project components for substantial and final completion ✓ Assists with startup of project components related to their discipline

8.

Administration Information





Detail by Entity Name

Florida Limited Liability Company

MOTT MACDONALD FLORIDA, LLC

Filing Information

Document Number	L02000034908
FEI/EIN Number	59-1294824
Date Filed	12/27/2002
State	FL
Status	ACTIVE
Last Event	LC NAME CHANGE
Event Date Filed	05/23/2016
Event Effective Date	NONE

Principal Address

111 Wood Avenue South
5th Floor
Iselin, NJ 08830-4112

Changed: 06/10/2015

Mailing Address

220 West Garden Street
Suite 700
PENSACOLA, FL 32502

Changed: 06/10/2015

Registered Agent Name & Address

CORPORATION SERVICE COMPANY
1201 HAYS STREET
TALLAHASSEE, FL 32301-2525

Name Changed: 11/03/2014

Address Changed: 11/03/2014

Authorized Person(s) Detail

Name & Address

Title Asst. Secretary

O'CONNOR, MARK G

State of Florida

Board of Professional Engineers

Attests that

Mott MacDonald Florida LLC



Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2017

Audit No: 228201706076 NC

CA Lic. No:

155



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB6783**

Expiration Date: February 28, 2017

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

MOTT MACDONALD FLORIDA, LLC.
5111 N 12TH AVE
PENSACOLA, FL 32504-8918

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF ARCHITECTURE & INTERIOR DESIGN

LICENSE NUMBER

AAC000035

The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481 FS.
Expiration date: FEB 28, 2017

MOTT MACDONALD FLORIDA, LLC
111 WOOD AVENUE SOUTH
ISELIN NJ 08830-4112



ISSUED: 07/11/2016

DISPLAY AS REQUIRED BY LAW

SEQ # L1607110001114



HATCMOT-01 SHETTYSHT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/5/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of New Jersey, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: Willis Towers Watson Certificate Center	
	PHONE (A/C, No, Ext): (877) 945-7378	FAX (A/C, No): (888) 467-2378
E-MAIL ADDRESS: Certificates@Willis.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Fireman's Fund Insurance Company		21873
INSURER B : Travelers Property Casualty Company of America		25674
INSURER C : American Automobile Insurance Company		21849
INSURER D : Underwriters at Lloyd's London		15792
INSURER E :		
INSURER F :		

INSURED
Mott MacDonald Florida, LLC
220 West Garden St., Suite 700
Pensacola, FL 32502

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			MZX 80971387	06/30/2016	06/30/2017	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 100,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			MZX 80971387	06/30/2016	06/30/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ZUP-15S91842-16-NF	06/30/2016	06/30/2017	EACH OCCURRENCE \$ 2,000,000
							AGGREGATE \$ 2,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> N / A			WZP81035761	06/30/2016	06/30/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab.			B080120388P16	06/30/2016	06/30/2017	Per Claim/Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Division: SOU/FLD.

County is included as Additional Insured as respects to General Liability, Auto Liability and Umbrella Liability as per written contract or agreement.

CERTIFICATE HOLDER

CANCELLATION

For Your Information Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

Company Name: Mott MacDonald Florida, LLC

**St. Johns County Board of County Commissioners
Drug-Free Workplace Form**


The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Mott MacDonald Florida, LLC does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require 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.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.


Signature

October 13, 2016

Date

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

**St. Johns County Board of County Commissioners
Conflict of Interest Disclosure Form**

Project (RFQ, RFP, BID) Number/Description: RFQ No. 17-03 / Ponte Vedra Water Reclamation Facility Engineering Services

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's/contractor's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore, must avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent:

Mott MacDonald Florida, LLC

Authorized Representative(s) :


Signature

David D. Skipper, PE, Vice President

Print Name/Title

Signature

Print Name/Title

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA COUNTY OF ESCAMBIA. Before me,
the undersigned authority, personally appeared David D. Skipper, PE who, being duly sworn,
deposes and says he is Vice President (Title) of
Mott MacDonald Florida, LLC (Firm) the respondent submitting the attached proposal for the services covered by the RFQ
documents for RFQ No: 17-03 PONTE VEDRA WATER RECLAMATION FACILITY ENGINEERING
SERVICES

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Mott MacDonald Florida, LLC
(Proposer)
By [Signature]
David D. Skipper, PE
Vice President
(Title)

STATE OF FLORIDA)
COUNTY OF ESCAMBIA)

Subscribed and sworn to before me this 7th day of October, 2016, by David D. Skipper who personally appeared before me at the time of notarization, and who is personally known to me or who has produced

_____ as identification.

[Signature]
Notary Public

My commission expires:
March 18, 2017



VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

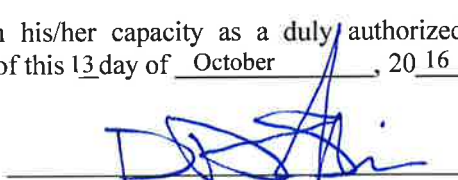
**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Mott MacDonald Florida, LLC, being of lawful age and being duly sworn I, David Skipper, PE, as Vice President (*ex. CEO, officer, president, duly authorized representative, etc.*) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this 13 day of October, 2016.



Signature of Affiant

STATE OF FLORIDA)

COUNTY OF ESCAMBIA)

Subscribed and sworn to before me this 7th day of October, 2016, by David D. Skipper who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.



Notary Public

My commission expires:
March 18, 2017





St. Johns County Board of County Commissioners

Purchasing Division

September 12, 2016

ADDENDUM #1

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Supplemental Documentation :

1. Information listed below is available to aid the Consultant in preparation of the RFQ :
 1. Discharge Monitoring Reports – past 36 months
 2. Influent Wastewater sample data
 3. Summary of design criteria
 4. As-builts for Players Club (Tiff format)
 5. As-built Yard piping plan (CAD)
 6. Topographic Survey (PDF & CAD)
 7. Northwest WWTP Plans and Specs (PDF)

Access to the information listed above can be found on the St Johns County Utility FTP Site using the link below :

<ftp://node27.co.st-johns.fl.us/Outgoing/RFQ%2017-03%20Information/>

Please use the following login in credentials to access the site referenced above.

Username: ftputility11

Password: oEtZ7aDR

RFQ Contact Information for Questions Modification:

Please send all questions and requests in writing to both Karen Fullerton, Procurement Supervisor, kfullerton@sjcfl.us and April Johnston, Procurement Coordinator, ajohnston@sjcfl.us.

Any and all questions or requests for information relating to this Request for Qualification shall be submitted in writing by or before close of business (5:00PM) on Thursday, September 29, 2016.

RFQ Due Date remains October 13, 2016 at 4:00 P.M.

Acknowledgment

 10/5/16
Signature and Date

David D. Skipper, PE, Vice President

Printed Name/Title

Mott MacDonald Florida, LLC

Company Name (Print)

Sincerely,

Karen Fullerton
Procurement Supervisor

END OF ADDENDUM NO. 1



St. Johns County Board of County Commissioners

Purchasing Division

September 14, 2016

ADDENDUM #2

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #2 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Questions:

- 1) Of the 12 pages allowed in Section 6, Approach to Design and Understand of Project, may 3-4 pages be 11x17 size?
Yes, for this section, it will be acceptable to use 11 X 17 size paper.
- 2) Please confirm that one (1) original proposal copy and one (1) digital copy, and no additional printed copies, are required for the RFQ response package.
Yes, that is correct. The requirement is one (1) original copy of the proposal and one (1) digital copy (a Color PDF of the original documents). No additional hard copies of the original proposal are needed.
- 3) Please confirm the date of the Evaluation Meeting, is it Monday October 17th or Thursday October 20th?
On the schedule (C. Tentative Schedule of Events), the Evaluation Meeting listed should read Thursday, October 20, 2016.
- 4) On Page 11, Section 3, it states that, "Projects shall be in the State of Florida or within 300 miles of this project." Will the County consider eliminating the referenced experience requirement?
On page 11, Section 3 Experience with Similar Projects, the second bullet, which currently reads "Projects shall be in the State of Florida or within 300 miles of this project", shall be deleted from the document. This is not part of the Experience with Similar Projects requirement.

RFQ Due Date remains October 13, 2016 at 4:00 P.M.

Acknowledgment

 10/5/16
Signature and Date

David D. Skipper, PE, Vice President

Printed Name/Title

Mott MacDonald Florida, LLC

Company Name (Print)

Sincerely,

Karen Fullerton
Procurement Supervisor

END OF ADDENDUM NO. 2



St. Johns County Board of County Commissioners

Purchasing Division

September 20, 2016

ADDENDUM #3

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #3 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Questions:

1. Is the conceptual site plan for the proposed new WRF described in Part XI Scope of Work available?
There is no mention of a conceptual site plan created by the County in the scope of work nor is there one available.
2. The scope of work presented on pages 6 and 7 of the RFQ includes construction administration and inspection services, but Part XI Task 9 specifically says that all construction phase services are not covered under the scope of work. Please confirm if construction services are included.
The RFQ requests engineering support during bidding, award, and construction phases as part of the qualifications and experience. For the purposes of negotiating a contract with the highest ranked consulting firm, the fee for construction services will be negotiated during the latter stages of design and will be added to the contract as an amendment.
3. Will the County consider deleting Article 6 - Design Construction Cost Warranty - from the sample agreement included in the RFQ? This appears to be a non-standard performance guarantee that has not been included in previous St. Johns County Professional Services contracts that cover standard design/bid/build projects.
The contract included in the RFQ is a sample and for reference only. The terms and conditions of the actual awarded contract are subject to negotiation.
4. Will an 11x17 page count as 1 page or 2 pages?
One page

5. Can you please confirm that the reclaimed water high service pumps are to be installed inside a building?
At this time, a building for the reclaimed high service pumps has not been planned. However, the reference in the Scope of Work in paragraph 7.2 "Electrical/Blower/High Service Pump Building" was intended to include any electrical and related appurtenances for the reclaimed water system, if necessary.

Revised RFQ Timeline Dates: Please make note of the revised schedule below.

- A Non-Mandatory site meeting has been scheduled for Tuesday September 27, 2016 at 9:30am at the Players Club WWTP located at 5250 Palm Valley Road, Ponte Vedra, FL 32082.
**** Please meet in the Walgreens Parking Lot at 860 A1A N, Ponte Vedra, FL 32082 prior to 9:30 AM and the County will lead the group to the Plant site.**
- Deadline for questions will be extended to Tuesday October 4, 2016 by 5pm.

RFQ Due Date remains Thursday October 13, 2016 by 4pm.

Acknowledgment

Sincerely,

 10/5/16
Signature and Date

Karen Fullerton
Procurement Supervisor

David D. Skipper, PE, Vice President
Printed Name/Title

Mott MacDonald Florida, LLC
Company Name (Print)

END OF ADDENDUM NO. 3



St. Johns County Board of County Commissioners

Purchasing Division

October 5, 2016

ADDENDUM #4

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #4 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Questions:

1. For the RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services, Section 2.2 states that "Biological treatment chemicals shall be housed in a precast building." However, the last bullet under Section 2.2.1 states that "precast building to house chemical feed pumps." Please clarify which components of the biological chemical system should be housed in a precast building in particular, the chemical storage tank and chemical feed pumps.

Response: Section 2.2 should be corrected to "Biological treatment chemical feed pumps shall be housed in a precast building".

2. Part V, Bullet C: RFQ Package Components: Would the County consider modifying the requirement to use a minimum 12 font and 1-inch margins for the bulk of the text written portions or increase the page limits on sections?

Response: Yes, the font for the entire proposal shall be Times Roman and no smaller than 10 font. Additionally, the page limit for Section 6: Approach to Design and Understanding of Project shall change from 12 pages to 16 pages.

RFQ Due Date remains Thursday October 13, 2016 by 4pm.

Acknowledgment

Sincerely,


Signature and Date

10/5/16

Karen Fullerton
Procurement Supervisor

David D. Skipper, PE, Vice President
Printed Name/Title

Mott MacDonald Florida, LLC
Company Name (Print)

END OF ADDENDUM NO. 4

Mott MacDonald

10245 Centurion Parkway N.

Jacksonville, FL 32256

904.203.1090

For more information,
mottmac.com/americas



**ST. JOHNS COUNTY
BOARD OF COUNTY COMMISSIONERS**

**RFQ NO: 17-03
REQUEST FOR QUALIFICATIONS**

**PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

**St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084**

FINAL : 9/8/16

REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
Ponte Vedra Water Reclamation Facility
Engineering Services
TABLE OF CONTENTS

- I. Advertisement**
- II. Introduction**
 - A. Purpose
 - B. RFQ Contact Information for Questions
 - C. Tentative Schedule of Events
 - D. Addenda
 - E. Due Date & Location
 - F. RFQ Response Packaging Instructions
 - G. Evaluation of Responses
 - H. Evaluation Criteria
 - I. Contract Award
 - J. Contract Performance
- III. General Requirements**
 - A. Project Overview
 - B. Scope of Work
 - C. Sub-Consultants
- IV. Contract Requirements**
 - A. Insurance Requirements
 - B. Licenses, Permits & Fees
 - C. Contract Agreement & Term
 - D. Governing Laws & Regulations
 - E. Termination
 - F. Indemnification
 - G. Trade Secrets
 - H. Public Records
 - I. Use of County Logo
- V. Request for Qualifications Submittal Requirements**
 - A. Respondent Responsibilities
 - B. RFQ Package Submittal Format
 - C. RFQ Package Components
- VI. Evaluator's Score Sheet Example**
- VII. Attachments / Forms**
- VIII. Optional Checklist**
- IX. Sealed RFQ Mailing Label**
- X. Sample Contract Agreement**
- XI. Scope of Work**

ST. JOHNS COUNTY FL – RFQ NO: 17-03 PONTE VEDRA WATER RECLAMATION FACILITY – ENGINEERING SERVICES

PART I: ADVERTISEMENT

Notice is hereby given that St. Johns County, FL is soliciting responses for **RFQ No: 17-03 Ponte Vedra Water Reclamation Facility – Engineering Services**. Interested and qualified respondents may submit RFQ Packages, according to the requirements described herein, to the St. Johns County Purchasing Department. All RFQ Packages are due by or before 4:00PM (EST) on **Thursday, October 13, 2016**. Any packages delivered to or received after the 4:00PM deadline will not be considered and shall be returned unopened to the addressee.

