

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**

**REQUEST FOR QUALIFICATIONS**

**NO. 18/19-025AE**

**GENERAL ENGINEERING AND ENVIRONMENTAL SERVICES**

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Suwannee River Water Management District

9225 CR 49

Live Oak, FL 32060

386.362.1001

386.362.1056 (Fax)

800.226.1066 (Florida only)

[www.mysuwanneeriver.com](http://www.mysuwanneeriver.com)

## **SECTION 1 - INTRODUCTION**

The District has several programs that support its mission to ensure the sustainable use and protection of water resources for the benefits of the people of the District and the state of Florida. The following is a list of programs anticipated to be supported by this request:

- Minimum Flows and Levels Determination
- Minimum Flows and Levels Prevention and Recovery
- Water Supply Planning
- Agriculture and Environmental Projects
- Environmental Monitoring
- Land Acquisition and Management
- Permitting and Environmental Compliance

The District performs a multitude of projects involving hydrologic analysis, computer modeling, environmental assessment, technical peer review, and engineering design and construction monitoring, surveying and environmental data collection to support its water resources mission.

Due to the amount of work required for the projects and the desire for outside expertise and peer review related to this work, the District desires to enter into agreements with qualified firms licensed to do business in the state of Florida, which have expertise in one or more of the following discrete services, referred to as Chapters.

- A. Surface and Groundwater Modeling
- B. Assessments of Natural Systems/Environmental Monitoring, and Water Supply Planning
- C. Engineering Assessments, Project Development, Design, Permitting, Construction Monitoring, and other related services.
- D. Agricultural Engineering Assessments, Project Development, Design, Permitting, Construction Monitoring, and other related services.
- E. Environmental Data Collection and Assessments
- F. Environmental Compliance and Permitting
- G. Surveying and Mapping

Contemplated projects may be located in any of the 15 counties that comprise the District and areas outside of the District boundaries that may influence waters of the District. Projects will be subject to the availability of funds, as approved by the District's Governing Board for each fiscal year.

Contractors may be selected for more than one chapter, and more than one contractor may be selected for each chapter.

## **SECTION 2 – PROPOSED SCHEDULE**

May 16, 2019	Release of Request for Qualifications.
May 30, 2019	<b>MANDATORY</b> Pre-Submittal Conference, 10:00 a.m. at District Headquarters in Live Oak. *
June 7, 2019	Deadline for submittal of questions
June 10, 2019	District response to questions posted to website.
July 2, 2019	Submittals due prior to 3:00 p.m. at District Headquarters in Live Oak. Opening will occur at this time. *
August 7-8, 2019	Selection of Contractors at 10:00 a.m. at District Headquarters in Live Oak. *
September 10, 2019	Governing Board consideration of Recommended Qualified Firms at District Headquarters in Live Oak. *
October 1, 2019	Commencement of work.

\* Denotes a public meeting. All times are Eastern Time (ET).

## **SECTION 3 - INSTRUCTION TO RESPONDENTS**

Delivery of Response: One original, three (3) copies and one (1) digital copy (.pdf) of the exact submittal on a dedicated thumb drive shall be sent to:

Suwannee River Water Management District  
9225 County Road 49  
Live Oak, Florida 32060      Phone: 386.362.1001

Responses are due at the above address by 3:00 p.m. on July 2, 2019. Submittals received after this time, for any reason, will be rejected.

**All responses shall be submitted in sealed envelopes with the submittal number (RFQ No. 18/19-025 AE) and opening time and date (3:00 pm, July 2, 2019) clearly marked in large, bold and/or colored lettering. Responses delivered in an envelope not properly marked with the RFQ number and opening date and time that are inadvertently opened by District personnel will not be considered. The responses shall be hand-delivered or mailed; no email or fax submittals will be accepted. Responses submitted by USPS, FedEx, UPS, etc. should be sent in time for delivery the day prior to bid opening as no common carrier guarantees next day delivery to District headquarters.**

Submission of a Response constitutes acknowledgment of receipt of all addenda. Submittals will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondent from any and all obligations under the Response, as submitted. All addenda become part of the Agreement.

This procurement is conducted under the rules, policies, and procedures of the Suwannee River Water Management District and the District's Governing Board. This procurement is not conducted pursuant to Ch. 287, Florida Statutes, except where explicitly provided by law. The District's rules, policies, and procedures are available by contacting the procurement officer.

Mandatory Pre-Response Conference: In order to assure a uniformity of supplemental and clarifying information that is provided to Respondents and to allow Respondents an opportunity to ask specific questions before submitting, a **mandatory** pre-Response conference will be held May 30, at 10:00 a.m. at District Headquarters.

Questions: District staff are not authorized to orally interpret the meaning of the specifications or other Agreement documents, or correct any apparent ambiguity, inconsistency, or error therein. To be binding upon the District, the interpretation or correction must be given by the Procurement Specialist and must be in writing. The Procurement Specialist may orally explain the District's procedures and assist Respondents in referring to any applicable provision in the Request for Qualifications documents, but the Respondent is ultimately responsible for submitting the Submittal in the appropriate form and in accordance with written procedures.

