



**ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA**

**REQUEST FOR QUOTATIONS  
PROFESSIONAL CONTRACTOR SERVICES FOR WASTEWATER  
SYSTEM  
(RFQ-18-02)**

*Issue Date: January 8, 2018*

Islamorada, Village of Islands (the “Village”) will receive quotations from professional electrical, plumbing and other contractors for various maintenance and repair services for the Village’s central wastewater collection and transmission system, per specifications and scope of services as needed until **3:00 p.m. on Friday, February 23, 2018.**

Interested companies must submit sealed bid quote packages by certified mail or in person to:

Islamorada, Village of Islands  
Attn: Village Clerk  
86800 Overseas Highway, 3<sup>rd</sup> Floor  
Islamorada, Florida 33036

**It is the sole responsibility of the firm to ensure that their submittal is received in a timely manner. Any Proposal package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.**

**I. DESCRIPTION OF THE VILLAGE AND ITS WASTEWATER  
COLLECTION AND TRANSMISSION SYSTEM**

The Village was incorporated as a municipality on December 31, 1997. Located in the Upper Florida Keys, the Village is approximately 18 linear miles in length with a land area of approximately 3,900 acres. The Village consists of four islands: Plantation Key, Windley Key and Upper and Lower Matecumbe Keys, which are part of the Florida Keys’ chain of islands. The Village boundaries extend from Mile Marker 90.939 to Mile Marker 72.658. The Village has an approximate population of 6,200.

Legislation passed by the Florida Legislature mandated higher wastewater treatment and disposal standards for the Florida Keys and required that all wastewater treatment systems in the Florida Keys be upgraded and/or replaced to meet Advanced Wastewater Treatment (AWT) or Best Available Technology (BAT) capabilities. The Legislation established a mandatory compliance date of December 31, 2015.

In response to the State’s mandate, the Village selected Reynolds Water Islamorada (RWI) to design, build and operate a Village-wide central wastewater system. A Design-Build–Operate (DBO) Agreement with RWI was approved by Village Council and signed on August 21, 2012. The project was Substantially Complete before the State-mandated deadline in December 2015. Final Completion was achieved in July 2016.

The Village’s Wastewater collection and transmission system includes a vacuum collection system with a vacuum pump station located in each of the following areas: Lower Matecumbe Key, Upper Matecumbe Key, South Plantation Key, Middle Plantation Key, and on Sunshine Blvd. in North Plantation Key. In addition, there is another vacuum pump station and a re-pump station located in North Planation Key. In some areas of the Village, vacuum collection is not feasible. Those specific areas are served with a low-pressure collection system.

In May 2012, an agreement was signed with the Key Largo Wastewater Treatment District (“KLWTD”) to provide treatment and disposal of effluent at their wastewater treatment plant facility in Key Largo, Florida.

RWI (now Reynolds Construction, LLC) continues to operate the collection and transmission system for the Village through their operation partner Inframark Water & Infrastructure Services (formerly Severn Trent Services) until March 12, 2018, when the Village will assume operation and maintenance of the collection and transmission system.

## **II. SCOPE OF SERVICES**

To support in-house wastewater collection and transmission system operations and maintenance activities, the Village would like to enter into continuing services agreements with plumbers, electricians and other technicians to assist staff with the following services:

The Village needs plumbers, electricians and technicians to assist with the following services:

### **Large Scale Fixed Price with Economic Price Adjustments (CPI) for 3-5 years**

Examples of such services may include:

1. Emergency repairs or replacement of the damaged Conveyance Force Main (CFM) for identified piping types, diameters and depths as identified below:
  - a. HDPE, DR13.5 CFM pipe diameters:
    - i. 10-inch;
    - ii. 14-inch; and
    - iii. 18-inch.
  - b. HDPE, DR13.5 CFM @ depths below ground surface:
    - i. 3-5 feet;