In accordance with Florida Statutes, Section 287.055 Consultant’s Competitive Negotiation Act (CCNA), St. Johns County Board of Commissioners solicits responses from a qualified and experienced professional firm to provide comprehensive design, permitting, surveying, geotechnical services, and engineering support during the bidding, award, and construction phases, for the Ponte Vedra Water Reclamation Facility (WRF). Located on a twenty acre site in Ponte Vedra, Florida, the new WRF will consolidate flows and serve as the main treatment facility for the Players Club Wastewater treatment plant (WWTP), the Innlet Beach WWTP, and the Sawgrass WWTP. All three treatment facilities will remain in service during the construction. The treated water will be 100% recycled and reusable for irrigation purposes to the adjacent golf courses in Ponte Vedra.

RFQ Packages are available for downloading from Onvia Demandstar, Inc., at their website www.demandstar.com, or by calling 800-711-1712 and requesting Document **#17-03**. Vendors registered with Demandstar may download most packages at no cost from the website. Download fees may apply to vendors not registered on the website. Packages are also available from the SJC Purchasing Department. When making a request provide the full company name, full company address, company phone number, primary contact and email address.

Any and all questions or requests for information relating to this Request for Qualification shall be **submitted in writing** by or before close of business (5:00PM) on **Thursday, September 29, 2016**.

Contact Information: Karen Fullerton, Procurement Supervisor
SJC Purchasing Department
500 San Sebastian View
St. Augustine FL 32084
Email: kfullerton@sjcfl.us
Fax: (904) 209-0163

Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFQ as stated in SJC Purchasing Code 304.6.5 “Procedures Concerning Lobbying”. All inquiries will be routed to the appropriate staff member for response.

RFQ Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package; a sealed label is provided. Each package submitted must have the respondent’s name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) original paper submittal and one (1) electronic disc OR one (1) USB flash drive containing one (1) Color PDF of the original documents of the RFQ Package which shall include all required documents and any supplemental information.

Deliver or Ship RFQ Packages to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine FL 32084

Vendors shall not contact, lobby or otherwise communicate with any SJC employee, including any member of the Board of County Commissioners, other than the above referenced individual from the point of advertisement of the RFQ until contract(s) are executed by all parties, per SJC Purchasing Code 304.6.5 “Procedures Concerning Lobbying”. According to SJC policy, any such communication shall disqualify the vendor or Contractor from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate or request for proposals and possible debarment for periods up to twelve (12) months.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by any term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or request for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than seventy two (72) hours (excluding Saturdays, Sundays, and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, notice of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in St. Johns County's Purchasing Manual. All of the terms and conditions of the County's Purchasing Manual are incorporated by reference and are fully binding.

PART II: INTRODUCTION

A. Purpose:

St. Johns County Purchasing Department on behalf of St. Johns County Utility Department is accepting sealed Request for Qualifications packages from qualified and experienced firms to provide comprehensive design, permitting, surveying, geotechnical services, and engineering support during the bidding, award, and construction phases, for the Ponte Vedra Water Reclamation Facility (WRF). Located on a twenty acre site in Ponte Vedra, Florida, the new WRF will consolidate flows and serve as the main treatment facility for the Players Club Wastewater treatment plant (WWTP), the Innlet Beach WWTP, and the Sawgrass WWTP. All three treatment facilities will remain in service during the construction. The treated water will be 100% recycled and reusable for irrigation purposes to the adjacent golf courses in Ponte Vedra.

B. RFQ Contact Information for Questions:

Any and all questions or requests for information relating to this Request for Qualification shall be submitted in writing by or before close of business (5:00PM) on Thursday, September 29, 2016.

Contact Information: Karen Fullerton, Procurement Coordinator
 SJC Purchasing Department
 500 San Sebastian View
 St. Augustine FL 32084
 Email: kfullerton@sjcfl.us
 Fax: (904) 209-0163

Interested firms may not contact any staff member of St. Johns County, except the above referenced individual, with regard to this RFQ as stated in SJC Purchasing Code 304.6.5 "Procedures Concerning Lobbying". All inquiries will be routed to the appropriate staff member for response.

Information listed below is available to aid the Consultant in preparation of the RFQ:

1. Discharge Monitoring Reports – past 36 months
2. Influent Wastewater sample data
3. Summary of design criteria
4. As-builts for Players Club (Tiff format)
5. As-built Yard piping plan (CAD)
6. Topographic Survey (PDF & CAD)
7. Northwest WWTP Plans and Specs (PDF)

Access to the information listed above shall be requested thru Karen Fullerton via email.

C. Tentative Schedule of Events:

September 9, 2016 (Friday)		Advertisement of Project
September 29, 2016 (Thursday)	5:00 p.m.	Deadline for all Questions
October 6, 2016 (Thursday)		Final Addendum Issued
October 13, 2016 (Thursday)	4:00 p.m.	RFQ Proposals Due
October 20, 2016 (Monday)	9:00 a.m.	Evaluation Meeting
October 24, 2016 (Monday)	4:00 p.m.	Department Recommendation
October 24, 2016 (Monday)		Issue Notice of Intent to Award
November 15, 2016 (Tuesday)	9:00a.m.	St Johns County BOCC Meeting
November 16, 2016		Begin Negotiations of Scope/Fee
November 30, 2016 (Wednesday)		Complete Negotiations of Scope/Fee

December 13, 2016 (Tuesday)
December 20, 2016 (Tuesday)

Execution of Contract by St Johns County
Kick-off Meeting/Notice to Proceed

D. Addenda:

Any and all clarifications, answers to questions, or changes to this RFQ shall be provided through a County issued Addendum, posted on www.demandstar.com. Any clarifications, answers, or changes provided in any manner other than a formally issued addendum, are to be considered “unofficial” and shall not bind the County to any requirements, terms or conditions not stated herein.

The County shall make every possible, good faith effort to issue any and all addenda no later than seven (7) days prior to the due date for proposals. Any addenda issued after this date, shall be for material, necessary clarifications to the Request for Qualification.

E. Due Date & Location:

Packages submitted in response to this Request for Qualification must be delivered to, and received by the SJC Purchasing Department by or before 4:00PM on **Thursday, October 13, 2016**. Any packages received after this deadline will be deemed unresponsive, and shall be returned to the addressee unopened.

RFQ Packages shall be delivered to: St. Johns County Purchasing Department
500 San Sebastian View
St. Augustine, FL 32084

F. RFQ Response Packaging Instructions:

1. To be considered, submit one (1) original paper submittal and one (1) electronic disc OR one (1) USB flash drive containing one (1) Color PDF of the original documents of the RFQ Package which shall include all required documents and any supplemental information.
2. RFQ Packages must be in a **SEALED** envelope/container and clearly marked on the exterior of the package: Each package submitted must also have the respondent’s company name and mailing address marked plainly on the exterior of the envelope/container.
3. Affix label, found at the end of this RFQ document, to sealed envelope/container.

G. Evaluation of Responses:

All properly submitted RFQ Packages shall be evaluated by an Evaluation Committee. Each Evaluation Committee Team Member will receive a set of all of the RFQ Packages submitted, a copy of the RFQ Document with all issued Addenda, and an Evaluator’s Score Sheet. The Team shall then evaluate each RFQ Package according to the criteria described herein. Each Evaluation Team Member shall evaluate the RFQ Packages individually, with no communication, coordination, or influence from any other Evaluation Team Member, or any other individual. Scores for each Respondent shall be recorded on the Evaluator’s Score Sheet. A public Evaluation Meeting will be held by the SJC Purchasing Department to record the scores from each Evaluation Committee Member, and rank the firms’ scores highest to lowest.

The County desires to avoid the expense to all parties of unnecessary presentations; however, the County may elect to conduct oral interviews or presentations from one or more of the respondents in order to make a final determination of the top rankings. If the County elects to conduct oral interviews or presentations, selected firms will be notified. All such presentations or interviews shall be open to the public.

County Staff may consider any evidence available regarding financial, technical, other qualifications and abilities of a respondent, including past performance (experience) with the County prior to recommending approval of award to the St. Johns County Board of County Commissioners.

The St. Johns County Board of County Commissioners reserves the right to reject any or all proposals, waive minor formalities or award to / negotiate with the firm whose proposal best serves the interest of the County.

H. Evaluation Criteria:

It is the intention of St. Johns County to evaluate, and rank the respondents that submit RFQ Packages from highest to lowest utilizing the evaluation criteria listed below.

Evaluation of the responses to this RFQ will comply with the specific criteria as follows:

Evaluation Criteria:

Maximum Possible Points per Evaluator:

A. Experience with Similar Projects	10
B. Staff Design Team & Qualifications	20
C. Project Manager Assigned to Project	15
D. Approach to Design & Understanding of Project	40
E. Team Efficiency	10
F. Overall Quality of Submittal	<u>5</u>
Total Points Possible:	100

I. Contract Award:

Recommendation shall be made to the Board of County Commissioners by County Staff to enter into negotiations with the highest ranked firm with the intention of coming to agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

J. Contract Performance:

At any point in time during the term of the Contract with the awarded Consultant, County Staff may review records of performance to ensure that the Consultant is continuing to provide sufficient financial support, equipment and organization as prescribed herein. The County may place said contract on probationary status and implement termination procedures if the County determines that a Consultant no longer possesses the financial support, equipment and organization which would have been necessary during the RFQ evaluation period in order to comply with this demonstration of competency section.

PART III: GENERAL REQUIREMENTS

A. Project Overview:

St. Johns County is currently seeking proposals for a qualified and experienced Consultant to provide comprehensive design, permitting, surveying, geotechnical, and construction administration and inspection services, along with the assistance in securing a State Revolving Fund loan for the Ponte Vedra Water Reclamation Facility (WRF). The new facility will consolidate the wastewater flows from three existing wastewater treatment plants and a new WRF will be built adjacent to the Players Club wastewater treatment plant (WWTP) site located in Ponte Vedra, Florida. The new facility will be a 100% reclaimed water facility providing highly treated reclaimed water to serve the irrigation needs in the County's Ponte Vedra service area.

B. Scope of Work:

All services provided by the selected Consultant are to be performed only upon the direction of the County Administrator or their designee.

The Project Scope of Work is included in Part XI of this RFQ. A summary of the services are listed below.

- 1) Comprehensive design, permitting, surveying, geotechnical services, and engineering support during the bidding, award, and construction phases, for a 2.5 MGD Water Reclamation Facility (WRF).
- 2) The following processes, at a minimum, shall be incorporated into the design
 - a) In-plant Pump Station
 - b) Head Works – including screening and grit collection
 - c) Odor Control System
 - d) Aeration Basins with diffusers, mixers and recycle pumps
 - e) Clarification Units
 - f) Sludge processing and management
 - g) Chlorination for onsite reuse system
 - h) Filtration for reuse water
 - i) UV Disinfection
 - j) Finished reuse water storage and pumping system
 - k) Off spec reuse water storage and pumping system
 - l) Surface water discharge system
 - m) Chemical systems
 - n) Air distribution and blowers

- o) Administration, Dewatering, and Process related buildings
- p) Electrical and Instrumentation
- q) Emergency Power
- r) SCADA
- s) Misc. site piping, drainage and site work
- 4) St. Johns County Development Review Committee permitting
- 5) St. Johns County Building Department permitting
- 6) Regulatory Permitting (FDEP and SJRWMD)
- 7) Assistance in securing a State Revolving Fund loan
- 8) Bidding services
- 9) Construction administration and inspection services

C. Sub-Consultants:

If the Consultant elects to sub-contract with any firm, for any portion of the work, the Consultant shall be responsible for all work performed by any sub-contract and the Consultant shall not be relieved of any obligations under this Contract.

Each Respondent shall submit a list of proposed sub-contracts to be used if awarded the contract. Each Respondent must complete Attachment “A” – List of Sub-Consultants, and attach a copy of any and all licenses and certificates for each sub-contract listed and submit with each copy of the RFQ Package. If no sub-contracts are proposed, so state there on.

At any time, the County may, at its discretion, require any Respondent to submit all relevant data required to establish to the satisfaction of the County, the reliability and responsibility of the proposed sub-contracts to furnish and perform the work proposed.

Prior to the award of the Contract, the County will notify the Respondent in writing if the County, after due investigation, has reasonable and substantial objection to any person or organization proposed as a sub-contract. The Respondent then may, at his option, withdraw his RFQ Package, or submit an acceptable substitute at no increase in price. If the Respondent fails to submit an acceptable substitute within seven (7) days of the original notification, the County then may disqualify the Respondent, at no cost to the County.

The County reserves the right to disqualify any Consultant, Contractor, Sub-contractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Sub-contracts and other persons and organizations proposed by the Respondent and accepted by the County, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the County.

PART IV: CONTRACT REQUIREMENTS

A. Insurance Requirements:

The CONTRACTOR shall not commence work under this Contract until he/she has obtained all insurance required under this section and such insurance has been approved by the COUNTY. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The CONTRACTOR shall furnish proof of Insurance to the COUNTY prior to the commencement of operations. The Certificate(s) shall clearly indicate the CONTRACTOR has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY.

Certificates shall specifically include the COUNTY as Additional Insured for all lines of coverage except Workers’ Compensation. A copy of the endorsement must accompany the certificate.

Certificate Holder Address: St. Johns County, FL
 500 San Sebastian View
 St. Augustine FL 32084

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the CONTRACTOR from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the CONTRACTOR or

by anyone directly employed by or contracting with the CONTRACTOR.

The CONTRACTOR shall maintain during the life of the contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000, if applicable.

The CONTRACTOR shall maintain during the life of this Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by a CONTRACTOR.