To provide equal opportunity and ensure the same information is provided to all RESPONDENTS, any questions should be submitted by email to Gwen Lord, Senior Procurement Specialist at [Gwen.Lord@srwmd.org](mailto:Gwen.Lord@srwmd.org) before 5:00 p.m., June 7, 2019. Questions with answers will be posted on the District website [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com), June 10, 2019. Questions cannot be answered via telephone or other verbal communication.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Submittal Document: Respondent shall submit a technical response which includes the items below. While Respondents are encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications, the District requests that Respondents be succinct with regard to the information included in their Submittal and mindful of the overall thickness of the Submittal. Each Chapter shall be evaluated separately on its own merit.

1. Respondents shall provide **one** original and **three** paper copies of the Submittal plus a **digital copy** on a dedicated thumb drive. The original Submittal should be identified as "**ORIGINAL**." Submittals must be made on the forms provided, and all forms must be fully completed and included in the Submittal.
2. Vendor must ensure ***that the electronic version (thumb drive) of the Response and*** all documents submitted electronically are accessible according to 282.603 Florida Statutes and Section 508 ***of the Rehabilitation Act of 1973*** relating to the creation and use of electronic documents. This requirement applies to editable formats, such as Microsoft Word, as well as portable document formats (PDF). The vendor must provide an accessibility check report to prove the document was made accessible. The report can include the internal accessibility feature in Word, Adobe Acrobat or other software or completed by a third-party. Reports are required for each final file submitted.

3. To assist the District's review process, each Submittal shall be bound with tabbed dividers. Tabs will be numbered as listed in paragraph 6 of this section.
4. All forms in the Request for Qualifications package are available upon request in Microsoft® Word to aid the Respondent in providing its Submittal.
5. Respondents are invited to submit qualifications on one or more of the chapter areas. Information is requested on specialty services for anticipated projects within some chapters.
  - A. Surface and Groundwater Modeling
  - B. Assessments of Natural Systems/Environmental Monitoring, and Water Supply Planning
  - C. Engineering Assessments, Project Development, Design, Permitting, Construction Monitoring, and other related services.
  - D. Agricultural Engineering Assessments, Project Development, Design, Permitting, Construction Monitoring, and other related services.
  - E. Environmental Data Collection and Assessments
  - F. Environmental Compliance and Permitting
  - G. Surveying and Mapping

When submitting for a single Chapter, clearly identify the desired Chapter for which you are applying. If responding to multiple chapters, divide the Submittal package into the chapter areas noted above.

6. Respondents shall include the information requested below under the specified Tabs. Tab numbers are the same for each Chapter. Reviewers will place scoring priorities in those Chapters where anticipated project types were emphasized (Chapters C and D).

Tab 1: Respondent's and subconsultants' overall qualifications and capabilities to conduct work as presented in the Statement of Work:

The Respondent is responsible for providing documentation and information that it and its subconsultants (if any) possess the overall qualifications and capabilities necessary to perform the Work, including but not limited to:

- A. Description of the Respondent and their overall qualifications and capabilities, including any industry certifications and/or statutorily-required licenses (Florida Statutes — all certifications and licenses must be current as of the date set for receipt of Submittals – provide copy of certifications and licenses with Submittal).
- B. Description of subconsultant(s) and their overall qualifications and capabilities, including any industry certifications and/or statutorily-required licenses (Florida Statutes — all certifications and licenses must be current as of the date set for receipt of Submittals – provide copy of certifications and licenses with Submittal).
- C. Understanding of requested services

- D. Team organizational structure and specific names, functions, and availability of key personnel
- E. Project management approach and capabilities
- F. Willingness to meet time and budget requirements
- G. Certifications by the state of Florida's Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise
- H. Certification as a small business and, if so, who provided the certification
- I. Number of employees currently employed by Respondent and its subconsultants; Respondent's and subconsultant's average annual volume of work for the past three years.
- J. Electronic document accessibility check report

Respondents shall include the following forms in this Tab:

- Form A: Submittal Form
- Form B: Chapter Checklist
- Form C: Certificate as to Corporation
- Form D: Affidavit as to Non-Collusion and Certification of Material Conformance with Specifications
- Form E: Respondent's Background
- Form F: Drug-Free Workplace
- Form G: Subconsultants (separate for each chapter)
  - a) A "Letter of Commitment" from a principal of each subcontractor stating that the subcontractor is committed to be a part of Respondent's team.

Tab 2: Key Personnel Technical qualifications and experience:

The Respondent is responsible for providing documentation on its technical qualifications and experience of key personnel. Please use no more than two pages to describe the specific project team qualifications and experience.

All key personnel qualifications on the project team shall be documented using Form H. Reviewers will place scoring priorities on qualifications that support experience on anticipated project types where emphasized (Chapter C and D).

Tab 3: Respondent's Relevant Project experience and performance — emphasis on projects conducted within the past five years.

Example Projects should be documented using Form I. Reviewers will place scoring priorities on projects that are similar to anticipated project types where emphasized (Chapter C and D).

Tab 4: Location of Respondent's existing project office for this work within the District's 15-county boundary or, if outside of the boundary, relative to the District's Live Oak Headquarters:

Higher consideration will be given to Respondents whose office is located within the District's 15-county boundary or, if outside the boundary, nearer to the District's Live Oak Headquarters.

Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications. Each Chapter shall be evaluated separately on its own merit.

***Example Submittal— Respondent submitting on Chapters A and E:***

Tab 1: Respondent's and subconsultants' overall qualifications and capabilities to conduct work as presented in the Statement of Work (Tab1 is only submitted once.)