- ii. 5-8 feet; and
      - iii. 8-10 feet.
    - c. PVC, DR25 CFM pipe diameters:
      - i. 8-inch;
      - ii. 10-inch;
      - iii. 12-inch;
      - iv. 16-inch; and
      - v. 18-inch.
    - d. PVC, DR25 @ depths below ground surface:
      - i. 3-5 feet;
      - ii. 5-7 feet; and
      - iii. 7-9 feet.
- 2. Installation of new service connections and extensions on the CFM; including electrofusion (HDPE) or hot taps (PVC) for various pipe types, diameters and depths as identified below:
  - a. HDPE, DR13.5 CFM pipe diameters:
    - i. 8-inch;
    - ii. 10-inch;
    - iii. 12-inch; and
    - iv. 18-inch.
  - b. HDPE, DR13.5 CFM @ depths below ground surface:
    - i. 3-5 feet;
    - ii. 5-8 feet; and
    - iii. 8-10 feet.
  - c. PVC, DR25 CFM pipe diameters:
    - i. 8-inch;
    - ii. 10-inch;
    - iii. 12-inch;
    - iv. 16-inch; and
    - v. 18-inch.
  - d. PVC, DR25 @ depths below ground surface:
    - i. 3-5 feet;
    - ii. 5-7 feet; and
    - iii. 7-9 feet.
- 3. Emergency repairs of existing vacuum mains in the Village collection system at various construction depths and vacuum main diameters as identified below:
  - a. Vacuum Main depths:
    - i. 3-5 feet below ground surface;
    - ii. 5-6 feet below ground surface; and

- iii. 6-8 feet below ground surface.
  - b. Vacuum Main SDR 21 PVC pipe diameters:
    - i. 4-inch;
    - ii. 6-inch;
    - iii. 8-inch;
    - iv. 10-inch; and
    - v. 12-inch.
- 4. Installation of vacuum main extensions and new service connections as deemed necessary by the engineering staff for vacuum main diameters at various construction depths as identified below:
  - a. Vacuum Main depths:
    - i. 3-5 feet below surface;
    - ii. 5-6 feet below surface; and
    - iii. 6-8 feet below surface.
  - b. Vacuum Main SDR 21 PVC pipe diameters:
    - i. 4-inch;
    - ii. 6-inch;
    - iii. 8-inch;
    - iv. 10-inch; and
    - v. 12-inch.
- 5. Emergency repairs or replacement of damaged HDPE low pressure force main (LPFM) for diameters and various construction depths as identified below:
  - a. LPFM depths:
    - i. 3-4 feet below surface;
    - ii. 4-5 feet below surface; and
    - iii. 5-6 feet below surface.
  - b. LPFM pipe diameters:
    - i. 1-1/4-inch;
    - ii. 1-1/2-inch;
    - iii. 2-inch;
    - iv. 3-inch; and
    - v. 4-inch.
- 6. Pump-out services at the North Plantation Key Repump Station located at 286 Gardenia Street in emergency circumstances, including major events, and including a complete force main service outage \*(see below).
- 7. Pump-out services at the Middle Plantation Key Vacuum Pump Station located at 103 Key Heights or the South Plantation Key Vacuum Pump Station located at 86750

Overseas Highway in emergency circumstances, including major events, and including a complete force main service outage \*(see below).

8. Pump-out services at the Upper Matecumbe Key Booster Pump Station located at 140 Carroll Street in emergency circumstances, including major events, and including a complete force main service outage \*(see below).
9. Pump-out services at the Lower Matecumbe Key Vacuum Pump Station located at 74060 Overseas Highway in emergency circumstances, including major events, and including a complete force main service outage \*(see below).

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**Small Scale Fixed Price with Economic Price Adjustments (CPI) for 3-5 years**

Examples of such services may include:

1. Installation, integrity testing, and connection of vacuum valve pits on the existing vacuum collection system.
2. Removal of existing vacuum valve pits on the existing vacuum collection system.
3. Installation, integrity testing, and connection of a Village Simplex Grinder Pump Station (Wet Well, Pump, Valve Box, and Control Panel) for connection with the Village's low-pressure collection system.
4. Removal of an existing Village-owned grinder pump(s).
5. Removal of an existing Village-owned simplex grinder pump wet well; assume an 84" deep basin.
6. Removal of an existing Village-owned duplex grinder pump wet well; assume an 84" deep basin.
7. Installation and integrity testing of connection points on the existing low-pressure collection system for new construction.
8. Installation of wyes (1-1/4", 1-1/2", 2", and 3") on the Village's existing low-pressure collection system.
9. Village-wide pump-out services as required for non-emergency repairs.