The CONTRACTOR shall maintain Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The CONTRACTOR shall maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

B. Licenses, Permits & Fees:

The Contractor shall be responsible for obtaining and holding any and all necessary licenses, permits, certifications required to perform the work described herein throughout the duration of the Contract. Payment of any fees or fines resulting in the lack of permits, licenses or certifications shall be the sole responsibility of the Contractor.

C. Contract Agreement & Term:

The intent of this RFQ is to select the number one ranked firm through the evaluation process and to award a contract upon successful negotiations to that firm. It is anticipated the County will issue a professional services contract for the duration of the project. A sample contract agreement, which is subject to change based on the County's needs and/or to best serve the interest of St. Johns County, and the scope of work are included in Part X and Part XI of the RFQ.

In the event that a Contract Agreement is attached to the RFQ, such attached Contract Agreement is for discussion purposes only, and not necessarily reflective of any Contract that may be ultimately entered into by the County. In the event that a Contract Agreement is not attached to the RFQ, it is expressly understood that the Board of County Commissioner's (Board's) preference/selection of any proposal does not constitute an award of a Contract Agreement with the County. It is anticipated that subsequent to the Board's preference/selection of any Proposal, Contract Negotiations will follow between the County and the selected Respondent. It is further expressly understood that no contractual relationship exists with the County until a Contract has been executed by both the County, and the selected Respondent. The County reserves the right to delete, add to, or modify one or more components of the selected Respondent's Proposal, in order to accommodate changed or evolving circumstances that the County may have encountered, since the issuance of the RFQ.

D. Governing Laws & Regulations:

It shall be the responsibility of the Consultant to be familiar and comply with any and all federal, state, and local laws, ordinances, rules and regulations relevant to the services to be performed under this Contract. The Contract Agreement shall be governed by the laws of the State of Florida and the County both as to interpretation and performance.

E. Termination:

Failure on the part of the Consultant to comply with any portion of the duties and obligations under the Contract Agreement shall be cause for termination. If the Contractor fails to perform any aspect of the responsibilities described herein, St. Johns County shall provide written notification stating any and all items of non-compliance. The Consultant shall then have seven (7) consecutive calendar days to correct any and all items of non-compliance. If the items of non-compliance are not corrected, or acceptable corrective action, as approved by the County, has not been taken within the seven (7) consecutive

calendar days, the Contract Agreement may be terminated by St. Johns County for cause, upon giving seven (7) consecutive calendar days written notice to the Contractor.

In addition to the above, the County may terminate the Contract Agreement at any time, without cause, upon thirty (30) days written notice to the Consultant.

F. Indemnification:

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless St. Johns County, Florida, and employees from and against liability, claims, damages, losses and expenses, including attorney’s fees, arising out of or resulting from performance of the Work, provided that such liability, claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction to tangible property (other than the Work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by negligent acts or omissions of the Consultant, a Subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such liability, claim, damage, loss or expense is caused in part by a party indemnified hereunder.

In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subconsultant under workers’ compensation acts, disability benefits acts or other employee benefit acts.

G. Trade Secrets:

To invoke the provision of Florida Statute 624.4213, Trade Secrets, or other applicable law, the requesting firm must mark each page of such document or specific portion of a document claimed to be a trade secret must be clearly marked as “trade secret.” All material marked as a trade secret must be separated from all non-trade secret material, such as being submitted in a separate envelope clearly marked as “trade secret.” If the office or department receives a public records request for a document or information that is marked and certified as a trade secret, the office or department shall promptly notify the person that certified the document as a trade secret.

To invoke the provisions of Florida Statute 812.081, Trade Secrets, or other applicable law, the requesting firm must complete an Affidavit for Trade Secret Confidentiality, signed by an officer of the company, and submit the affidavit with the information classified as “Trade Secret” with other proposal documents. The affidavit must reference the applicable law or laws under which trade secret status is to be granted.

H. Public Records:

In accordance with Chapter 119 of the Florida Statutes (Public Records Law) and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

I. Use of County Logo:

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

PART V: REQUEST FOR QUALIFICATIONS SUBMITTAL REQUIREMENTS

A. Respondent Responsibilities:

Respondents are responsible for any and all costs associated with developing and submitting an RFQ Package in response to this Request for Qualifications. Respondents are also solely responsible for any and all costs associated with interviews and/or presentations requested by the County. It is expressly understood, no Respondent may seek or claim any award and/or re-imbursement from the County for any expenses, costs, and/or fees (including attorneys’ fees) borne by any Respondent, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys’ fees) are the sole responsibility of the Respondent.

All RFQ Packages received in response to this Request for Qualifications shall become the property of St. Johns County and will not be returned. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of St. Johns County.

By submitting an RFQ Package, each Respondent certifies that the proposer has fully read and understands any and all instructions in the Request for Qualifications, and has full knowledge of the scope, nature, and quality of work to be performed. All RFQ Packages submitted shall be binding for one hundred twenty (120) consecutive calendar days following the submittal due date.

B. RFQ Package Submittal Format:

All RFQ Packages must follow the same format, and shall be evaluated partially based on the Respondent’s ability to follow the instructions herein. To receive points from evaluation, the RFQ Package format must sufficiently address and demonstrate all required components, and follow the order of sections described below. The aim of the required format is to simplify the preparation and evaluation of the RFQ Packages.

The Quality of Submittal scoring for proposals will be based on the format, the organization, and the attention to detail.

All RFQ Packages must include the following components:

<u>Section</u>	<u>Topic</u>
1	RFQ Qualification Cover Page
2	Cover Letter
3	Experience with Similar Projects
4	Staff Design Team and Qualifications
5	Project Manager Assigned to Project
6	Approach to Design and Understanding of Project
7	Team Efficiency
8	Administration Information

C. RFQ Package Components:

All of the components outlined below must be included with each copy of the RFQ Package and submitted as follows: one (1) original copy on 8 1/2” X 11” pages, numbered, 1 inch margins, typewritten with Times New Roman style and 12 size font and one (1) electronic disc OR one (1) USB flash drive containing one (1) Color PDF of the original documents of the RFQ Package. Additionally, all headings, sections and sub-sections shall be identified appropriately. All documentation shall be **exact order and format as shown below**. No exceptions to this format will be accepted. The goal of the required format is to simplify the proposal preparation and evaluation process, and to ensure that all proposals receive the same orderly review. **The Quality of Submittal scoring for proposals will be based on the format, the organization, and the attention to detail.**

Respondents shall not include the St. Johns County Seal/Logo in any part of their submitted package. Should a package be submitted with the County’s seal/logo included, the County reserves the right to find the submitting firm non-responsive to the requirements stated herein, which may result in the respondent being removed from consideration for award of a contract under this RFQ.

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified as follows:

Section 1: RFQ Qualification Cover Page (Complete and Submit)

Section 2: Cover Letter (Maximum pages: 2)

Provide a one or two page cover letter; include the original signed cover letter with the original proposal. The cover letter should provide the following:

- The Respondent Company type (sole proprietorship, partnership, corporation, joint venture, etc.), Company name and business address – must include location address of office that will administer this Contract

- All contact information, including name, title, phone number, fax number, e-mail address, and street address of any contact person(s) in Respondent’s organization who will respond to questions regarding the submitted RFQ Package
- Highlights of the Respondent’s qualifications and ability to perform the project services
- Indicate whether bidder/proposer has ever filed an administrative or judicial action with any State agency or State court, and if so, what were the grounds/reasons, and what was the ultimate outcome?

Section 3: Experience with Similar Projects (Maximum pages: 8)

- Showcase different wastewater treatment design and construction administration projects your firm has provided within the last ten (10) years
- Projects shall be in the State of Florida or within 300 miles of this project
- Project descriptions shall demonstrate capability in specific engineering areas, expertise with public utilities, the ability to work cooperatively with contractors, and local project experience.
- Include project description, size, process components, design and construction fees, construction admin., if applicable and year designed.
- Firm background and experience relative to process/design of this project
- Firm qualifications and experience with FDEP SRF Loan application and process

Section 4: Staff Design Team and Qualifications (Maximum Pages: 14)

- Provide the firm’s relevant data (main address, years in business, size of firm, etc.)
- Location of the primary office to provide services
- Provide no more than a two (2) page resume for the appropriate disciplines that are to be working on this project: Disciplines shall include: Project Manager, Civil/Site, Electrical, I&C, Structural, Process, and Hydraulic/Mechanical Engineering
- Resumes shall provide relevant qualifications, time with firm, total years involved in utility engineering, relevant project experience, education, and professional registrations
- Provide an Organization Chart

Section 5: Project Manager Assigned to Project (Maximum Pages: 3)

- Experience with St. Johns County Utility and staff
- Experience with utility projects and wastewater plant design
- Experience with local contractors, facility start-up, and construction administration issues
- Local proximity to project and ability to be on-site and at County Offices

Section 6: Approach to Design and Understanding of Project (Maximum Pages: 12)

- Ability to optimize design and design within the County’s budget constraints: how will firm make decisions on equipment sizing, selections, site layout etc., as well as provide a facility to last and provide necessary functional capabilities
- Recommendations and “things to consider”
- Experiences and understanding of process components
- Recommendations on sizing of process components, preliminary site plan, conflict resolution on non-green field site
- Ability to expedite design and meet schedules – provide a preliminary schedule for design and a construction time estimate

Section 7: Team Efficiency (Maximum Pages: 3)

- Projected resource availability and how different office locations will contribute and their respective roles
- How long the members of the project team have worked together
- If multiple offices are working together, describe how continuity/coordination is maintained between offices
- Describe the roles for staff in reviewing major items such as shop drawings, requests for information and design clarifications and the roles played in managing construction administration.

Section 8: Administrative Information

Please include the following:

- Proper and valid licensing to conduct business in the State of Florida
- Proof of Liability Insurance and its limits
- Sub Consultant List - Attachment "A"
- Drug Free Work Place Form (Complete and Submit)
- Conflict of Interest Declaration (Complete and Submit)
- RFQ Affidavit (Complete and submit)
- RFQ Affidavit of Solvency (Complete and Submit)
- Acknowledged Addenda

EVALUATION CRITERIA
REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY – ENGINEERING SERVICES

A. Experience with Similar Projects

Evidence is provided that fully demonstrates the respondents background and successful completion as the lead firm on projects of similar size and type. Evidence showcasing project experience with design and construction administration relative to the process/design of scope of work required for this RFQ.

Experience with Similar Projects shall be graded on a scale of 0 – 10 points.

B. Staff Design Team and Qualifications

Evidence and credentials provided that fully demonstrates experience in the required industry in the areas of Project Manager, Civil/Site, Electrical, I&C, Structural, Process and Hydraulic/Mechanical Engineering, including the level of work experience for the key team members.

Staff Design Team and Qualifications shall be graded on a scale of 0 – 20 points.

C. Project Manager Assigned to Project

Evidence is provided that fully demonstrates the experience of the Project Manager who would be assigned to this project. Project experience demonstrated to include satisfactory coordination and relationships with key players of other utility design projects.

Project Manager Assigned to Project shall be graded on a scale of 0 – 15 points.

D. Approach to Design and Understanding of Project

Evidence provided that fully demonstrates the respondents processes that optimize design and procedures to establish and track project schedules, budgets and costs. Evidence provided that describes approach on how the firm intends to successfully complete a quality and innovative design with cost savings achieved for design and permitting.

Approach to Design and Understanding of Project shall be graded on a scale of 0 – 40 points.

E. Team Efficiency

Evidence is provided that fully demonstrates the ability to respond with adequate resources. Respondents have provided the firm's management methods with respect to monitoring and coordinating in order to operate efficiently and effectively. Evidence provided on how long the project team has worked together and described the roles for staff review of major items, and how coordination between staff/offices is handled.

Team Efficiency shall be graded on a scale of 0 – 10 points.

F. Quality of Submittal

Submittal package will be assessed for completeness and accuracy of providing the specified information in form and format in accordance with the RFQ instructions.

Quality of Submittal shall be graded on a scale of 0 – 5 points.

PART VII: – ATTACHMENTS/FORMS

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

COVER PAGE

**SUBMIT ONE (1) ORIGINAL AND ONE ELECTRONIC COPY (ELECTRONIC CD OR USB FLASH
DRIVE) TO:**

**PURCHASING DEPARTMENT
ST. JOHNS COUNTY
500 SAN SEBASTIAN VIEW
ST. AUGUSTINE FLORIDA 32084
ATTN: Karen Fullerton, Procurement Supervisor**

COMPANY NAME: _____

DATE: _____

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

Company Name: _____

**St. Johns County Board of County Commissioners
Drug-Free Workplace Form**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require 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.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Signature

Date

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

**St. Johns County Board of County Commissioners
Conflict of Interest Disclosure Form**

Project (RFQ, RFP, BID) Number/Description: _____

The term “conflict of interest” refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant’s/contractor’s professional judgment in completing work for the benefit of St. Johns County (“County”). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Consultants/Contractors, therefore, must avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant’s/contractor’s professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative(s) : _____
Signature _____ Print Name/Title _____

Signature _____ Print Name/Title _____

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

AFFIDAVIT

TO: ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Respondent shall attach to his proposal a sworn statement.

The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF _____ COUNTY OF _____. Before me, the undersigned authority, personally appeared _____ who, being duly sworn, deposes and says he is _____ (Title) of _____ (Firm) the respondent submitting the attached proposal for the services covered by the RFQ documents for RFQ No: 17-03 PONTE VEDRA WATER RECLAMATION FACILITY ENGINEERING SERVICES

The affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his firm or corporation under the same or different name and that such respondent has no financial interest in the firm of another respondent for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

(Proposer)

By _____

(Title)

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires:

VENDOR ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFIDAVIT TO EACH PROPOSAL.

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name}, being of lawful age and being duly sworn I, {insert affiant name}, as {insert position or title} (ex. CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ___day of _____, 20____.

Signature of Affiant

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20____, by _____ who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification.