**Chapter A — Surface and Groundwater Modeling**

Tab 2: Technical qualifications and experience of key personnel

Tab 3: Relevant experience and performance — emphasis on projects conducted within the past five years

Tab 4: Location of Respondent's project office within the District's 15-county boundary or, if outside of the boundary, relative to the District's Live Oak Headquarters.

**Chapter E.-- Environmental Data Collection and Assessments**

Tab 2: Technical qualifications and experience of key personnel

Tab 3: Relevant experience and performance — emphasis on projects conducted within the past five years

Tab 4: Location of Respondent's project office within the District's 15-county boundary or, if outside of the boundary, relative to the District's Live Oak Headquarters.

**SECTION 4 – KEY POINTS**

1. Budget: The estimated budget for all work in Fiscal year 2020, starting October 1, 2019, is \$900,000. All work will be accomplished through the issuance of Task Work Assignments. Respondents should not have any expectation or promise as to the volume of work that may be accomplished pursuant to this solicitation.

The above amount are estimates only and do not limit the District in awarding Agreements. Respondents are cautioned to not make any assumptions from the budget estimates about the total funds available for the Work. In addition, the District reserves the right to increase, decrease, or delete any class, item, or part of the Work in order to reduce costs for any

reason. The District may discuss alternatives for reducing the cost of the Task Work Assignments with Respondents and make such modifications as it determines to be in its best interest.

2. Minimum qualifications: Respondent must document the minimum qualifications listed below for each Chapter included in their submittal.
  - A. Respondent must provide a minimum of two projects with client references. No more than one of the references per Chapter may be from completed District projects. The evaluation team may review any prior District project cited and may consult with the project manager.
  - B. All registered professionals associated with the work on this contract must be licensed or certified as required by the State of Florida. All licenses/certifications must be current as of the date set for receipt of Submittals — please provide a copy of key personnel certifications with submittal.

Irrespective of the minimum qualifications stated above, the District may make such investigations as it deems necessary to determine the ability of the Respondent to perform the Work. The District reserves the right to reject any Submittal if the evidence submitted by such Respondent and/or the District's independent investigation of such Respondent fails to satisfy the District that such Respondent is properly qualified to carry out the obligations of the Agreement and complete the Work in a manner acceptable to the District.

3. Signature and certification requirements: An individual submitting a Response must sign their name therein and state their address and the name and address of every other person interested in the Submittal as principal. If a firm or partnership submits the Submittal, state the name and address of each member of the firm or partnership. If a corporation submits the Submittal, an authorized officer or agent must sign the Submittal, subscribing the name of the corporation with his or her own name and affixing the corporate seal. Such officer or agent must also provide the name of the state under which the corporation is chartered, and the names and business addresses of the President, Secretary, and Treasurer. Corporations chartered in states other than Florida must submit evidence of registration with the Florida Secretary of State for doing business in the State of Florida. Respondent must certify that all persons or entities having an interest as principal in the Submittal or in substantial performance of the Work have been identified in the Submittal forms.
4. Public records law: Any material submitted in response to this RFQ (except trade secrets as defined in s. 812.081, FS) will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or a proprietary trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07. Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this RFQ.
5. Disqualification of respondents: Any of the following causes will be considered as sufficient grounds for disqualification of a Respondent and rejection of the Submittal:
  - A. Contacting a District employee or officer other than the procurement employee named in this solicitation about any aspect of this solicitation before the notice of intended decision is posted;
  - B. Submission of more than one Submittal for the same subject matter by an individual, firm, partnership, or corporation under the same or different names;



C. Evidence of collusion among Respondents; or

D. Submission of materially false information with the Submittal.

6. Rejection of Submittal: Submittals must be delivered to the specified location and received before the Submittal deadline in order to be considered. Untimely Submittals will be returned to the Respondent unopened. Submittals will be considered irregular and may be rejected if they show material omissions, alterations of form, additions not called for, conditions, limitations, or other material irregularities. The District may consider incomplete any Submittal not prepared and submitted in accordance with the provisions specified herein and reserves the right to waive any minor deviations or irregularities in an otherwise valid Submittal.

The District reserves the right to reject any and all Submittals and cancel this request for qualifications when it determines, in its sole judgment and discretion, that it is not in its best interest to award the agreement(s).

7. Withdrawal of Submittal: Respondent may withdraw its Submittal if it submits such a written request to the District prior to the designated date and hour of opening of Submittals. Respondent may be permitted to withdraw its Submittal no later than 72 hours after the Submittal opening for good cause, as determined by the District in its sole judgment and discretion.

8. Evaluation and award procedures:

A. Submittals will be evaluated by a staff Selection Committee based upon the criteria and weighting set forth in "EVALUATION CRITERIA." Example. The Selection Committee members will meet to discuss the Submittals and their individual evaluations. Responses will be scored and ranked for each Chapter individually by the Committee members. Each Committee member will individually score the Responses using the evaluation forms included with this solicitation. Using these scores, each Committee member will rank the responses using "1" for the Response receiving the highest number of points from the evaluation forms. Responses with an equal number of points will receive the same numerical ranking (i.e. – tie for second: 1, 2, 2, 4). The Selection Committee will then discuss the scoring and develop the list of qualified firms to be recommended to the Governing Board.