**\* Labor Rates for Emergency Projects Only (Monday - Friday, 7 AM - 4 PM):**

- a. Superintendent
- b. Foreman
- c. Mechanic
- d. Welder
- e. Electrician
- f. Laborer
- g. Septic Pump-out Truck
- h. Vac-Con Hydro Excavator Pump Truck
- i. Backhoe
- j. Dump truck
- k. Trackhoe
- l. (Other -specify)

**\* Labor Rates for Large Scale and Emergency Projects Only:**

1. Monday - Friday, 4:01 PM - 6:59 AM
2. Holidays and Weekends

**III. PROPOSAL REQUIREMENTS**

To be eligible for selection consideration, interested contractors must submit one (1) original printed package, three (3) printed copies, and one (1) electronic copy on CD, flash drive or by e-mail. The electronic copy should be identical to the original printed package in PDF format. The Quote Documents shall be enclosed in a sealed opaque envelope or box and be plainly marked on the upper left-hand corner with the name and address of the Proposer and bear the following title: **“Islamorada, Village of Islands, REQUEST FOR QUOTES: PROFESSIONAL CONTRACTOR SERVICES FOR WASTEWATER SYSTEM (RFQ-18-02)”**

Quote packages must contain the following information:

1. **Cover Letter** - Provide a Cover Letter introducing your firm and proposal.
2. **Statement of Qualifications/Company Overview**- Provide an overview of the company detailing the total number of employees and expertise of professional staff. Describe staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys.
3. **State Authorization to Transact Business:** Provide proof of authorization to transact business in the State of Florida from the Florida Secretary of State.

4. **Certificate of Authorization:** Provide proof of authorization to offer professional services through the Florida Department of Professional Regulation, as applicable.
5. **Statement of Preference for Local Business:** Any business seeking certification as a local business shall provide an executed affidavit, in the Firm's own form, certifying that it meets the criteria established in Village Code Section 2-327 (e) for a determination as a local business. A complete copy of the Village's Code of Ordinance can be accessed online by clicking on the "Municode.com" Quick Link on the Village's website at <http://www.islamorada.fl.us/>.
6. **Insurance:** Provide evidence of insurance
7. **Fee Schedule:** Review Section II of this RFQ and complete Attachment A. **Contractors may bid on some or all of the services. Provide regular hourly labor rates and after-hours labor rates.**

#### IV. QUESTIONS/ADDENDA

All inquiries and requests for clarification or interpretation regarding this Request for Proposals shall be made in writing to Ana Hernandez, Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036 or via email to [ana.hernandez@islamorada.fl.us](mailto:ana.hernandez@islamorada.fl.us) or by fax to (305) 664-6464, no later than February 9, 2018.

The Village will issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com> and on the Village's website at <http://www.islamorada.fl.us>. No oral change or interpretation of the provisions contained in this Request for Quotes is valid. Written addenda will be issued when changes, clarifications or amendments to the Request for Quotes are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

All costs of preparation of Proposal Documents will be borne by the Proposer.

This RFQ does not constitute an offer of employment or contract for services.

The Village reserves the right to reject any or all Proposal Documents, wholly or in part, received in response to this RFQ, to terminate the procurement process at any time, to waive any irregularities or omissions in any Proposal, to award in whole or in part to one or more Proposers, or to take any other such actions that may be deemed in the best interest of the Village.

The Village reserves the option to retain all Proposal Documents, whether selected or rejected.

## INSURANCE REQUIREMENTS

Proposers shall provide with their Proposal evidence of insurance acceptable to the Village and in compliance with the requirements set forth in this RFQ and the Contractual Services Agreement.