Notary Public

My commission expires:

PART VIII: OPTIONAL CHECKLIST

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**


SECTION	RFQ PACKAGE COMPONENTS	CHECK BOX	ST. JOHNS COUNTY USE
Section 1	RFQ Qualification Cover Page		
Section 2	Cover Letter		
Section 3	Experience with Similar Projects		
Section 4	Staff Design Team and Qualifications		
Section 5	Project Manager Assigned to Project		
Section 6	Approach to Design and Understanding of Project		
Section 7	Team Efficiency		
Section 8	Additional Information		
	Administrative Information (include the following):		
	Proper and Valid Licensing for conducting business in State of Florida		
	Proof of Liability Insurance and Limits		
	Sub Consultant List – Attachment “A”		
	Drug Free Work Place Form		
	Conflict of Interest Disclosure Form		
	RFQ Affidavit		
	RFQ Affidavit of Solvency		
	Acknowledged Addenda		

PART IX: SEALED BID MAILING LABEL

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 17-03
PONTE VEDRA WATER RECLAMATION FACILITY
ENGINEERING SERVICES**

**Cut along the outer border and affix this label
to your sealed bid envelope to identify it as a
"Sealed RFQ"**

SEALED RFQ • DO NOT OPEN	
SEALED RFQ #:	RFQ 17-03
BID TITLE:	PONTE VEDRA WATER RECLAMATION FACILITY ENGINEERING SERVICES
DUE DATE/TIME:	Thursday, October 13, 2016 No Later Than 4:00PM
SUBMITTED BY:	_____ Company Name
	_____ Company Address
	_____ Company Address
DELIVER TO:	St. Johns County Purchasing ATTN: Karen Fullerton 500 San Sebastian View St St. Augustine FL 32084



PART X: SAMPLE CONTRACT AGREEMENT

This contract is a sample and subject to change based on the County’s needs and/or to best serve the interest of St. Johns County.



CONTRACT AGREEMENT

NO: _____
Master Contract #: _____

This Contract Agreement, (“Agreement”) is made as of this _____ day of _____, 2015, by and between **St. Johns County, FL**, with principle offices located at 500 San Sebastian View, St. Augustine, FL 32084, hereinafter referred to as the “**County**”, and _____, authorized to do business in the State of Florida, hereinafter referred to as the “**Consultant**”, with offices located at _____, with Phone: () _____; Fax: () _____; and Email: _____.

In consideration of the mutual promises contained herein, the County and the Consultant agree as follows:

ARTICLE 1 – DURATION and EXTENSION

This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract term of _____, and may be extended as necessary to complete the required services, upon satisfactory performance by the Consultant, mutual agreement by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to extend this Agreement. It is further expressly understood that the option of extension is exercisable only by the County, and only upon the County’s determination that the Consultant satisfactorily performed the Services noted in the Contract Documents.

ARTICLE 2 - ENUMERATION OF CONTRACT DOCUMENTS

The term “Contract Documents” shall include all RFQ Documents and any addenda/exhibits thereto; all Specifications; Resolution No: _____; this Agreement, any duly executed amendments, addenda, and/or exhibits hereto; and any and all Change Orders.

ARTICLE 3 - SERVICES

The Consultant’s responsibility under this Agreement is to provide any and all labor, materials, equipment, transportation, and supervision necessary to perform _____, as specified in the Scope of Work, submitted by the Consultant, approved by the County in accordance with RFQ No: _____ and as otherwise provided in the Contract Documents, attached hereto as Exhibit “ ”.

Services provided by the Consultant shall be under the general direction of St. Johns County Engineering Department or other authorized County designee, who shall act as the County’s representative throughout the duration of this Agreement.

ARTICLE 4 – SCHEDULE

The Consultant shall perform the required Services according to the schedule submitted and approved by the County, and attached hereto as Exhibit “ ”. No changes to said schedule shall be made without prior written authorization from the County’s representative.

ARTICLE 5 – COMPENSATION/BILLING/INVOICES

A. The County shall compensate the Consultant an amount not to exceed _____

_____ for the project as specified above and according to the pricing proposal attached hereto as Exhibit “ ”, which shall include any and all direct and indirect costs, and reimbursable expenses. The maximum amount available as compensation to Consultant under this Agreement shall not exceed the amount stated above without the County’s express written approval, and amendment to this Agreement.

- B. It is strictly understood that Consultant is not entitled to the above-referenced amount of compensation. Rather, Consultant’s compensation is based upon Consultant’s adhering to the Scope of Work, detailed in this Agreement. As such, the Consultant’s compensation is dependent upon satisfactory completion and delivery of all work product and deliverables noted in the Scope of Work, and detailed in this Agreement.
- C. The Consultant shall bill the County for services satisfactorily performed, and materials satisfactorily delivered on a monthly basis. The signature of the Consultant’s authorized representative on the submitted invoice shall constitute the Consultant’s certification to the County that:
 - 1. The Consultant has billed the County for all services rendered by it and any of its consultants or sub-consultants through the date of the invoice;
 - 2. As of the date of the invoice, no other outstanding amounts are due from the County to the Consultant for services rendered;
 - 3. The reimbursable expenses, if any, have been reasonably incurred; and
 - 4. The amount requested is currently due and owing.
- D. Though there is no billing form or format pre-approved by either the County, or the Consultant, bills/invoices submitted by the Consultant shall include a detailed written report of the Work accomplished in connection with the Scope of Work, and must be submitted with a Request for Payment Form 1550, as provided by the County. The County may return a bill/invoice from the Consultant, and request additional documentation/information. Under such circumstances, the timeframe for payment will be extended by the time necessary to receive a verified bill/invoice.
- E. The Consultant’s acceptance of the County’s payment of an invoiced amount shall release the County from any claim by the Consultant, or by the Consultant’s consultants or sub-consultants, for work performed but not invoiced during the time period indicated on the invoice for which payment was issued.
- F. Unless otherwise notified, bills/invoices should be delivered to:

St. Johns County Utility Department
1205 State Road 16
St. Augustine, FL 32084
- G. **FINAL INVOICE:** In order for the County and the Consultant to reconcile/close their books and records, the Consultant shall clearly indicate "Final Invoice" on the Consultant’s final bill/invoice to the County. Such indication establishes that all services have been satisfactorily performed and that all charges and costs have been invoiced to the County and that there is no further Work to be performed under this Agreement.

ARTICLE 6 – DESIGN CONSTRUCTION COST WARRANTY

The Consultant warrants that construction cost will not exceed the amount of the approved cost estimate by more than five percent (5%). If bids returned exceed the approved cost estimate by more than five percent (5%) (excluding County approved changes and/or cost increases), the Consultant shall be required to redesign and re-bid the project at no additional cost to the County.

ARTICLE 7 – TRUTH-IN-NEGOTIATION CERTIFICATE

The signing of this Agreement by the Consultant shall act as the execution of a truth-in-negotiation certificate certifying that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current as of the date of this Agreement.

The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of the Agreement.

ARTICLE 8 – ARREARS

The Consultant shall not pledge the County’s credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

ARTICLE 9 – TERMINATION

- A. This Agreement may be terminated by the County without cause upon at least _____ calendar days advance written notice to the Consultant of such termination without cause.
- B. This Agreement may be terminated by the Consultant with cause upon at least _____ calendar days advance written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.
- C. This Agreement may be terminated by the County with cause upon at least _____ calendar days advanced written notice of such termination with cause. Such written notice shall indicate the exact cause for termination.

ARTICLE 10 – NOTICE OF DEFAULT/RIGHT TO CURE

- A. Should the County fail to perform (default) under the terms of this Agreement, then the Consultant shall provide written notice to the County, which such notice shall include a timeframe of no fewer than _____ business days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- B. Should the Consultant fail to perform (default) under the terms of this Contract, then the County shall provide written notice to the Consultant, which such notice shall include a timeframe of no fewer than _____ calendar days in which to cure the default. Failure to cure the default within the timeframe provided in the notice of default (or any such amount of time as mutually agreed to by the parties in writing), shall constitute cause for termination of this Agreement.
- B. Consistent with other provisions in this Contract, Consultant shall be paid for services authorized and satisfactorily performed under this Contract up to the effective date of termination.
- C. Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
 - 1. Stop work on the date to the extent specified.
 - 2. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
 - 3. Transfer all work in process, completed work, and other material related to the terminated work to the County.
 - 4. Continue and complete all parts of the work that have not been terminated.

ARTICLE 11 – PERSONNEL

The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Work as provided in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with the County.

All Work required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Work shall be fully qualified and, if required, authorized or permitted under federal,

state and local law to perform such Work.

Any changes or substitutions in the Consultant's key personnel must be made known to the County's representative and written approval granted by the County before said change or substitution can become effective.

The Consultant warrants that all Work shall be performed by skilled and competent personnel to the highest professional standards in the field. The Consultant is responsible for the professional quality, technical accuracy, and timely completion of all work performed hereunder, and shall correct or revise any errors or deficiencies in the Work, without additional compensation.

ARTICLE 12 – SUBCONTRACTING

The County reserves the right to approve the use of any subcontractor, or to reject the selection of a particular subcontractor, and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform the Work described in the Contract Documents. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the subcontractor to complete the Work in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

The County reserves the right to disqualify any subcontractor, vendor, or material supplier based upon prior unsatisfactory performance.

ARTICLE 13 – FEDERAL AND STATE TAX

In accordance with Local, State, and Federal law, the County is exempt from the payment of Sales and Use Taxes. The County shall provide a tax exemption certificate to the Consultant upon request. The Consultant shall not be exempt from the payment of all applicable taxes in its performance under this Agreement. It is expressly understood by the County and by the Consultant that the Consultant shall not be authorized to use the County's Tax Exemption status in any manner.

The Consultant shall be solely responsible for the payment and accounting of any and all applicable taxes and/or withholdings including but not limited to Social Security payroll taxes (FICA), associated with or stemming from Consultant's performance under this Agreement.

ARTICLE 14 – AVAILABILITY OF FUNDS

The County's obligations under this Agreement are contingent upon the lawful appropriation of sufficient funds, for that purpose, by the St. Johns County Board of County Commissioners. Pursuant to the requirements of Section 129.07, Florida Statutes, payment made under this Agreement shall not exceed the amount appropriate in the County's budget for such purpose in that fiscal year. Nothing in this Agreement shall create any obligation on the part of the Board of County Commissioners to appropriate such funds for the payment of services provided under this Agreement during any given County fiscal year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE 15 - INSURANCE

The Consultant shall not commence work under this Agreement until he/she has obtained all insurance required under this section and such insurance has been approved by the County. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Consultant shall furnish proof of Insurance to the County prior to the commencement of operations. The Certificate(s) shall clearly indicate the Consultant has obtained insurance of the type, amount, and classification as required by contract and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Certificates shall specifically include the County as Additional Insured for all lines of coverage except Workers' Compensation and Professional Liability. A copy of the endorsement

must accompany the certificate. Compliance with the foregoing requirements shall not relieve the Consultant of its liability and obligations under this Contract.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida
500 San Sebastian View
St. Augustine, FL 32084

The Consultant shall maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate to protect the Consultant from claims for damages for bodily injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Agreement, whether such operations be by the Consultant or by anyone directly employed by or contracting with the Consultant.

The Consultant shall maintain during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000.

The Consultant shall maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability to protect the Consultant from claims for damages for bodily injury, including the ownership, use, or maintenance of owned and non-owned automobiles, including rented/hired automobiles whether such operations be by the Consultant or by anyone directly or indirectly employed by a Consultant.

The Consultant shall maintain during the life of this Agreement, Umbrella or Excess Liability Insurance covering workers compensation, commercial general liability and business auto liability with minimum limits of liability of \$1,000,000.

The Consultant shall maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by the law for all of its employees (if three or more) per Florida Statute 440.02.

In the event of unusual circumstances, the County Administrator, or his designee, may adjust these insurance requirements.

ARTICLE 16 - INDEMNIFICATION

The Consultant shall indemnify and hold harmless the County, and its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, intentional/unintentional conduct or omission of the Consultant and other persons employed or utilized by the Consultant.

ARTICLE 17 – SUCCESSORS AND ASSIGNS

The County and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Except as above, neither the County nor the Consultant shall assign, sublet, convey or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and the Consultant.

ARTICLE 18 – NO THIRD PARTY BENEFICIARIES

It is expressly understood by the County, and the Consultant, and this Agreement explicitly states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 19 – REMEDIES

No remedy herein conferred upon any party is intended to be exclusive, or any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or nor or

hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party or any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

ARTICLE 20 – CONFLICT OF INTEREST

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within thirty (30) days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the County by the Consultant under the terms of this Agreement.

ARTICLE 21 – EXCUSABLE DELAYS

The Consultant shall not be considered in default by reason of any delay in performance if such delay arises out of causes reasonably beyond the Consultant's control and without its fault or negligence. Such cases may include, but are not limited to: acts of God; the County's ommissive and commissive failures; natural or public health emergencies; freight embargoes; and severe weather conditions.

If delay is caused by the failure of the Consultant's subcontractor(s) to perform or make progress, and if such delay arises out of causes reasonably beyond the control of the Consultant and its subcontractor(s) and is without the fault or negligence of either of them, the Consultant shall not be deemed to be in default.

Upon the Consultant's request, the County shall consider the facts and extent of any delay in performing the work and, if the Consultant's failure to perform was without its fault or negligence, the Contract Schedule and/or any other affected provision of this Agreement shall be revised accordingly; subject to the County's right to change, terminate, or stop any or all of the Work at any time.

ARTICLE 22 – DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Consultant shall deliver to the County for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the County under this Agreement.

All written and oral information not in the public domain, or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, shall be kept confidential by the Consultant and shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order. All drawings, maps, sketches, and other data developed, or purchased under this Agreement, or at the County's expense, shall be and remains the County's property and may be reproduced and reused at the discretion of the County.

The County and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any

party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 23 – INDEPENDENT CONSULTANT RELATIONSHIP

The Consultant is, and shall be, in the performance of all work services and activities under this Agreement, an independent consultant, and not an employee, agent, or servant of the County. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times and in all places be subject to the Consultant's sole direction, supervision, and control.

