

PALM BEACH COUNTY
N O T I C E

Pursuant to Florida Statutes 287.055, NOTICE is hereby given that Palm Beach County Water Utilities requires professional consulting services on the following project:

ALL ENGINEERING SERVICES REQUIRED FOR PROFESSIONAL CONSULTING SERVICES:

**UTILITY DISTRIBUTION & COLLECTION SYSTEM
CONTINUING ENGINEERING SERVICES
WUD PROJECT NO. 26-019
PALM BEACH COUNTY, FLORIDA.**

Consultants interested in this project are required to furnish EIGHT (8) originals (bound as a combed and/or notebook format), one copy (unbound) and one PDF on a CD of their proposal no later than 3:30 P.M. on Wednesday, July 8, 2026 with the following:

- 1) Letter of Interest (10 printed pages maximum) including reference to this Notice. Minimum font of 11 and minimum margins of 0.75" requested along with sufficient spacing within the letter.
- 2) GSA Form SF 330, to include those personnel within your firm, or sub-consultants who have expertise in the following categories:

5.01	Topography – Land Surveying
5.02	Topography – Engineering Surveying
6.01	Soils and Foundation – Geological & Geophysical Studies
6.06	Soils and Foundation – Materials Testing
8.02	Mechanical Engineering – Waste Water Collection Systems
8.04	Mechanical Engineering – Water Distribution Systems
9.03	Electrical Engineering – Industrial Facilities
10.03	Structural Engineering – Industrial
12.02	Environmental Engineering – Environmental Audit/Site Investigation
-	Subsurface Utility Engineering
- 3) A completed Prime Consultant Questionnaire.
- 4) A completed Sub-Consultant Letter of Intent to Perform and questionnaire (for each consultant).
- 5) OSBD Schedules 1 and 2.
- 6) Commercial Non-Discrimination Certification.
- 7) Conflict of Interest Disclosure Form

Relevant forms may be obtained by contacting the Roadway Production Division at 561-684-4150 or at <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx>.

Note: In accordance with Palm Beach County Code 2-351 through 2-358, "Cone of Silence" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

Krystin Berntsen, P.E., PMP, Deputy Director
Palm Beach County Water Utilities Department
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Additional information pertaining to this project can be obtained from the Director of Engineering, Jane House at the Palm Beach County Water Utilities Department Engineering Division by email to jhouse@pbcwater.com.

A non-mandatory pre-proposal meeting will be held on Wednesday, June 3, 2026, at 10:00 a.m. local time at the Central Region Operations Center, Operations and Maintenance Building, Conference Room 55, 8100 Forest Hill Blvd, West Palm Beach, FL 33413. All Respondents are encouraged to attend this meeting. Attendees shall provide sufficient time to ensure arrival prior to the indicated time.

Palm Beach County is seeking proposals from qualified firms to provide planning, condition assessment, engineering, land surveying, and geotechnical services at Palm Beach County Water Utilities Department utility transmission, collection, lift station, and pump station facilities and other County and non-County facilities.

Up to five (5) firms will be selected. The term of the contract is four (4) years.

Assignment of tasks to the selected firm will be at the sole discretion of the County. The County may choose to select another firm or use in-house staff to perform any of the above described items in whole or in part. Task assignments will be subject to scope definition and fee negotiation on a task by task basis. No amount of professional services or compensation is guaranteed to the selected firm(s).

Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (Small Business Development (SBD) Ordinance), the County will provide contracting opportunities for SBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultants' Competitive Negotiation Act" (CCNA).

Responses will be evaluated based on the selection criteria set out in the County's PPM# CW-O-048 and the Affirmative Procurement Initiatives (APIs) determined by the County's Goal Setting Committee. The APIs for this solicitation are:

1. A minimum mandatory goal of 20% Small Business Enterprise (SBE) participation is established for this contract. See SBD Ordinance Section 2-80.24(2)(d)
2. Up to 15 evaluation preference points shall be awarded based upon the relative level of dollar participation by certified SBE firms that have been committed to on the respondent's team. See SBD Ordinance Section 2-80.24(2)(c)- Option 2

If a mandatory SBE goal applies to this solicitation, then any proposal that fails to comply with the required goal shall be deemed non-responsive. If a proposer is unable to comply with the API requirements as set forth in this solicitation, such proposer shall submit a request for a waiver or partial waiver at the time of proposal submission. Waiver requests not submitted at the time of proposal submission shall not be considered. A proposer not granted a waiver in accordance with this provision shall be deemed non-responsive. Fillable pdfs of all SBD forms can be found on the OSBD website at <https://discover.pbcgov.org/HED/osbd/Pages/Documents.aspx>. Also, see the SBD Ordinance and Countywide PPM CW-O-043 for further information on the County's SBD Program.

In addition, prior to submission of a proposal, any firm or individual, as a prime consultant or as a sub-consultant, desiring to provide engineering professional services to Palm Beach County must first be CCNA certified with the Roadway Production Division of the Engineering and Public Works Department as qualified pursuant to law, and in accordance with the most administrative procedures for awarding of consulting contracts adopted by Palm Beach County. CCNA Certification Application and Instructions can be found at <https://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>

In order to do business with Palm Beach County, vendors are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Procurement Department's Vendor Self Service (VSS) System, which can be accessed <https://pbcvssp.pbc.gov/vssprd/Advantage4>. IF PROPOSER INTENDS TO USE SUBCONSULTANTS, PROPOSER MUST ALSO ENSURE THAT ALL SUBCONSULTANTS ARE REGISTERED AS VENDORS IN VSS. ALL SUBCONSULTANT AGREEMENTS MUST INCLUDE A CONTRACTUAL PROVISION REQUIRING THAT THE SUBCONSULTANT REGISTER IN VSS. COUNTY WILL NOT FINALIZE A CONTRACT AWARD UNTIL THE COUNTY HAS VERIFIED THAT THE PROPOSER AND ALL OF ITS SUBCONSULTANTS ARE REGISTERED IN VSS. This will allow the County to notify you of upcoming solicitations.

Proposers shall not add or delete team members, or adjust team participation after the proposal due date. If an SBE team member withdraws before final selection, the Proposer shall submit a new Subconsultant's Questionnaire Form or new Schedules 1 and 2 and request a substitution from Palm Beach County's Office of Small Business Development.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.


Prohibition against Considering Social, Political or Ideological Interests in Government Contracting - F.S. 287.05701. Proposers are hereby notified of the provisions of section 287.05701, Florida Statutes, as amended, that the County will not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible Proposer. Proposers are further notified that the County's governing body may not give preference to a Proposer based on the Proposer's social, political, or ideological interests.

The County, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the implementing regulations, hereby notifies all respondents that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

After the notification of recommended award has been posted, any unsuccessful proposer may request a debriefing from the Deputy Director, Krystin Berntsen, P.E., PMP, by email to kberntsen@pbcwater.com.

Palm Beach County reserves the right to reject any or all responses; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel the solicitation in its entirety. Any plans are subject to reuse in accordance with Section 287.055(10), Florida Statutes.

This Notice given this 31st day of May 2026.
PALM BEACH COUNTY WATER UTILITIES DEPARTMENT

BY: 
Krystin Berntsen, P.E., PMP, Deputy Director
Palm Beach County Water Utilities Department

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
SARA BAXTER, MAYOR

PUBLISH: The Palm Beach Post
Sunday, May 31, 2026
Sunday, June 7, 2026