B. Section 286.0113, F.S., exempts from being open to the public, any portion of a meeting at which: (1) a negotiation with a Respondent is conducted pursuant to a competitive solicitation; (2) a Respondent makes an oral presentation as part of a competitive solicitation; (3) a Respondent answers questions as part of a competitive solicitation; or (4) negotiation strategies are discussed. Also, recordings of and any records presented at the exempt meeting are exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision or until 30 days after opening the Submittal or final replies, whichever occurs earlier. A complete recording shall be made of any portion of an exempt meeting. No portion of the exempt meeting may be held off the record.

C. Pursuant to §286.0113 F.S., if the District rejects all Submittals and concurrently provides notice of its intent to reissue the competitive solicitation, any recordings or records presented at any exempt meeting relating to the solicitation shall remain exempt from §119.07(1) and §24(a), Art. I of the State Constitution (Public Records) until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation or until the District withdraws the reissued competitive

solicitation. A recording and any records presented at an exempt meeting are not exempt for longer than 12 months after the initial District notice rejecting all Submittals.

- D. The Committee will meet to evaluate and rank the Submittals in the location(s), time(s) and date(s), stated at the beginning of this Request for Qualifications package.
- E. Following the evaluation process, the District will submit the final recommendation of qualified firms to the Governing Board for approval. All Respondents will be notified of the Selection Committee's final recommendation.
- F. Contract negotiations will then commence with the qualified firms.

9. Evaluation Criteria: Chapter X – Example

Responses shall include information or documentation regarding, and will be evaluated using, the evaluation criteria set forth below. The evaluation rating scale is as follows:

More adequate..... 8 – 10      Less adequate ..... 1 – 4  
 Adequate ..... 5 – 7      Not covered in submittal..... 0

A. Surface and Groundwater Modeling		SCORE	WEIGHT	TOTAL
1	<p><b>Respondent's and subconsultants overall qualifications and capabilities to conduct work as presented in the Statement of Work</b></p> <p>A. Description of the Respondent and their overall qualifications and capabilities, including any industry certifications and/or statutorily-required licenses (Florida Statutes — all certifications and licenses must be current as of the date set for receipt of Submittals – provide copy of certifications and licenses with Submittal).</p> <p>B. Description of subconsultant(s) and their overall qualifications and capabilities, including any industry certifications and/or statutorily-required licenses (Florida Statutes — all certifications and licenses must be current as of the date set for receipt of Submittals – provide copy of certifications and licenses with Submittal).</p> <p>C. Understanding of requested services</p> <p>D. Team organizational structure and specific names, functions, and availability of key personnel</p> <p>E. Project management approach and capabilities</p> <p>F. Willingness to meet time and budget requirements</p> <p>G. Certifications by the state of Florida's Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise</p> <p>H. Certification as a small business and, if so, who provided the certification</p> <p>I. Number of employees currently employed by Respondent and its subconsultants; Respondent's and subconsultant's average annual volume of work for the past three years.</p> <p>J. Electronic document accessibility check report</p> <p>Respondents shall include the following forms in this Tab:</p> <ul style="list-style-type: none"> <li>• Form A: Submittal Form</li> <li>• Form B: Chapter Checklist</li> <li>• Form C: Certificate as to Corporation</li> <li>• Form D: Affidavit as to Non-Collusion and Certification of Material Conformance with Specifications</li> <li>• Form E: Respondent's Background</li> <li>• Form F: Drug-Free Workplace</li> <li>• Form G: Subconsultants (separate for each chapter)</li> </ul> <p>b) A "Letter of Commitment" from a principal of each subcontractor stating that the subcontractor is committed to be a part of Respondent's team.</p>		20%	
2	<p><b>Technical qualifications and experience of key personnel on Chapter Project Team</b></p> <p>a) Form H Key Personnel Qualifications</p>		40%	
3	<p><b>Relevant Example Projects — emphasis on projects conducted within the past five years and areas of Chapter emphasis.</b></p> <p>a) Form I Example Projects Form</p>		35%	
4	<p><b>Location of Respondent's project office within the District's 15-county boundary or, if outside of the boundary, relative to the District's Headquarters</b></p> <ul style="list-style-type: none"> <li>• Within the District's boundaries or within 0-100 miles of a District office = <b>10 points</b></li> <li>• Not within the District's boundaries and 101-200 miles from a District office = <b>5 points</b></li> <li>• Not within the District's boundaries and &gt;200 miles from a District office = <b>0 points</b></li> </ul>		5%	
<b>TOTAL</b>			100%	

10. Challenge of Solicitation Process: If a potential respondent protests any provisions of this RFQ, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the request for qualifications on the District's website. **"Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes."**
11. Challenge of District's Intent to Award Contract: If a respondent intends to protest District's intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2018).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **"Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes."**

12. Americans With Disabilities Act: The District does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of the District's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Gwen Lord, Contracts and Procurement Coordinator, at 386.362.1001 or 800.226.1066 (Florida only). The District's fax number is 386.362.1056.
13. Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.
14. Veteran's Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.
15. Drug Free Workplace Act: The selected RESPONDENT shall certify that it has established a drug free workplace.
16. Public Entity Crime: Section 287.133(2)(a), F.S., states "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in

excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

17. **Insurance Requirements:** If awarded, RESPONDENT shall represent and guarantee that all employees, agents, servants or representatives of the respondent, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into contract with the District, respondent agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items B. and C. below, providing evidence that respondent has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:
- A. Workers' compensation insurance as required above;
  - B. Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by respondent to provide the services requested by District;
  - C. General liability insurance for all services rendered by respondent for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.
  - D. The certificate of insurance shall also provide that District shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance.
18. **Renewal of Contract:** The initial contract shall be for a period of three years with the potential for two subsequent one-year renewals based upon the same terms and conditions or terms more favorable to the District, and mutual agreement of the District and the Consultant.