The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the County shall be that of an independent consultant and not as employees or agents of the County. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

ARTICLE 24 – CONTINGENT FEES

Pursuant to Section 287.055(6), Florida Statutes, the Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

Violation of this section shall be grounds for termination of this Agreement. If this Agreement is terminated for violation of this section, the County may deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or other consideration.

ARTICLE 25 – ACCESS AND AUDITS

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in performing the work for at least three (3) years after completion of this Agreement. The County shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the County's cost, upon five (5) days written notice.

ARTICLE 26 – NONDISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age or national origin.

ARTICLE 27 – ENTIRETY OF CONTRACTUAL AGREEMENT

The County and the Consultant agree that this Agreement, signed by both parties sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein, or are incorporated by reference into this Agreement. None of the provisions, terms, conditions, requirements, or responsibilities noted in this Agreement may be amended, revised, deleted, altered, or otherwise changed, modified, or superseded, except by written instrument, duly executed by authorized representatives of both the County, and the Consultant.

ARTICLE 28 – ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all reasonable expenses even if not taxable as court costs (including, without limitation, all such reasonable fees, costs and expenses incident to appeals), incurred in that action or proceedings, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 29 – COMPLIANCE WITH APPLICABLE LAWS

Both the County and the Consultant shall comply with any and all applicable laws, rules, regulations, orders, and policies of the County, State, and Federal Governments.

ARTICLE 30 – AUTHORITY TO PRACTICE

The Consultant hereby represents and warrants that it has and shall continue to maintain all licenses and approvals required to conduct its business, and that it shall at all times, conduct its business activities in a reputable manner.

ARTICLE 31 – SEVERABILITY

If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such items or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 32 - AMENDMENTS AND MODIFICATIONS

No amendments or modifications of this Agreement shall be valid unless in writing and signed by each of the parties.

The County reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order for changes, or a contract change order, if the original contract is to be changed or amended the Consultant shall not commence work on any such change until such written change order has been issued and signed by each of the parties.

ARTICLE 33 – FLORIDA LAW & VENUE

This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this Agreement shall be held in St. Johns County, Florida.

ARTICLE 34 – ARBITRATION

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with the project in any manner whatsoever.

ARTICLE 35 - NOTICES

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the County shall be mailed to:

St. Johns County Purchasing Department
Attn: Jaime Locklear, CPPB, Contract Administration Manager
500 San Sebastian View
St. Augustine, FL 32084

and if sent to the Consultant shall be mailed to:

ARTICLE 36 - HEADINGS

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

ARTICLE 37 –PUBLIC RECORDS

- A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of a third party, or an unaffiliated party.
- B. In accordance with Florida law, to the extent that Consultant's performance under this Agreement constitutes an act on behalf of the County, Consultant shall comply with all requirements of Florida's public records law. Specifically, if Consultant is expressly authorized, and acts on behalf of the County under this Agreement, Consultant shall:
 - (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
 - (2) 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 as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
 - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the County; and
 - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the Services.

If the Consultant transfers all public records to the County upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant 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 County's information technology systems.

Failure by the Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: OCA, ATTN: Public Records Manager, 500 San Sebastian View, St. Augustine, FL 32084, PH: (904) 209-0805, EMAIL: publicrecords@sjcfl.us.

ARTICLE 38 – USE OF COUNTY LOGO

Pursuant to, and consistent with, County Ordinance 92-2 and County Administrative Policy 101.3, the Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal/Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida. The Consultant may use the County Seal/Logo for the purposes of conducting project-related meetings, providing updates to affected residents on project-related information, as needed to successfully complete the services required by this Agreement.

ARTICLE 39 – SURVIVAL

It is explicitly noted that the following provisions of this Agreement, to the extent necessary, shall survive any suspension, termination, cancellation, revocation, and/or non-renewal of this Agreement, and therefore shall be both applicable and enforceable beyond any suspension, termination, cancellation, revocation, and/or non-renewal: (1) Truth-in-Negotiation; (2) Federal and State Taxes; (3) Insurance; (4) Indemnification; (5) Access and Audits; (6) Enforcement Costs; and (7) Access to Records.

ARTICLE 40 – AUTHORITY TO EXECUTE

Each party represents that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party’s authorized representative shown below.

IN WITNESS WHEREOF, authorized representatives of the County, and Consultant have executed this Agreement on the day and year below noted.

ST. JOHNS COUNTY, FL:

CONSULTANT:

Printed Name of County Representative

Company Name

Signature County Representative

Signature of Consultant Representative

Title of County Representative

Printed Name & Title

Date of Signature

Date of Signature

LEGALLY SUFFICIENT:

Sr. Assistant County Attorney

Date of Execution

**ATTEST:
ST. JOHNS COUNTY, FL CLERK OF COURT**

Deputy Clerk

Date

RFQ NO: _____

EXHIBIT "A"
SCOPE OF WORK/SCHEDULE

EXHIBIT “B”
PRICING PROPOSAL

PART XI: SCOPE OF WORK

**PROJECT SCOPE OF SERVICES
PONTE VEDRA WATER RECLAMATION FACILITY**

TABLE OF CONTENTS

PART A – DESIGN GUIDELINES

1.0 GENERAL

- 1.1 Design CapacitiesC-2
- 1.2 Physical, Chemical, and Biological Characteristics.....C-2
- 1.3 Secondary Treatment LimitsC-3
- 1.4 Reuse Water Discharge.....C-3
- 1.5 Surface Water DischargeC-3

2.0 TREATMENT PROCESS

- 2.1 PretreatmentC-3
- 2.2 Biological Treatment ProcessC-4
- 2.3 Tertiary FiltrationC-4
- 2.4 Disinfection ProcessC-4

3.0 STORAGE FACILITIES

- 3.1 Off-Spec Storage SystemC-5
- 3.2 Reclaimed Water Storage and Pumping SystemC-5
- 3.3 On-site Reclaimed Water and Distribution SystemC-5
- 3.4 In-plant Pump StationC-6

4.0 BIOSOLIDS TREATMENT

- 4.1 GeneralC-6
- 4.2 Biosolids TreatmentC-6

5.0 ELECTRICAL SYSTEMSC-6

6.0 INSTRUMENTATION AND CONTROLS SYSTEMC-7

7.0 BUILDINGS

- 7.1 Administration BuildingC-7
- 7.2 Process Related BuildingsC-7
- 7.3 Dewatering Building.....C-8

8.0 CIVIL SITE WORK

- 8.1 Yard PipingC-8
- 8.2 Onsite UtilitiesC-8
- 8.3 Landscaping and IrrigationC-8
- 8.4 Site WorkC-8

PART B – DESCRIPTION OF TASKS, SCHEDULE, & FEE

- Task 1 - PROJECT MANAGEMENTC-8
- Task 2 - GEOTECHNICAL INVESTIGATIONSC-9
- Task 3 - SURVEYC-11
- Task 4 - PRELIMINARY DESIGN REPORTC-11
- Task 5 - DESIGNC-12

Task 6 - STATE REVOLVING FUND ASSISTANCEC-13
Task 7 – PERMITTING SERVICESC-15
Task 8 – BIDDING SERVICESC-16
Task 9 – CONSTRUCTION SERVICESC-16

10. SCHEDULE.....C-16
11. COMPENSATIONC-16
12. COUNTY REPRESENTATIVE.....C-17

PROJECT SCOPE OF SERVICES

In accordance with the terms of the Contract Agreement with the Board of County Commissioners, you are hereby directed to comply with the scope of work described herein.

Title of Project: **Ponte Vedra Water Reclamation Facility, Ponte Vedra, FL**

Project Description: CONSULTANT shall perform the comprehensive design, permitting, surveying, geotechnical services, and the assistance in securing a State Revolving Fund loan for the Ponte Vedra Water Reclamation Facility (WRF). The new facility will be located on the twenty (20) acre site adjacent to the existing Player's Club Wastewater Treatment Plant (WWTP) which shall remain in service during the entire construction. The Ponte Vedra WRF will consolidate the flows from the Players Club WWTP, the Innlet Beach WWTP, and the Sawgrass WWTP. All offsite design located outside the boundary of the property is not included in this scope of work and will be completed under separate contract.

PART A – DESIGN GUIDELINES

1. GENERAL

1.1. DESIGN CAPACITIES: The Ponte Vedra service area is projected to experience minimal growth through the year of 2040 based on St. Johns County Utility Department's (SJCUD) recent Integrated Water Resources Plan. Since the existing service area associated with these three WWTPs are nearly built out and the expected growth will be minimal, the maximum design capacity of the new Ponte Vedra WRF will be 2.50 MGD. The current design capacities and influent flow rates in million gallons per day (MGD) for the three WWTPs are:

Facility	Permit Capacity (MGD)	2015 Monthly Average Flow (MGD)	2015 Minimum Monthly Average Flow (MGD)	2015 Maximum Monthly Average Flow (MGD)
Players Club WWTP	0.70	0.416	0.364	0.518
Innlet Beach WWTP	0.50	0.309	0.242	0.422
Sawgrass WWTP	1.50	0.790	0.740	0.950

The peak hour factor for the Ponte Vedra WRF will be 3.0. The peak hour factor was determined based on the aggregate of the peak hour factor of 2.5 obtained from the Sawgrass WWTP influent flow meter for the year 2015 and the 10 State Standards peak factors applied for the Innlet Beach and Players Club facilities in the absence of influent flow data.

1.2. PHYSICAL, CHEMICAL, AND BIOLOGICAL CHARACTERISTICS: SJCUD began sampling the influent raw wastewater physical, chemical, and biological characteristics to the three facilities. A summary of this data and the last 3 years of FDEP Discharge Monitoring Reports have been made available as part of the RFP. This data may be used in developing the basis of design for the Ponte Vedra WRF.

1.3. SECONDARY TREATMENT LIMITS: The facility shall be permitted as a water reclamation facility under the Florida Department of Environmental Protection's (FDEP) F.A.C. Chapter 62:610 Part III – Slow-rate Land Application Systems; Public Access Areas, Residential Irrigation, and Edible Crops. The new WRF

shall provide advanced wastewater treatment with high level disinfection and effluent limits of CBOD5:TSS:TN:TP of 5:5:3:1 ppm, respectively.

- 1.4. REUSE WATER DISCHARGE: Treated effluent from the new WRF will be used as reclaimed water for irrigation to serve the TPC Stadium and Valley Golf Courses as well as the Sawgrass Golf and Country Club.
- 1.5. SURFACE WATER DISCHARGE: The Players Club and Innlet Beach Facilities are permitted with the same surface water discharge through the TPC storm water lake system to the Intracoastal Waterway. Sawgrass has a permitted surface water discharge further south into the Plantation Canal Palm Valley then into the Intracoastal Waterway. The new WRF plans on maintaining both existing surface water discharges. Further coordination is required with FDEP for the existing Sawgrass surface water discharge.

2. TREATMENT PROCESS

- 2.1. PRETREATMENT: For the proposed new facility, the headworks shall be equipped with fine screens, a vortex grit removal system, and an odor control system. CONSULTANT shall include a cost-benefit alternatives analysis to determine the final design flow for the headworks. At a minimum, the new headworks will need to receive the peak hour flow from the former Innlet Beach WWTP and Players Club WWTP service areas. The influent flow from the Sawgrass WWTP currently flows through a headworks with screening and grit removal prior to being pumped to the Ponte Vedra WRF and may by-pass the headworks at this facility. Additionally, SJCUD operations would like to consider sizing the new headworks to allow the in-plant pump station flow and returned activated sludge flow to be treated through the screens. The analysis should review the viability of separating or including these alternative flows to the new headworks design.

The headworks will have two channels, one will house a 6-mm automatic mechanical center-flow band screen with screenings compactor followed by an inclined manual bar screen and the second a by-pass channel with an inclined manual bar screen. A vortex grit removal system will be located downstream of the screening process. Grit pumps will pump the grit/wastewater slurry to a grit classification system for washing, separation and removal. The approach channels of the headworks and grit tank will be covered using solid checker plate. A biotrickling filter odor control system shall be designed to treat the odorous gases released at the headworks.

- 2.1.1 COMPONENTS: The final sizing of the headworks will be determined from the alternatives analysis. The pretreatment process will include the following components:
 - Headworks Structure
 - Slide gates/weir gates
 - 1 Channel Type Band Screen
 - 2 Inclined Manual Bar Screens (One Primary/1 By-pass)
 - 1 Screening Compactor
 - 1 Grit Removal System
 - Grit pumps
 - 1 Magnetic Flowmeter
 - Flow Split Structure
 - Odor Control System
 - Automatic Composite Sampler

2.2. BIOLOGICAL TREATMENT PROCESS: The treatment train will be designed as a 4-stage Bardenpho Activated Sludge process. The screened, degrittied water would first flow into completely mixed pre-anoxic zone(s). The pre-anoxic zones are followed by an aeration zone including internal mixed liquor recycle pumps and then post anoxic and reaeration zones. If the CONSULTANT determines the influent wastewater to be carbon limited, additional carbon in the form of glycerin (Micro C 2000™) will be required to provide food for de-nitrification in the post anoxic reactor. Alum will be utilized to achieve the required phosphorus removal. Biological treatment chemicals shall be housed in a precast building. Following the anoxic/aeration basin is the secondary clarification process, return activated sludge pumps (RAS), waste activated sludge system (WAS), and scum pump station.