Upon execution of the Contractual Services Agreement, the Selected Firm shall, at its own expense, procure and maintain throughout the term of the Contractual Services Agreement and any renewals thereof, with insurers acceptable to the Village, the types and amounts of insurance conforming to the minimum requirements:

A. Worker's Compensation: Coverage must apply for all employees and statutory limits in compliance with the applicable state and federal laws. In addition, the policy must include the following:

1. Employer's Liability with a minimum limit per accident in accordance with statutory requirements.
2. Notice of Cancellation and/or Restriction. The endorser to provide the Village with thirty (30) days' written notice of cancellation and/or restriction.

B. Comprehensive General Liability: Coverage must include:

1. \$1,000,000.00 combined limit per occurrence for bodily injury, personal injury and property damage. If contract is less than \$100,000.00, then, the general liability insurance requirement is \$300,000.00.
2. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.
3. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Village with thirty (30) days' written notice of cancellation and/or restriction.

C. Comprehensive Automobile Liability- Coverage must be afforded on a form no more restricted than the latest edition of the Comprehensive Automobile Liability Policy filed by the Insurance Services Office and must include:

1. \$300,000 combined single limit per accident for bodily injury and property damage.
2. Owned Vehicles.
3. Hired and Non-Owned Vehicles.
4. Employee Non-Ownership.
5. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide the Village with thirty (30) days written notice of cancellation and/or restriction.

Certificates of Insurance evidencing the insurance coverage specified in this Article shall be submitted to the Village with the executed Contractual Services Agreement. The Certificates of Insurance shall be filed with the Village before the Contractual Services Agreement is deemed



approved by the Village. The required Certificates of Insurance not only shall name types of policies provided, but also shall refer specifically to the Contractual Services Agreement. All the policies of insurance so required shall be endorsed to include as additional insured the Village, its officers, employees, and agents, except for Worker's Compensation. If the initial insurance policy expires prior to completion of the Project, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of the policy expiration.

**ATTACHMENT A**

**Instructions:**

Indicate the cost for each of the services you are interested in performing. Contractors can bid on all or some of the work.

**Large Scale Fixed Price with Economic Price Adjustments (CPI) for 3-5 years**

Examples of such services may include:

1. Emergency repairs or replacement of the damaged Conveyance Force Main (CFM) for identified piping types, diameters and depths as identified below:

- a. HDPE, DR13.5 CFM pipe diameters:
  - i. 10-inch; \$ \_\_\_\_\_
  - ii. 14-inch; \$ \_\_\_\_\_
  - iii. 18-inch. \$ \_\_\_\_\_
- b. HDPE, DR13.5 CFM @ depths below ground surface:
  - i. 3-5 feet; \$ \_\_\_\_\_
  - ii. 5-8 feet; \$ \_\_\_\_\_
  - iii. 8-10 feet. \$ \_\_\_\_\_
- c. PVC, DR25 CFM pipe diameters:
  - i. 8-inch; \$ \_\_\_\_\_
  - ii. 10-inch; \$ \_\_\_\_\_
  - iii. 12-inch; \$ \_\_\_\_\_
  - iv. 16-inch; \$ \_\_\_\_\_
  - v. 18-inch. \$ \_\_\_\_\_
- d. PVC, DR25 @ depths below ground surface:
  - i. 3-5 feet; \$ \_\_\_\_\_
  - ii. 5-7 feet; \$ \_\_\_\_\_
  - iii. 7-9 feet. \$ \_\_\_\_\_

2. Installation of new service connections and extensions on the CFM; including electrofusion (HDPE) or hot taps (PVC) for various pipe types, diameters and depths as identified below:

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  - iv. 18-inch. \$ \_\_\_\_\_
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- ii. 5-8 feet; \$ \_\_\_\_\_
    - iii. 8-10 feet. \$ \_\_\_\_\_
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    - ii. 10-inch; \$ \_\_\_\_\_
    - iii. 12-inch; \$ \_\_\_\_\_
    - iv. 16-inch; \$ \_\_\_\_\_
    - v. 18-inch. \$ \_\_\_\_\_
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    - i. 3-5 feet; \$ \_\_\_\_\_
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  - a. Vacuum Main depths:
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    - ii. 5-6 ft below ground surface; \$ \_\_\_\_\_
    - iii. 6-8 ft below ground surface. \$ \_\_\_\_\_
  - b. Vacuum Main SDR 21 PVC pipe diameters:
    - i. 4-inch; \$ \_\_\_\_\_
    - ii. 6-inch; \$ \_\_\_\_\_
    - iii. 8-inch; \$ \_\_\_\_\_
    - iv. 10-inch; \$ \_\_\_\_\_
    - v. 12-inch. \$ \_\_\_\_\_
  
- 4. Installation of vacuum main extensions and new service connections as deemed necessary by the engineering staff for vacuum main diameters at various construction depths as identified below:
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    - ii. 6-inch; \$ \_\_\_\_\_
    - iii. 8-inch; \$ \_\_\_\_\_
    - iv. 10-inch; \$ \_\_\_\_\_
    - v. 12-inch. \$ \_\_\_\_\_

5. Emergency repairs or replacement of damaged HDPE low pressure force main (LPFM) for diameters and various construction depths as identified below:
  - a. LPFM depths:
    - i. 3-4 ft below surface;                   \$ \_\_\_\_\_
    - ii. 4-5 ft below surface;                   \$ \_\_\_\_\_
    - iii. 5-6 ft below surface.                   \$ \_\_\_\_\_
  - b. LPFM pipe diameters:
    - i. 1-1/4-inch;                                 \$ \_\_\_\_\_
    - ii. 1-1/2-inch;                                \$ \_\_\_\_\_
    - iii. 2-inch;                                    \$ \_\_\_\_\_
    - iv. 3-inch;                                     \$ \_\_\_\_\_
    - v. 4-inch.                                     \$ \_\_\_\_\_
  
6. Pump-out services at the North Plantation Key Repump Station located at 286 Gardenia Street in emergency circumstances, including major events, including a complete force main service outage \*(see below).
  
7. Pump-out services at the Middle Plantation Key Vacuum Pump Station located at 103 Key Heights or the South Plantation Key Vacuum Pump Station located at 86750 Overseas Highway in emergency circumstances, including major events, including a complete force main service outage \*(see below).
  
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**Small Scale Fixed Price with Economic Price Adjustments (CPI) for 3-5 years**

Examples of such services may include:

10. Installation, integrity testing, and connection of vacuum valve pits on the existing vacuum collection system.
  
11. Removal of existing vacuum valve pits on the existing vacuum collection system.
  
12. Installation, integrity testing, and connection of a Village Simplex Grinder Pump Station (Wet Well, Pump, Valve Box, and Control Panel) for connection with the Village’s low-pressure collection system.

13. Removal of an existing Village-owned grinder pump(s).
14. Removal of an existing Village-owned simplex grinder pump wet well; assume an 84-inch deep basin.
15. Removal of an existing Village-owned duplex grinder pump wet well; assume an 84-inch deep basin.
16. Installation and integrity testing of connection points on the existing low-pressure collection system for new construction.
17. Installation of wyes (1-1/4 inch, 1-1/2 inch, 2-inch, and 3-inch) on the Village's existing low-pressure collection system.
18. Village-wide pump-out services as required for non-emergency repairs.

**\*Labor Rates for Emergency Projects Only (Monday - Friday, 7 AM -4 PM):**

Superintendent	\$ _____
Foreman	\$ _____
Mechanic	\$ _____
Welder	\$ _____
Electrician	\$ _____
Laborer	\$ _____
Septic Pump-out Truck	\$ _____
Vac-Con Hydro Excavator Pump Truck	\$ _____
Backhoe	\$ _____
Dump truck	\$ _____
Trackhoe	\$ _____
(Other -specify)	\$ _____

**\*Labor Rates for Large Scale and Emergency Projects Only:**

1. Monday - Friday, 4:01 PM - 6:59 AM:                   \$ \_\_\_\_\_
2. Holidays and Weekends:   \$ \_\_\_\_\_