## **SECTION 5 - SCOPE OF WORK**

The District desires to enter into agreements with environmental and engineering firms licensed to do business in the state of Florida, which have professionals licensed in the State of Florida.

Projects may be located in any of the 15 counties that comprise the District and areas outside of the District boundaries that may influence waters of the District, Projects are subject to the availability of funding as approved by the District's Governing Board for each fiscal year period.

To support District programs/projects, the District performs a multitude of projects involving: hydrologic analysis and computer modeling; environmental assessment; technical peer review; engineering design; construction monitoring; and other related services for water resources projects.

The anticipated work is broken down into the following Chapters.

### **A. Surface and Groundwater Modeling**

The services performed pursuant to this Chapter include surface water and groundwater quantity and quality modeling. They primarily pertain to work managed by the Office of Minimum Flows and Minimum Water Levels, the Office of Water Supply, the Office of Water Resources, the Resource Management Division, and the Office of Agriculture and Environmental Projects. Services shall include, but not be limited to:

### Types of Chapter Tasks:

- Develop, update, calibrate and improve hydraulic, hydrologic, and hydrodynamic models including, but not limited to: BASINS/HSPF, Storm Water Management Model (SWMM), HEC-HMS, HEC-RAS/GEORAS, Environmental Fluid Dynamics Code (EFDC), ICPR 4;
- Water quality and transport modeling (surface and groundwater);
- Processing velocity data;
- Set-up preliminary model features;
- Watershed model parameterization;
- Stormwater and zero-rise certifications;
- Existing and proposed flood comparisons;
- Hydrodynamic equations used in flow routing;
- Develop, update, calibrate and improve groundwater models, including, but not limited to regional, sub-regional or project specific models such as USGS MODFLOW, MODFLOW-NWT, MODFLOW-USG, GSFLOW, MT3D, SEAWAT;
- Groundwater resource assessment;
- Work with graphical user interfaces (e.g. Groundwater Vistas);
- Work with parameter estimation and uncertainty (e.g. PEST);
- Development and maintenance of scripts to interface with groundwater and surface water models;
- Ability to train staff to implement technical models and/or supporting scripts as a part of a workflow to complete core missions;
- Interpretation of model output results;
- Evaluation of historic, current and future water budgets;
- ArcGIS and Database management; and
- Independent scientific/technical peer review and expert services including, but not limited to; expert witness testimony regarding modeling and analysis.

### B. **Assessments of Natural Systems/Environmental Monitoring, and Water Supply**

**Planning.** The services performed pursuant to this Chapter include assessment and monitoring of natural systems, and water supply planning. They primarily pertain to work managed by the Water and Land Resources Division. Services shall include, but not be limited to:

#### Types of Chapter Tasks:

- Technical analysis (Minimum Flows and Levels [MFLs], Water Reservations, etc.), including modeling in support of these analyses;
- Expert witness and independent peer review;
- Assessment of surface water systems response to climate, e.g. rainfall;
- Assessment of ecosystem responses to hydrologic and nutrient inputs using empirical data and mechanistic modeling;
- Univariate and multivariate statistical analysis and modeling;
- Preparation of Statements of Estimated Regulatory Costs (SERCs): develop or assist in the development of SERCs for all rule revisions, which is governed by Section 120.541, F.S. Expert witness services may be required to support the findings of a SERC;
- Environmental permitting support (federal, state and local agencies);
- Planning program development and budgeting;
- Project management and quality assurance/control.

- Soils assessment;
- Cultural resource assessments.
- Public notification, public meetings and presentations to Governing Board;
- Engineering economics studies;
- Development of effective water quality monitoring plans;
- Water Supply planning support including, but not limited to:
  - Agricultural water use estimation, including demand estimates using AFSIRS
  - Development of water use estimates, population growth projections, water demand projections, and estimates of potential changes in projected water demand due to conservation
  - Development, update and maintenance of well files compatible with MODFLOW or other regional groundwater modeling tools representing the spatial distribution of water use estimates or projections to wells or centroids
  - Analysis of large datasets, including geospatial analysis and visualization
  - Technical analysis of changes to natural systems or water availability based on water use estimates, including modeling in support of these analyses
  - Development and technical editing of water supply assessments and regional water supply plans
  - Development and/or delivery of water supply presentations
  - Development of planning level cost and benefit estimates for water supply development or water resource development projects
  - Assistance with for the completion of the annual Estimated Water Use report, including statistical analysis of water use data;
  - Program Feasibility/Cost-Effectiveness Analysis: develop economic feasibility/cost-effectiveness analyses of regulatory and non-regulatory programs of the District;
  - Regional Economic Impact Analysis: develop analyses of the economic impact of District regulatory and non-regulatory programs on particular geographic area(s), industries, or economic sectors;
  - Statistical Modeling: develop and/or test and correct statistical models including, but not limited to, models of sectoral water demand or the impact of various regulatory and non-regulatory programs on water demand;
- Project specific short-term environmental monitoring and assessments;
  - Wetland vegetation analysis (quantitative and qualitative)
  - Groundwater (levels and quality);
  - Surface water (levels, discharge, and quality);
  - Hydrogeologic characterizations (geophysical logging, aquifer testing, formation interpretation);
  - Collection and/or analysis of hydrologic, piezometer, or other types of data; and
  - Laboratory analysis (water and sediment).
- Project specific short-term biological monitoring and assessments;
  - Fish, avian, herpetofauna, phytoplankton, macroinvertebrate and invertebrate nekton/plankton surveys;
  - Habitat mapping and assessments;
  - Specific species surveys;
  - Jurisdictional delineations; and
  - Submerged, emergent, wetland and riparian vegetation surveys.