2.2.1 COMPONENTS: The biological treatment process will include the following components:

- Flow Split Structure between the headworks and biological treatment trains
- Slide gates/weir gates/slucice gates
- Two Biological Treatment Trains consisting of:
 - Anoxic, Aerobic, Post-Anoxic Basins with Reaeration
 - Submersible Mixers
 - Fine Bubble Diffusers
 - Internal Recycle Pumps
 - Multistage Centrifugal Blowers for Reaeration
 - Common Effluent Channel and Drop Box
- Blower Building with Air-bearing Turbo Blowers for Aeration
- Aeration Piping and any necessary pipe support system
- Two Secondary Clarifiers with Algae Brush System
- Dry-pit Submersible RAS/WAS Pump Station
- Submersible Chopper Scum Pump Station
- Alum Bulk Storage and filling station
- Micro C 2000™ Bulk Storage and filling station
- Precast building to house chemical feed pumps

2.3. TERTIARY FILTRATION: The tertiary filtration will be sized to handle the peak flow. The 4-Stage Bardenpho process will be able to consistently achieve total nitrogen levels below 3 mg/L and the alum dosing upstream of the clarifiers will help precipitate phosphorous within the clarifiers. Tertiary filtration will be achieved with a cloth media (woven polyester) disk filtration for removal of suspended solids to a level of 5mg/L or less. Overflow from the two proposed secondary clarifiers flow will be divided equally among two tertiary disk filter units. Filtrate from the basins will flow by gravity to the subsequent disinfection basins. Each filter unit will be completely contained in its own basin equipped with isolation butterfly valves. A connection to the off-spec pond shall be provided upstream of the isolation valves.

2.3.1 COMPONENTS: The filtration system will include the following components:

- Flow-splitter structure with weir gates, if necessary
- Structures to support filters
- Two 10 micron cloth media (woven polyester) disk filtration
- Access walkways designed for all sides of filters

2.4. DISINFECTION PROCESS: The disinfection process design shall be based on using ultraviolet light (UV) disinfection. From the UV disinfection process, the treated effluent will flow from the effluent chamber of the disinfection tank to an unlined reclaimed water storage pond or to the lined off-spec pond. Gravity flow from the UV disinfection process to the ponds is preferred. CONSULTANT shall design pumps if required.

SJCUD plans to construct a reclaimed water ground storage tank in the future. Therefore, the system shall be designed to accommodate addition of future pumps. CONSULTANT shall assist SJCUD in the selection of a UV disinfection system based on the current systems available by completing a present worth cost evaluation to compare UV system alternatives. CONSULTANT shall coordinate conference calls with installation references.

2.4.1 COMPONENTS: The UV disinfection system will include the following components:

- Influent magnetic flow meter(s)
- UV basin with canopy and lift system (if necessary based on final selection of UV system)
- UV system
- Passive overflow to lined off-spec pond
- Passive discharge to unlined reclaimed water pond
- Considerations for future effluent pump station to ground storage tank
- Electrical building (preferred if combined with Blower Building if site planning allows)

3. STORAGE FACILITIES

3.1. OFF-SPEC STORAGE SYSTEM: In the event that effluent quality does not meet specifications, effluent piping will be designed so that effluent will be diverted by gravity (if feasible) to an off-spec lined storage pond. The existing WWTP has a 1.5 MG lined off-spec pond. CONSULTANT shall expand this pond to provide the required 2.5 MG off-spec volume. There, the off spec effluent will be retained until a low flow period, at which time the water will be pumped to the head of the plant and retreated. FDEP regulations require a minimum of 1-day storage on an average daily flow basis. Off-spec storage pumps will be submersible type inside a wet-well and will be controlled by level transducers.

3.1.1 COMPONENTS: The off-spec storage system will include the following components:

- Expansion of existing 1.5 MG Lined Off-Spec Pond to 2.5 MG
- Wet well and submersible off-spec return pumps

3.2. RECLAIMED WATER STORAGE AND DISTRIBUTION SYSTEM: Reclaimed effluent will be transferred to the existing on-site 5.0 MG reuse pond where it will be stored for distribution to a combination of the three reuse golf course discharge locations or disposed of to the back-up surface water discharge point. All discharge locations shall be individually metered. The existing reclaimed water pond size may be reduced on the southern side if site planning should require. Any modifications to the existing pond shall be included in the design. The CONSULTANT shall complete a hydraulic analysis of the four discharge locations and determine the design of the required pumping system. The existing inlet and outlet piping configuration in the pond has experienced short-circuiting issues in the past. CONSULTANT shall evaluate the inlet and outlet piping to and from the pond and design required modifications to prevent short-circuiting.

3.2.1 COMPONENTS:

- Modifications to existing reclaimed water pond
- Reclaimed water pond inlet and outlet piping modifications
- Reclaimed water high service pump station
- Effluent flow meters

3.3. ON-SITE RECLAIMED WATER STORAGE AND DISTRIBUTION SYSTEM: An on-site reclaimed water storage and distribution system shall be designed to provide plant process water. A hydropneumatic tank will be included in the design between the reclaimed water on-site pumps and the site distribution system to maintain pressure in the reclaimed water distribution system. The hydropneumatic tank shall

provide pressure required by the plant process components or individual boosters pumps shall be added to the individual process components where necessary. A sodium hypochlorite system shall be included for on-site reuse.

3.3.1 **COMPONENTS:**

- On-site Reuse Pump Station
- Hydropneumatic Tank with enclosed air compressor
- Flow meter
- Sodium Hypochlorite storage, metering, and injection system for on-site reuse system

3.4. **IN-PLANT PUMP STATION:** An in-plant pump station shall be designed to return the plant drain system to the head of the plant. The in-plant pump station will be a submersible pump station with wet well and level control system.

3.4.1 **COMPONENTS:** The in-plant pump station will have the following components:

- Wet Well
- Submersible pumps

4. BIOSOLIDS TREATMENT:

4.1. **GENERAL:** Based on the current sludge disposal method through an outside contractor to haul the dewatered sludge for further processing, there are no treatment requirements that need to be satisfied such as a digestion process. The design services for the biosolids treatment will consist of sludge holding, dewatering, and transporting via a hauling contractor.

4.2. **BIOSOLIDS TREATMENT:** The solids handling process will begin at the solids holding tank with a hydraulic residence time of 5 days. It will be aerated and mixed by coarse bubble air diffusers. Positive displacement blowers will provide air to the sludge holding tank. The sludge holding tank will also be used for flow and solids equalization. The solids will be pumped to a 3-belt filter press. The use of the 3-belt filter press will eliminate the need for a separate thickening step. A polymer feed and storage system will be provided. Waste activated sludge will be pumped from the solids holding tank to the three-belt filter press dewatering process. Dewatered cake will then be conveyed to a truck and collected by the contracted hauler for further processing. The sludge holding tank shall be designed with a valved decant system similar to the system located at the SJCUD Anastasia Island WWTP.

4.2.1 **BIOSOLIDS COMPONENTS:** The biosolids treatment system will include the following components:

- Sludge storage tank with coarse bubble diffusers;
- Positive displacement blowers;
- Design considerations for future grinder
- Belt Filter Press Feed Pump
- Magnetic Flow Meter
- 3-Belt Filter Press
- Polymer and feed system
- Belt conveyor
- Dewatering building
- New truck loading station and roadway

5. ELECTRICAL SYSTEM:

5.1. **GENERAL:** The design services will include the necessary coordination to provide an electrical service through a 480 volt, 3 phase, 3 wire service from Beaches Energy utility transformer. The electrical distribution system will employ a power distribution switchboard with a main breaker and automatic transfer switch. The new switchboard will distribute the incoming utility power to the Motor Control Centers (MCC's). The MCC's will provide power feeds to all process related equipment. Emergency power will be provided from a new standby generator through the automatic transfer switch. The starting of the standby generator or transferring of power will occur automatically anytime normal utility power is lost. The standby generator will be housed in a sound attenuated non-walk-in weatherproof enclosure and its associated above grade diesel fuel storage tank will be installed on a concrete pad near the electrical building.

5.2. **COMPONENTS:** The electrical system will include the following components:

- 480 volt, 3 phase, 3 wire service from a new Beaches Energy utility transformer
- Power distribution switch board with main breaker and automatic transfer switch
- Emergency power from a new stand-by generator
- Grounding system designed with all structures at same grounding potential
- Transient voltage surge suppressors on 480 volt lines entering the switchgear
- Lightning protection system with UL Master Label for all buildings
- Microprocessor-based, solid-state, power metering devices on incoming electrical lines
- Electrical manholes shall be designed with automatic sump pump system

6. INSTRUMENTATION AND CONTROL SYSTEM:

6.1. **GENERAL:** The instrumentation and control system shall consist of field mounted measurement control devices hardwired to a central instrumentation control panel. The plant equipment will be monitored and controlled both locally and remotely from the Supervisory Control and Data Acquisition (SCADA) system. The SCADA system will consist of a remote telemetry unit (RTU) and an operator hand machine interface (HMI) computer workstation. Remote instrumentation and control panel will be provided in the administration building. CONSULTANT shall assist with coordination of extending high-speed internet access to the Ponte Vedra WRF.

6.2. **COMPONENTS:** The instrumentation and control system will include the following components:

- Central instrumentation and control panel located in the electrical room
- Local (electrical room) and remote (administration building) SCADA system
- HMI in the control room based on SJCUD standard Motorola telemetry equipment
- Site security and surveillance system to include gate access control and video monitoring
- All pumping sequences will follow Last In First Out logic
- All field instruments to support plant operation

7. BUILDINGS:

7.1. **ADMINISTRATION BUILDING:** The administrative building will include two offices, a Control Room with central monitoring and local control and four work stations, Laboratory, Multipurpose room with kitchen, Men's/Women's bathrooms with showers/lockers, Electrical Room, Storage and Janitor Room.

- 7.2. **PROCESS RELATED BUILDING:** The process related buildings will include an Electrical/Blower/High Service Pump Building, Chemical Building, and Maintenance Room. Subsequent discussions with SJCUD staff and other related discipline lead designers will determine the final design, size of the buildings and spaces therein.
- 7.3. **DEWATERING BUILDING:** The dewatering building will include the belt filter press, polymer system, conveyor, and supporting equipment. Subsequent discussions with SJCUD staff and other related discipline lead designers will determine the final design, size of the buildings and spaces therein.

8. CIVIL SITE WORK

- 8.1. **YARD PIPING:** CONSULTANT shall design all process piping and drains.
- 8.2. **ON-SITE UTILITIES:** Potable water and fire protection will be provided by a new 6-inch water main served from the TPC parking area. The CONSULTANT shall provide the design of an on-site potable water system to serve the facility. Non-potable water will be used for process water and landscape irrigation and will be served by the on-site reuse system. CONSULTANT shall design the on-site reclaimed water system.
- 8.3. **LANDSCAPING AND IRRIGATION:** The landscaping will be designed in compliance with the St. Johns County buffer, landscape and tree ordinance, and TPC Development of Regional Impact requirements. CONSULTANT shall incorporate additional landscape buffer to improve the visual screening between the plant and the residential area south of the plant. Buffer areas or portions where natural vegetation provides adequate visual screen will remain natural and undisturbed by clearing or any construction activity. Where natural vegetation is inadequate, supplemental plantings will be selected for natural survival expectancy and the ability to meet requirements. On-site irrigation will be provided by the on-site reclaimed water distribution system to support the landscaping and grassed areas throughout the site.
- 8.4. **SITE WORK:** The civil site work includes providing stormwater facilities on site, including a swale system, a detention pond, control structures, and an access road within the plant boundary.

PART B – DESCRIPTION OF TASKS

The tasks and subtasks contained herein further detail the specific services to be provided as part of this AGREEMENT.

1. TASK 1 – PROJECT MANAGEMENT

- 1.1. **GENERAL -** Project management is a critical activity in the execution of this project; the project will require consistent and constant project planning and management and close collaboration with the SJCUD team. The anticipated notice to proceed for this project is December 1, 2016. The goal is to have plans and specifications suitable to submit for the State Revolving Fund loan program by June 30, 2017. If this targeted end date seems either too ambitious to accomplish the tasks identified herein, or if the entire evaluation can be completed sooner, given the identified constraints and requirements, please note the anticipated date in the proposal. In order to ensure that this project is successfully completed in a timely manner and to the satisfaction of SJCUD, the following project management items are being included in the scope of work for this project:

- 1.1.1 **PROJECT MANAGEMENT PLAN AND SCHEDULE:** Within 14 days of the Notice to Proceed, the CONSULTANT shall prepare a Project Management Plan (PMP) which includes team member identification and contact information, roles and responsibilities of the team members, management activities that ensure compliance, quality assurance/quality control (QA/QC) plan, key deliverables, schedule, risk, and budget requirements. The project schedule shall include each task with subtasks, milestones, critical path designation and a schedule for key progress meetings.
- 1.1.2 **KICKOFF MEETING:** Upon receipt of a written Notice to Proceed, the CONSULTANT shall schedule and conduct a kick-off meeting with COUNTY. The meeting shall be attended by at least two (2) Consultant personnel who will be directly involved with the design and any team leads. The meeting is assumed to take two (2) hours. At the kick-off meeting, the Consultant shall be prepared to review the scope of the project, provide an initial project schedule, and confirm deliverables. The Consultant is responsible for organizing this meeting including preparing agendas, compiling meeting minutes and distributing the minutes to all attendees or as required. Meeting minutes shall be prepared and distributed to all attendees within five (5) working days.
- 1.1.3 **DRAFT PRELIMINARY DESIGN REPORT:** The CONSULTANT shall schedule and facilitate a meeting with SJCUD staff after the Draft Preliminary Design Report (PDR) has been submitted to discuss key issues and review project progress at a time agreed upon with SJCUD's Project Manager (PM). The meeting shall be attended by at least two (2) Consultant personnel who were involved with the report. The workshop is assumed to take four (4) hours. The Consultant is responsible for organizing these workshops including preparing agenda, compiling meeting minutes and distributing the minutes to all attendees, or as required. Meeting minutes shall be prepared and distributed to all attendees within five (5) working days.
- 1.1.4 **PROCUREMENT:** The project will be procured using the Design-Bid-Build delivery method. CONSULTANT shall schedule and facilitate two meetings with SJCUD staff to discuss 1) the development of a Contractor Pre-Qualification package and 2) procurement documents and bid form. The meetings shall be attended by at least two (2) Consultant personnel who were involved with the Preliminary Engineering report. Each workshop is assumed to take two (2) hours.
- 1.1.5 **ADDITIONAL MEETINGS AND WORKSHOPS:** The Consultant shall schedule and facilitate a minimum of eight (8) additional meetings/workshops with SJCUD staff, including Engineering and Operations, as needed to discuss existing and future operational needs. The meetings will cover the following design phase milestones:
- Initial Site Inspection the Players Club and Northwest Treatment Facilities
 - 30% completion of design plans
 - Equipment Evaluation & Construction Cost Budget
 - Electrical and Instrumentation Design Criteria
 - 60% completion of design plans
 - 90% completion of design plans
 - 100% completion of design plans
 - Bid Documents
- Additional progress meetings may be held by conference call or web meeting.

