



Micanopy, Seminole Chief

**TOWN OF MICANOPY**  
**REQUEST FOR PROPOSAL (RFP)**  
**SCHEMATIC DRAWING OF WATER TREATMENT PLANT BUILDING, GROUNDS,**  
**AND ELECTRICAL WIRING AND PIPING SYSTEM**

Date Issued: April 12, 2017

Contact Person: Debbie Gonano, Town Administrator

Phone: (352) 466-3121

Email Address: townhall@micanopytown.com

Deadline: 12:00 noon on July 10, 2017

**I. GENERAL INFORMATION.**

A. Purpose. The intent of this RFP to secure the services of an engineering firm capable of preparing schematic drawing of the Town's water treatment plant building, grounds, and electrical wiring and piping system.

B. Who May Respond. Only engineering firms licensed to do business in the State of Florida may respond to this RFP.

C. Instructions on Proposal Submission.

1. Inquiries. The sole point of contact with the Town for purposes of this Request for Proposal is:

Debbie Gonano, Town Administrator

706 NE Chokolka Blvd.

PO Box 137

Micanopy, FL 32667-0137

352-466-3121

Email Address: townhall@micanopytown.com

Email is the preferred method of communication.

Proposers shall not contact any Commissioner, other employee or representative of the Town with respect to this Request for Proposal. Nor shall the Town be bound by any information that is not expressly contained within this Request for Proposal or that is not properly developed, noticed and issued. Failure to comply with this requirement will result in disqualification of the proposal.

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2. Letter of Intent. In order to be sure that all potential proposers receive the same information, a list of potential proposers will be developed from those submitting a letter of intent, which shall be submitted no later than May 31, 2017.

3. Questions. Substantive questions regarding this Request for Proposal must be submitted, via email, by 12:00 noon, June 12, 2017, to ensure that sufficient analysis can be made before answers are supplied. No further questions regarding this Request for Proposal will be entertained after 12:00 noon on June 12, 2017.

Reasonable efforts will be made to answer Proposers' questions; however, the Town is not bound to provide responses that meet with individual Proposer's satisfaction. Written responses to all questions will be sent via email or facsimile to Proposers who have submitted a letter of intent.

4. Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by the Town.

5. Instructions to Proposers. Your proposal should be addressed as follows:

Debbie Gonano, Town Administrator

706 NE Cholokka Blvd.

PO Box 137

Micanopy, FL 32667-0137

It is important that the proposal be submitted in a sealed envelope clearly marked in the bottom left corner with the following information:

*Request for Proposal*

*(Date)*

**SCHEMATIC DRAWING OF WATER TREATMENT PLANT**

**BUILDING, GROUNDS, AND ELECTRICAL WIRING AND PIPING SYSTEM.**

6. Closing Submission Date. Proposals must be submitted no later than 12:00 noon on July 10, 2017. It is the responsibility of the Proposer to ensure that the proposal is received by the Town by the date and time specified above. Late proposals will not be considered. It is neither the Town's responsibility nor practice to acknowledge receipt of any proposal.

7. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

D. Right to Reject. The Town reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

E. Notification of Award. It is expected that a decision selecting the successful Contractor will be made within sixty days after receipt of the proposals. Upon conclusion of final negotiations with the successful Proposer, all Proposers submitting proposals to this Request for Proposal will be informed, in writing, of the name of the successful firm.

F. Contract Award: The Town reserves the right to:

1. Make an award without further notice;

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2. Reject any and all proposals received in response to the RFP and to waive irregularities; and informalities in the submittal and evaluation process;
3. Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received;
4. Negotiate with the firm(s) responding to this RFP, consistent with the objectives stated.

**II. THE PROJECT.** The project consists of providing a schematic drawing of the Town's water treatment plant building, grounds, and electrical wiring and piping system. The schematic shall provide eight (8) copies of CAD drawings of the layout of the water treatment plant building mechanical, grounds mechanical and electrical conduit and wiring, and water treatment plant grounds mechanical and electrical and piping system.

Insurance Requirements: Certificates of insurance shall be submitted to the Town of Micanopy naming the '*Town of Micanopy*' as additional insured.

### **III. DEALING WITH THE TOWN.**

A. No employee of the Town who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.

B. It is a breach of ethical standards for any person to offer, give or agree to give any Town employee, Commissioner, or for any Town employee, or Commissioner to solicit, demand, accept, or agree to accept from another person or Contractor, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

C. At no time before the public meeting of the Town Commission when the decision is to be made which proposer, if any, is successful, shall any proposer or anyone acting on behalf of a proposer, contact any Commissioner, any employee or representative of the Town (other than the Town Administrator) with respect to this Request for Proposal. Failure to comply with this requirement will result in disqualification of the proposal.