- C. **Engineering assessments, project development, design, permitting, construction monitoring, and other related services.** Particular emphasis is needed for anticipated projects involving stormwater, wastewater, water supply, including alternative water supply, and natural systems restoration. They primarily pertain to work managed by the Office of Minimum Flows and Minimum Water Levels, the Office of Water Supply, the Office of Water Resources, the Resource Management Division, and the Office of Agriculture and Environmental Projects. Services shall include, but not be limited to:

Types of Chapter Tasks:

- Engineering assessments, environmental site assessments, project benefits calculations, project development, project effectiveness, cost benefit calculations, and engineering economic reviews for projects.
- Preliminary Design Reports – Preparing construction cost estimates; preparing work plans, construction sequencing and schedules; ten percent design and project feasibility
- Permitting – Applying for and obtaining project permits with all related permit work such as environmental assessments, drawings and calculations
- Design Services – Design drawings, project specifications, operational manuals contract documents along with closeout documentation
- Project Controls – Topographic, boundary, and hydrographic surveys to include field data acquisition, data processing, mapping, and establishing field control monuments
- Geotechnical – Conducting exploration and evaluation of general subsurface conditions, subsurface borings and classification of soils, laboratory testing of materials, engineering analysis of soil conditions, slope stability and seepage analyses
- Construction Services – Conducting bid review; providing project quality assurance and construction inspection and interpretation of contract documents; providing construction and as-built certifications and surveys.

- D. **Agricultural engineering assessments, project development, design, permitting, construction monitoring, and other related services.** Particular emphasis is needed for anticipated projects involving agriculture and biological systems engineering, comprehensive nutrient management plans, crop water and nutrient budgets, advanced water quality technology, irrigation systems and design, agriculture wastewater engineering and agriculture alternative water supply. They primarily pertain to work managed by the Office of Minimum Flows and Minimum Water Levels, the Office of Water Supply, the Office of Water Resources, the Resource Management Division, and the Office of Agriculture and Environmental Projects. Services shall include, but not be limited to:

Types of Chapter Tasks:

- Engineering assessments, project benefits calculations, project development, project effectiveness, cost benefit calculations and engineering economic reviews for projects.



- Preliminary Design Reports – Preparing construction cost estimates; preparing work plans, construction sequencing and schedules; ten percent design and project feasibility
- Permitting – Applying for and obtaining project permits with all related permit work such as environmental assessments, drawings and calculations
- Design Services – Design drawings, project specifications, operational manuals contract documents along with closeout documentation
- Project Controls – Topographic, boundary, and hydrographic surveys to include field data acquisition, data processing, mapping, and establishing field control monuments
- Geotechnical – Conducting exploration and evaluation of general subsurface conditions, subsurface borings and classification of soils, laboratory testing of materials, engineering analysis of soil conditions, slope stability and seepage analyses
- Construction Services – Conducting bid review; providing project quality assurance and construction inspection and interpretation of contract documents; providing construction and as-built certifications and surveys

E. **Environmental Data Collection and Assessments**. The services performed pursuant to this Chapter include assessment and monitoring of natural systems including water quality, quantity, and biological data collection and assessments. They primarily pertain to work managed by the Division of Water and Land Resources, Office of Agriculture and Environmental Projects, and Division of Resource Management. Services shall include, but not be limited to:

Types of Chapter Tasks:

1. Water Quality Sample and Analysis
  - a. Surface water quality (using FDEP standard operating procedures)
  - b. Groundwater water quality (using FDEP standard operating procedures)
  - c. Estuary and near shore water quality testing
  - d. Drinking Water Standards (Primary and Secondary)
  - e. Rapid Response Bacterial Sampling (Fecal, E. Coli, Total coliform)
  - f. Stormwater event sampling (surface and groundwater)
  - g. Continuous water quality monitoring and maintenance: EXO2 (Temp, cond, ph, DO, Turb, fDOM) and SUNA nitrate (USGS standard operating procedures)
  - h. Continuous Conductivity
  - i. Water Chemistry Laboratory Analysis (NELAC certified)
2. Biological
  - a. Stream condition Index
  - b. Modified Biorecon
  - c. Linear Vegetation Survey
  - d. Lake Vegetation Index
  - e. Periphyton slides algae taxonomy
  - f. Ash free dry weight analysis
  - g. Wetland vegetation analysis (quantitative and qualitative)
  - h. Habitat mapping and assessment
  - i. Macroinvertebrates (ponar, hester-dendy)
  - j. Toxicology (algae blooms, tissue sampling)