2. TASK 2 - GEOTECHNICAL INVESTIGATIONS

- 2.1. **GENERAL - CONSULTANT** will perform the geotechnical investigations for the 38 soil borings and test pits and three permeability tests through a subcontractor who has a geotechnical engineer licensed in the State of Florida.

2.2. LIST OF BORINGS - The following borings will be required to design the foundations of the new proposed structures:

<u>Structure</u>	<u>No. Borings</u>	<u>No. Test Pits</u>
New Operations Building	2	-
On-Site Roadway	3	3
Stormwater Pond	3	1
Headworks	2	-
Anoxic/Aerobic Tank	5	-
(2) Clarifiers	8	-
UV Tank	1	-
Sludge Holding Tank	4	-
Dewatering Building	1	-
Blower/Electrical Building	1	-
Generator/Fuel Tank	1	-
Disk Filters	1	-
Chemical Building and Pads	2	-
Miscellaneous	4	3
Total	38	7

2.3. CONSULTANT will perform the geotechnical investigations for the 38 soil borings and test pits and three permeability tests through a subcontractor. The geotechnical engineering services associated with the proposed improvements include the following scope of work:

- Arrange for an exploration program that will include borings, piezocone soundings and test trenches. The work will be subcontracted to a local geotechnical firm.
- A representative from the CONSULTANT geotechnical group, in association with a plant representative knowledgeable of underground pipes will field locate the borings prior to drilling, provide field monitoring of the test borings so that the test boring depths, drilling and sampling methods can be modified to meet the actual conditions encountered in the field.
- The local geotechnical firm shall make analyses related to the geotechnical engineering aspects of foundation design and construction and prepare a report which will include the following items as applicable to the project and site:
 - Soil Boring, piezocone and test trench logs indicating soil and groundwater conditions.
 - Test boring location plan.
 - Results of laboratory tests.
 - Recommended foundation type with foundation design criteria including allowable bearing capacity, foundation depth, lateral earth pressures and other information required for final design and preparation of contract drawings and specifications.
 - Recommended treatment of ground floor slab, whether slab-on-grade or structural slab. Requirements for foundation and floor drainage, or waterproofing.
 - Settlement estimates for structural elements at design loading.
 - Reuse of on-site materials as fill or backfill and other special construction considerations related to soils and foundation construction. Additionally, classification with regards to the

AASHTO classification will also be conducted on the soils around the off-spec pond area to determine its suitability to use a fill material.

- Provide pipeline bedding and compaction recommendations.

2.4. Design aspects of construction related to soils and foundations including excavation and filling, protection of adjacent structures and utilities, excavation support, dewatering, and special requirements for protecting strength of undisturbed soils at foundation elevation will be provided by CONSULTANT based on a review of the geotechnical exploration work.

3. TASK 3 - SURVEY

3.1. CONSULTANT will coordinate with a professional surveying subcontractor to complete the required tree survey to comply with the Development Review Committee requirements and locate the soil borings completed by the geotechnical consultant on the existing site survey.

4. TASK 4 – PRELIMINARY DESIGN REPORT

4.1. The ENGINEER will provide the following services related to the preparation of a Preliminary Design Report:

- Evaluate Headworks and odor control alternatives, and provide component sizing and conceptual layouts.
- Prepare process design calculations using a simple excel spreadsheet type process model for 4-Stage Bardenpho treatment process. Process design criteria shall be identified for each unit process. The same data shall be used to predict effluent water quality using the BIOWIN model. Design calculations shall be completed at the design flow and at the anticipated initial flow of 1.5 MGD. Calculations shall be provided in an Appendix of the report.
- Prepare a preliminary hydraulic profile to determine necessary piping sizes, weir elevations, and pipeline pressures. Calculations shall be provided in an Appendix of the report.
- Prepare hydraulic analysis for reclaimed water high service pump station design to determine the pump station sizing and conceptual layouts. Calculations shall be provided in an Appendix of the report.
- Evaluate UV system options for high level disinfection.
- Establish floor plan, finished floor elevations, for all structures and buildings.
- Prepare a preliminary layout of equipment and structures for each individual treatment process.
- Prepare preliminary recommendations on materials of construction for major equipment and process piping.
- Prepare preliminary architectural plans and elevation drawings to show building/structures style and interior/exterior materials.
- Prepare a preliminary site layout showing approximate treatment process location, landscaping, grading, drainage (stormwater control), roadways, and demolition areas.
- Prepare yard-piping layout.
- Based upon the geotechnical report, develop design criteria for building foundations, select the structural system, and determine appropriate design codes and structural load.
- Develop preliminary process instrumentation and control diagrams (P&ID) with schematics to show recommended control and monitoring system configuration and single line electrical diagrams.
- Develop a preliminary schedule for new facility design and new facility construction.
- Develop preliminary opinion of probable capital construction cost.
- Identify necessary permits and anticipated permit conditions.

- Preliminary list of drawings and specifications.

4.2. Prepare and submit draft PDR (5 copies) to SJCUD for review.

4.2.1 Conduct one meeting with SJCUD staff to review comments on the draft report as outlined in paragraph 1.1.3.

4.2.2 Prepare and submit final PDR (5 copies) to SJCUD incorporating comments from SJCUD and Preliminary Site Plan review comments from DRC Pre-application Meeting.

4.3. The PDR will be prepared in a format and content to support project design activities for the project. The content of the report will include any additional information required to address FDEP requirements for a preliminary design report.

5. TASK 5 - DESIGN

5.1. CONTRACT DOCUMENT GUIDELINES: The contract documents shall include detailed drawings, specifications, tables, charts, schedules, and other documentation as may be necessary for the project. The list of drawings will include necessary drawings required to construct a complete water reclamation facility with all the components identified in the preliminary design report. The technical specifications will utilize CSI's sixteen division, three-part format. As part of this scope of services, CONSULTANT will prepare construction drawings and specifications to a 100% level of completion. In the progress of this task, it is anticipated that two (2) contract document submittals will occur – at the 60% and 90% levels of document completion.

5.1.1 At the 60% review, the 60% drawings and specifications will establish construction information for the following:

- Layout of all facilities improvements on the project site
- All major equipment specifications by unit process will be drafted with design and performance criteria established
- All structures identified and dimensioned to show size or capacity
- All large diameter piping layouts will be established, with materials of construction specified
- Electrical single line diagrams drawn and auxiliary power requirements determined
- Complete Process and Instrumentation diagrams.
- Structural & Architectural treatments drawn and specified
- Hydraulic profile established
- CONSULTANT will engage cost estimators to prepare an opinion of the probable construction cost after the 60% completion level. The cost estimate will be submitted two weeks after receiving SJCUD 60% review comments.

5.1.2 For the 90% review, the 90% drawings and specifications will provide construction information for the following:

- Layout of all facilities improvements on the project site
- All structures identified and dimensioned to show size or capacity
- All major equipment specifications by unit process will be completed with design and performance criteria established
- All piping (large and small diameter) systems and valves will be dimensioned, with materials of construction specified
- Electrical single line diagrams and auxiliary power requirements drawn and specified
- Process and instrumentation diagrams drawn and control system improvements specified
- Structural & Architectural treatments drawn and specified
- Hydraulic profile and control elevations established

- Complete specifications for the project
 - All design calculations in the PDR will be updated, and submitted to SJCUD.
- 5.1.3 For the 100% completion level, the drawings and specifications will be suitable for obtaining bids and initiating construction activities. CONSULTANT will also provide a copy of the AutoCAD to SJCUD. For each review, CONSULTANT will appropriately address SJCUD review comments for final approval. Upon approval, the revised documents will establish the design basis for the next milestone.
- 5.1.4 DELIVERABLES - CONSULTANT shall delivered to SJCUD the following deliverables,
- for the 60%, and 90% levels of document completion:
 - Six (6) sets of plans on 11" x 17" sheets
 - One (1) set of plans on 22" x 34" sheets
 - One CD containing the design plans, specifications, and cost estimate in word, pdf, and CAD formats.
 - for the 100% levels of document completion:
 - Six (6) sets of plans on 11" x 17" sheets
 - One (1) set of plans on 22" x 34" sheets
 - One CD containing the design plans and specifications in word, pdf, and CAD formats.

6. TASK 6 – STATE REVOLVING FUND ASSISTANCE

- 6.1. CONTINUING ADVISORY SERVICES - To fulfill the requirements of the Clean Water State Revolving Fund (CWSRF) application for financial assistance in the construction of the Ponte Vedra WRF, the CONSULTANT will secure services from a Sub-Consultant to prepare the appropriate SRF loan application documents and provide advisory services to the CONSULTANT and SJCUD as needed in the submittal of required documents. The Sub-Consultant will advise and assist CONSULTANT in responding to questions and/or comments from the various funding agencies relative to the funding process. The Sub-Consultant will be available to provide advice and consultation relative to the funding process through all phases of the Project that are included in Task 6.
- 6.2. CWSRF FACILITIES PLAN PREPARATION - The Sub-Consultant will assist and guide the CONSULTANT in the preparation and submittal of a Facilities Plan in accordance with Section 62-503.700(2) F.A.C. The Sub-Consultant will review the draft Facilities Plan prepared by the CONSULTANT and provide comments and recommendations to insure the Facilities Plan meets FDEP requirements. The Sub-Consultant will coordinate with the SJCUD's Finance Department and the CONSULTANT to prepare the Capital Financing Plan to be included in the Facilities Plan. The Sub-Consultant will assist in the response to comments or questions from the FDEP relative to the Facilities Plan and coordinate with the FDEP for Clearinghouse review and to gain final approval of the Facilities Plan.
- 6.3. CWSRF FACILITIES PLAN PUBLIC PARTICIPATION AND ADOPTION PROCESS - The Sub-Consultant will advise the SJCUD as to the requirements for the public notice advertising and conducting a public hearing to present the Facilities Plan to the public for review and comment as required for Facilities Plan approval by the FDEP. The SJCUD will consider the adoption of the Facilities Plan after the public hearing is concluded. The Sub-Consultant will attend and participate in the public hearing and assist the SJCUD in any responses to comments or questions received from the public. The Sub-Consultant will provide a draft Facilities Plan Adoption Resolution for the SJCUD's adoption of the Facilities Plan. The Sub-Consultant will assist the SJCUD in preparing information relative to the hearing for submittal to the FDEP as required by the FDEP.

- 6.4. CWSRF CONSTRUCTION CONTRACT DOCUMENTS PREP - The Sub-Consultant will advise and assist the CONSULTANT in the preparation of contract documents with conditions and provisions as may be required by the FDEP for bidding purposes. If required by the FDEP, the Sub-Consultant will assist the CONSULTANT in obtaining appropriate wage rates and related documents for compliance with the federal Davis-Bacon Act and other compliance requirements for inclusion in the bidding documents. The Sub-Consultant will advise the SJCUD and the CONSULTANT in the preparation of the site certifications and other supporting documents as may be required to obtain approval of the FDEP. The Sub-Consultant will coordinate with the CONSULTANT and the FDEP to assist in gaining approval of the plans, specifications, contract documents, and supporting documents to prepare the project for bidding.
- 6.5. CWSRF CONSTRUCTION LOAN – REQUEST FOR INCLUSION (RFI) - The Sub-Consultant will draft a CWSRF RFI for a Construction Loan for the Project in accordance with the requirements of the FDEP. The SJCUD and the CONSULTANT will cooperate with and make information available to the Sub-Consultant as needed to complete the RFI. The draft RFI will be submitted to the SJCUD for review, approval, and signing. The RFI will be submitted to FDEP for listing the SJCUD’s project on the Priority List. The Sub-Consultant will respond to any questions or comments relative to the RFI on the SJCUD’s behalf to assure the project receives a listing on the fundable portion of the CWSRF Priority List. The Sub-Consultant will attend the CWSRF Priority List Management meeting on behalf of the SJCUD and report the results of the meeting to the SJCUD.
- 6.6. CWSRF CONSTRUCTION LOAN APPLICATION ASSISTANCE - The Sub-Consultant will coordinate with the SJCUD’s Finance Department to draft the loan application or assist the SJCUD in preparing the loan application. The Sub-Consultant will provide guidance and recommendations relative to the application, schedule for submittal, and the application process. The Sub-Consultant will assist the SJCUD in completing the final Construction Loan application and the submittal to the FDEP. The Sub-Consultant will provide the SJCUD a draft Authorizing Resolution (if needed) and certifications necessary to complete the application process. The Sub-Consultant will coordinate with the SJCUD and the FDEP to gain approval of the application.
- 6.7. CWSRF CONSTRUCTION LOAN AGREEMENT REVIEW - The Sub-Consultant will review the draft Construction Loan agreement that will be prepared by the FDEP. The Sub-Consultant will comment and advise the SJCUD as to the provisions of the draft agreement, communicate with the FDEP to negotiate any needed revisions to the draft agreement, and respond to comments and questions on the SJCUD’s behalf. The Sub-Consultant will provide guidance on the execution and filing of the final agreement with the FDEP. The Sub-Consultant will coordinate with the FDEP to gain approval of the final Construction Loan agreement.
- 6.8. BIDDING/PROCUREMENT PROCESS - The Sub-Consultant will advise and assist the SJCUD and CONSULTANT in the preparation of procurement documents and requests for qualifications (RFQ) or bid advertisements that meet the procurement requirements of the FDEP. The Sub-Consultant will review the draft RFQ or bid advertisements and offer advice and comments as needed to satisfy the FDEP procurement guidelines. The Sub-Consultant will represent the SJCUD and coordinate with the FDEP to gain approval of the SJCUD’s procurement process.
- 6.9. PRE-BID CONFERENCE - The Sub-Consultant will prepare for and attend the Pre-Bid or Pre-Proposal conference, to respond to questions and comments relative to the SRF program compliance process and requirements. If a written response to questions is needed, the Sub- Consultant will assist the SJCUD in the preparation of the response.

- 6.10. **CONSTRUCTION AWARD PACKAGE** - The Sub-Consultant will advise the SJCUD and the CONSULTANT in the assembly and submittal of the bid package to the FDEP for approval. Upon approval of the bid award package by the FDEP, the Sub-Consultant will advise the SJCUD in submitting the required awarded contract documentation to the FDEP for approval. The Sub-Consultant will represent the SJCUD and coordinate with the FDEP to gain approval to award the contracts and issue a Notice to Proceed.
- 6.11. **PRE- AND POST-CONSTRUCTION SERVICES** – All Sub-Consultant services to provide guidance to the construction contractors relative to the SRF program compliance process and requirements that apply during construction, are not included in this scope of work and will be secured under separate contract.
- 6.12. **CWSRF CONSTRUCTION PHASE SERVICES** - All CONSULTANT services to provide guidance to the construction contractors that apply during construction, are not included in this scope of work and will be secured under separate contract.

7. TASK 7 – PERMITTING SERVICES

- 7.1. **GENERAL:** - The CONSULTANT will prepare applications for permits as may be required and related to this Contract. Permit-related work shall include furnishing required reports, data, drawings, and other information requested; and assisting SJCUD in obtaining required permit approvals. The CONSULTANT will submit permit applications to SJCUD for review and meet as required (estimated to be 1 meeting) to discuss the review comments. The CONSULTANT will revise the applications as required and submit to appropriate regulatory agencies for review and approval. The CONSULTANT will attend one pre-application meeting for each permit with the regulatory agency. The objective will be to review with the design and establish concurrence regarding the regulatory framework and requirements for permit application preparation, processing and review for the project. CONSULTANT will participate in the meetings and prepare meeting minutes for SJCUD and the regulatory agency. CONSULTANT will also respond to one (1) Request for Additional Information (RAI) per permit application. Permit fees associated with the permits listed below will be paid by SJCUD. The permits to be obtained include the following permits:
 - 7.2. **FDEP DOMESTIC WASTEWATER FACILITY PERMIT:** The CONSULTANT will prepare the application and supporting documentation to secure the Florida Department of Environmental Protection Domestic Wastewater Facility Permit.
 - 7.3. **FDEP STORMWATER POLLUTION PREVENTION PLAN (CONSTRUCTION):** The CONSULTANT will prepare the application and supporting documentation to secure the Florida Department of Environmental Protection Domestic National Pollutant Discharge Elimination System Stormwater Pollution Prevention Plan for construction activities.
 - 7.4. **FDEP STORMWATER POLLUTION PREVENTION PLAN (MUNICIPAL FACILITY):** CONSULTANT will prepare the application and supporting documentation to secure the Florida Department of Environmental Protection Domestic National Pollutant Discharge Elimination System Stormwater Pollution Prevention Plan for municipal wastewater treatment facilities.
 - 7.5. **SPILL PREVENTION, CONTROL AND COUNTERMEASURE PLAN (SPCC):** CONSULTANT will develop a SPCC Plan for the COUNTY based on the general requirements listed in 40 CFR 112.7. CONSULTANT’s SPCC plan will contain facility diagram with labels indicating the location, contents, and

size for fixed oil storage container, mobile containers, underground storage tanks, transfer stations, and connecting pipes, discharge prevention measures during routine handling of products.

- 7.6. SJRWMD: ENVIRONMENTAL RESOURCE PERMIT: - The CONSULTANT will prepare the application and supporting documentation to secure the Florida Department of Environmental Protection Environmental Resource Permit 40C-42 with no wetland impacts.
- 7.7. ST. JOHNS COUNTY DEVELOPMENT PERMIT: - The CONSULTANT will prepare the application and supporting documentation to submit development plans to the St. Johns County Development Review Committee.
- 7.8. ST. JOHNS COUNTY BUILDING AND ELECTRICAL PERMITS - The CONSULTANT will supply the construction drawings to the contractor for his use of preparing the applications for up to two submittals to the St. Johns County Building Department to obtain a Building and Electrical Permits. The CONSULTANT will respond to questions related to the construction drawings originating from the St. Johns County Building Department to facilitate obtaining a Building and Electrical Permits.

8. TASK 8 - BIDDING PHASE SERVICES

- 8.1. The following tasks describe the work to be performed as part of the bidding services for the Ponte Vedra WRF. This scope of work assumes one bid phase for 45 days from the advertisement of bids.
 - 8.1.1 ATTEND PRE-BID – The CONSULTANT design team will attend one pre-bid meeting/site tour, issue electronic or hard copy bid documents to the perspective bidders, and maintain a record of prospective bidders to whom Contract Documents have been issued.
 - 8.1.2 ISSUE OF ADDENDUM IN RESPONSE TO BIDDER QUESTIONS – The CONSULTANT will assist SJCUD in responding to the questions from the prospective bidders. It is anticipated that three (3) addenda will be issued to provide clarification of the Contract Documents and respond to technical questions from the bidders. The CONSULTANT will not perform the following tasks: attend the bid opening, review the bids, prepare the bid tabulation, and provide a recommendation letter of award to SJCUD and the FDEP for the CWSRF funding.
 - 8.1.3 PERPARATION OF CONFORMED DOCUMENTS – The CONSULTANT will revise the biddable documents to incorporate changes made in the addenda issued to bidders. The design team will provide two (2) full-size signed and seal set of the “conformed” documents to the selected CONTRACTOR at the Pre-Construction meeting for construction use. One (1) signed and sealed full-size set of the conformed documents and four (4) half-size sets will also be provided to SJCUD. An electronic copy of the conformed documents in PDF, CAD and word format will also be provided to SJCUD. If any equipment other than the equipment that was used for the preparation of the design is selected, the vendors will be responsible for the fees associated with the redesign and the CONSULTANT will incorporate these changes into the record drawings.

9. TASK 9 - CONSTRUCTION PHASE SERVICES

- 9.1. All services to be performed by CONSULTANT during the construction phase of this project are not covered under this scope of work. At the end of the design phase, SJCUD will issue an amendment to this contract to perform these services.

10. SCHEDULE

10.1. The CONSULTANT will provide the services as outlined upon executed Contract Agreement. The services will cover a **10 month** design period and an additional **90 days** for securing the permits for construction beginning with the CONSULTANT’s Notice to Proceed.

11. COMPENSATION

11.1. For performing the engineering services of this Contract Agreement, COUNTY agrees to pay the CONSULTANT a Lump Sum Fee of \$_____. The Lump Sum Fee shall include compensation for all labor, subcontractors, and other direct costs for the scope of services specified herein.

11.2. Invoices shall be submitted on a monthly basis and partial payments will be made in accordance with the percentage of the tasks completed during the period of the invoice.

12. COUNTY REPRESENTATIVE

12.1. The CONSULTANT shall complete the work and provide the services described herein under the general direction of Scott Trigg, St. Johns County Chief Engineer of Capital Projects, (904) 209-2622, who shall act as the COUNTY’s representative during the scheduled period.

CONSULTANT: _____ **St. Johns County, Florida**

By: _____ By: _____

Date: _____ Date: _____

All terms and conditions of the above-referenced contract remain in full force and effect. All invoices must reference the Contract No. _____ cost code. By approving and initialing Exhibit C – Project Scope of Services, SJCUD is certifying availability of funds. Do not approve/process this task order until funds are available in the appropriate line item.

END OF DOCUMENT



St. Johns County Board of County Commissioners

Purchasing Division

September 12, 2016

ADDENDUM #1

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #1 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Supplemental Documentation :

1. Information listed below is available to aid the Consultant in preparation of the RFQ :
 1. Discharge Monitoring Reports – past 36 months
 2. Influent Wastewater sample data
 3. Summary of design criteria
 4. As-builts for Players Club (Tiff format)
 5. As-built Yard piping plan (CAD)
 6. Topographic Survey (PDF & CAD)
 7. Northwest WWTP Plans and Specs (PDF)

Access to the information listed above can be found on the St Johns County Utility FTP Site using the link below :

<ftp://node27.co.st-johns.fl.us/Outgoing/RFQ%2017-03%20Information/>

Please use the following login in credentials to access the site referenced above.

Username: ftputility11

Password: oEtZ7aDR

RFQ Contact Information for Questions Modification:

Please send all questions and requests in writing to both Karen Fullerton, Procurement Supervisor, kfullerton@sjcfl.us and April Johnston, Procurement Coordinator, ajohnston@sjcfl.us.

Any and all questions or requests for information relating to this Request for Qualification shall be submitted in writing by or before close of business (5:00PM) on Thursday, September 29, 2016.

RFQ Due Date remains October 13, 2016 at 4:00 P.M.

Acknowledgment

Sincerely,

Signature and Date

Karen Fullerton
Procurement Supervisor

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 1



St. Johns County Board of County Commissioners

Purchasing Division

September 14, 2016

ADDENDUM #2

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #2 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Questions:

- 1) Of the 12 pages allowed in Section 6, Approach to Design and Understand of Project, may 3-4 pages be 11x17 size?
Yes, for this section, it will be acceptable to use 11 X 17 size paper.
- 2) Please confirm that one (1) original proposal copy and one (1) digital copy, and no additional printed copies, are required for the RFQ response package.
Yes, that is correct. The requirement is one (1) original copy of the proposal and one (1) digital copy (a Color PDF of the original documents). No additional hard copies of the original proposal are needed.
- 3) Please confirm the date of the Evaluation Meeting, is it Monday October 17th or Thursday October 20th?
On the schedule (C. Tentative Schedule of Events), the Evaluation Meeting listed should read Thursday, October 20, 2016.
- 4) On Page 11, Section 3, it states that, "Projects shall be in the State of Florida or within 300 miles of this project." Will the County consider eliminating the referenced experience requirement?
On page 11, Section 3 Experience with Similar Projects, the second bullet, which currently reads "Projects shall be in the State of Florida or within 300 miles of this project", shall be deleted from the document. This is not part of the Experience with Similar Projects requirement.

RFQ Due Date remains October 13, 2016 at 4:00 P.M.

Acknowledgment

Sincerely,

Signature and Date

Karen Fullerton
Procurement Supervisor

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 2



St. Johns County Board of County Commissioners

Purchasing Division

September 20, 2016

ADDENDUM #3

To: Prospective Bidders

From: St. Johns County Purchasing Department

Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #3 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Questions:

1. Is the conceptual site plan for the proposed new WRF described in Part XI Scope of Work available?
There is no mention of a conceptual site plan created by the County in the scope of work nor is there one available.
2. The scope of work presented on pages 6 and 7 of the RFQ includes construction administration and inspection services, but Part XI Task 9 specifically says that all construction phase services are not covered under the scope of work. Please confirm if construction services are included.
The RFQ requests engineering support during bidding, award, and construction phases as part of the qualifications and experience. For the purposes of negotiating a contract with the highest ranked consulting firm, the fee for construction services will be negotiated during the latter stages of design and will be added to the contract as an amendment.
3. Will the County consider deleting Article 6 - Design Construction Cost Warranty - from the sample agreement included in the RFQ? This appears to be a non-standard performance guarantee that has not been included in previous St. Johns County Professional Services contracts that cover standard design/bid/build projects.
The contract included in the RFQ is a sample and for reference only. The terms and conditions of the actual awarded contract are subject to negotiation.
4. Will an 11x17 page count as 1 page or 2 pages?
One page

5. Can you please confirm that the reclaimed water high service pumps are to be installed inside a building?
At this time, a building for the reclaimed high service pumps has not been planned. However, the reference in the Scope of Work in paragraph 7.2 "Electrical/Blower/High Service Pump Building" was intended to include any electrical and related appurtenances for the reclaimed water system, if necessary.

Revised RFQ Timeline Dates: Please make note of the revised schedule below.

- A Non-Mandatory site meeting has been scheduled for Tuesday September 27, 2016 at 9:30am at the Players Club WWTP located at 5250 Palm Valley Road, Ponte Vedra, FL 32082.
**** Please meet in the Walgreens Parking Lot at 860 A1A N, Ponte Vedra, FL 32082 prior to 9:30 AM and the County will lead the group to the Plant site.**
- Deadline for questions will be extended to Tuesday October 4, 2016 by 5pm.

RFQ Due Date remains Thursday October 13, 2016 by 4pm.

Acknowledgment

Sincerely,

Signature and Date

Karen Fullerton
Procurement Supervisor

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 3



St. Johns County Board of County Commissioners

Purchasing Division

October 5, 2016

ADDENDUM #4

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services

This Addendum #4 is issued for further respondent's information and is hereby incorporated into the RFQ documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Please return an original copy of this signed Addendum with proposal to the St. Johns County Purchasing Department, Karen Fullerton, Procurement Supervisor; 500 San Sebastian View; St. Augustine FL 32084.

Questions:

1. For the RFQ No. 17-03 Ponte Vedra Reclamation Facility Engineering Services, Section 2.2 states that "Biological treatment chemicals shall be housed in a precast building." However, the last bullet under Section 2.2.1 states that "precast building to house chemical feed pumps." Please clarify which components of the biological chemical system should be housed in a precast building in particular, the chemical storage tank and chemical feed pumps.

Response: Section 2.2 should be corrected to "Biological treatment chemical feed pumps shall be housed in a precast building".

2. Part V, Bullet C: RFQ Package Components: Would the County consider modifying the requirement to use a minimum 12 font and 1-inch margins for the bulk of the text written portions or increase the page limits on sections?

Response: Yes, the font for the entire proposal shall be Times Roman and no smaller than 10 font.

Additionally, the page limit for Section 6: Approach to Design and Understanding of Project shall change from 12 pages to 16 pages.

RFQ Due Date remains Thursday October 13, 2016 by 4pm.

Acknowledgment

Sincerely,

Signature and Date

Karen Fullerton
Procurement Supervisor

Printed Name/Title

Company Name (Print)

END OF ADDENDUM NO. 4