- k. Microbial Source Tracking
- l. Genetic testing (eDNA, qPCR)
- m. Rare Species or Specific species inventory and monitoring
- 3. Hydrological
  - a. Groundwater levels
  - b. Surface water levels
  - c. Surface water flow measurements (USGS standard operating procedures)
  - d. Rating development (springs, creek, river)
  - e. High water and flooding documentation and ground truthing
  - f. Three-dimensional spatial velocity river mapping and visualization
  - g. Bathymetric surveys
- 4. Data processing
  - a. Summary statistics
  - b. Trend analysis
  - c. Load and removal rate calculations

F. **Environmental Compliance and Permitting.** The services performed pursuant to this Chapter include surveying, sampling, assessments, engineering, inspections, modeling, well abandonment, and other works. They primarily pertain to work managed by the Environmental/Compliance program, Water Use/Water Well Program and the Office of Engineering/ ERP in the Division of Resource Management. Services shall include, but not be limited to:

Types of Chapter Tasks:

- Horizontal and vertical geodetic control surveys;
- Boundary and Topographic surveys
- Bathymetric, General, Specific or As-built surveys which may or may not include; Dam, canal and levee cross sections and profiles; Mean high or ordinary high water lines; Safe upland lines; River bank and wetland lines and setbacks; Easements; Benchmarks; Structures; Stormwater systems; Floodway and flood elevations; and Legal descriptions;
- Field reconnaissance;
- Conduct core samples and analysis of asphalt; Concrete; Improved and unimproved roads; and Disturbed and undisturbed soils;
- Environmental monitoring, assessments and reports, which may include Groundwater levels and quality; Surfacewater levels, discharge, and quality; Hydrogeologic characterizations; and Collection and/or analysis of hydrologic, piezometer, or other types of data;
- Biological monitoring, assessments, surveys and reports which may include Wildlife; Gopher tortoise; Endangered or specific species; Fish; Avian; Micro and Macroinvertebrate; Nekton/plankton surveys, Habitat mapping and assessments; Jurisdictional delineations; and Submersed, emergent, wetland and riparian vegetation.
- Assessment of ecosystem responses to hydrologic and nutrient inputs
- Environmental Resource permitting support such as, but not limited to review of documents submitted by Professional Surveyors, Engineers, Environmental Consultants and Landscape Architects, Assessment of surface water systems to

- rainfall; UMAM calculations; Compliance, construction and As-built inspections, reports and certifications,
- Engineering economics studies, market value analysis, construction cost estimates;
- Preparation of Statements of Estimated Regulatory Costs: develop or assist in the development of Statements of Estimated Regulatory Costs (SERC) for all rule revisions, which is governed by Section 120.541, F.S.
- Emergency Action Plans; Dam Failure Flood Boundary Mapping Assessment (i.e., flood inundation); Dam breach analysis; Dam stability and risk of failure assessments
- Preparation of Bid Documents and Specifications
- Computer Modeling; Data Analysis; Stormwater and zero-rise certifications; and Existing and proposed flood comparisons,
- Well abandonment, which may include, permitting, completion reports, as-built certifications, and/or inspection reports.

G. **Surveying and Mapping**. The services performed pursuant to this Chapter include professional surveying and mapping services on an as needed when needed basis to assist in the accomplishment of the District's mission. The District may utilize these services separately or collectively. As defined in Chapter 472 F.S., surveying and mapping services must be performed under the direction of a professional surveyor and mapper (PSM) registered with the State of Florida and qualified in the specific field. The services primarily pertain to work managed by the Water and Land Resources Division and the Business and Community Services Division. Services shall include, but not be limited to:

Types of Chapter Tasks:

- Right-of-way surveys that include the establishment of boundaries, monumentation of right-of-way lines, and locating encroachments, and providing final right-of-way maps;
- Horizontal and vertical geodetic control surveys;
- Establishment of permanent monuments;
- Conveyance cross sections and profiles;
- Boundary surveys including extensive retracement of original sectionalized land systems boundaries;
- Mean high water line survey;
- Ordinary high-water survey;
- Topographic surveys;
- Specific purpose surveys;
- Hydrographic surveys;
- Unmanned Aerial System (Drones) Services;
- Construction layout surveys, records or as-built surveys and quantity surveys;
- General surveying (peer review, preparation of legal descriptions, expert witness services and surveyor's report);
- Professional surveying and mapping review services;
- Planning program development and scope development;
- Presentations to Governing Board;
- Project management and quality assurance/control;
- Delivery of results and complete metadata in an ArcGIS geodatabase.

- H. **Time Frames and Deliverables.** Specific time frames as they apply to completion of tasks, milestones, and deliverables shall be included in the Task Work Assignment provided for each task.

Consultant shall be responsible for delivering various work products as assigned by each Task Work Assignment. Schedules and procedures for review and acceptance of reports shall be determined at the times when such reports are assigned and shall be provided in Task Work Assignment issued by the District's Project Manager.

Consultant shall have an established Quality Assurance procedure for internal review of deliverables prior to release of said deliverables to the District to ensure only high quality, complete, and correct products are provided to the District. Deliverables prepared by the Consultant shall be clear, concise, thorough, and grammatically correct. For technical products, Consultant shall present data in a well-organized format and findings should be based on a logical derivation from the facts and data.

In general, all deliverables shall be submitted in both electronic (as a portable document format (PDF) file) and paper versions, as specified in the Work Order. Reports and other deliverables shall be clear, concise, thorough, and grammatically correct; and shall be in a form agreed to by Consultant and District's Project Manager. Final reports and all associated materials shall become property of the District.

All documents must be submitted electronically and must be accessible according to 282.603 Florida Statutes and Section 508 of the Rehabilitation Act of 1973 relating to the creation and use of electronic documents. This requirement applies to editable formats, such as Microsoft Word, as well as portable document formats (PDF). The Consultant must provide an accessibility check report to prove the document was made accessible. The report can include the internal accessibility feature in Word, Adobe Acrobat or other software or completed by a third-party. Reports are required for each final file submitted.

## **SECTION 6 - RESPONSE FORMS**

**FORM A**  
SUBMITTAL FORM

RESPONDENT:

The undersigned, as Respondent, hereby declares and certifies that the only person(s) or entities interested in this submittal as principal(s), or as persons or entities who are not principal(s) of the Respondent but are substantially involved in performance of the Work, is or are named herein, and that no person other than herein mentioned has any interest in this submittal or in the Agreement to be entered into; that this submittal is made without connection with any other person, company, or parties making a submittal; and that this submittal is in all respects fair and in good faith without collusion or fraud.

Respondent represents to the District that, except as may be disclosed in an addendum hereto, no officer, employee or agent of the District has any interest, either directly or indirectly, in the business of Respondent to be conducted under the Agreement, and that no such person shall have any such interest at any time during the term of the Agreement, should it be awarded to Respondent.

Respondent further declares that it has examined the Agreement and informed itself fully in regard to all conditions pertaining to this solicitation; it has examined the specifications for the Work and any other Agreement documents relative thereto; it has read all of the addenda furnished prior to the submittal opening, as acknowledged below; and has otherwise satisfied itself that it is fully informed relative to the Work to be performed.

Respondent agrees that if its submittal is accepted, Respondent shall contract with the District and shall furnish everything necessary to complete the Work in accordance with the time for completion specified in the Agreement and shall furnish the required evidence of the specified insurance.

Acknowledgment is hereby made of the following addenda (identified by number) received:

Addendum No.	Date	Addendum No.	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Respondent (firm name) \_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Signature \_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Typed name and title \_\_\_\_\_  
Fax number

\_\_\_\_\_  
FEIN \_\_\_\_\_  
DUNS number

## FORM B

### CHAPTER CHECKLIST

Respondent must specify Specialties under each Chapter for which it is qualified and wishes to perform under this RFQ by checking the appropriate boxes:

Respondent Name: \_\_\_\_\_

#### **A. Surface and Groundwater Modeling**

- Develop, update, calibrate and improve hydraulic, hydrologic, and hydrodynamic models including, but not limited to: BASINS/HSPF, Storm Water Management Model (SWMM), HEC-HMS, HEC-RAS/GEORAS, Environmental Fluid Dynamics Code (EFDC), ICPR 4;
- Water quality and transport modeling (surface and groundwater);
- Processing velocity data;
- Set-up preliminary model features;
- Watershed model parameterization;
- Stormwater and zero-rise certifications;
- Existing and proposed flood comparisons;
- Hydrodynamic equations used in flow routing;
- Develop, update, calibrate and improve groundwater models, including, but not limited to regional, sub-regional or project specific models such as USGS MODFLOW, MODFLOW-NWT, MODFLOW-USG, GSFLOW, MT3D, SEAWAT;
- Groundwater resource assessment;
- Work with graphical user interfaces (e.g. Groundwater Vistas);
- Work with parameter estimation and uncertainty (e.g. PEST);
- Development and maintenance of scripts to interface with groundwater and surface water models;
- Ability to train staff to implement technical models and/or supporting scripts as a part of a workflow to complete core missions;
- Interpretation of model output results;
- Evaluation of historic, current and future water budgets;
- ArcGIS and Database management;
- Independent scientific/technical peer review and expert services including, but not limited to; expert witness testimony regarding modeling and analysis.

#### **B. Assessments of Natural Systems/Environmental Monitoring and Water Supply Planning**

- Technical analysis (Minimum Flows and Minimum Water Levels [MFLs], Water Reservations, etc.), including modeling in support of these analyses;
- Assessment of ecosystem responses to hydrologic and nutrient inputs using empirical data and mechanistic modeling;
- Assessment of surface water systems response to climate, e.g. rainfall;
- Preparation of Statements of Estimated Regulatory Costs (SERCs): develop or assist in the development of SERCs for all rule revisions, which is governed by Section 120.541, F.S. Expert witness services may be required to support the findings of a SERC;
- Univariate and multivariate statistical analysis and modeling;
- Environmental permitting support (federal, state and local agencies);
- Engineering economics studies;

## FORM B (continued)

- Planning program development and budgeting;
- Expert witness and independent peer review;
- Public notification, public meetings and presentations to Governing Board;
- Project management and quality assurance/control.
- Water Supply planning support including, but not limited to:
  - Agricultural water use estimation, including demand estimates using AFSIRS
  - Development of water use estimates, population growth projections, water demand projections, and estimates of potential changes in projected water demand due to conservation
  - Development, update and maintenance of well files compatible with MODFLOW or other regional groundwater modeling tools representing the spatial distribution of water use estimates or projections to wells or centroids
  - Analysis of large datasets, including geospatial analysis and visualization
  - Technical analysis of changes to natural systems or water availability based on water use estimates, including modeling in support of these analyses
  - Development and technical editing of water supply assessments and regional water supply plans
  - Development and/or delivery of water supply presentations
  - Development of planning level cost and benefit estimates for water supply development or water resource development projects
  - Assistance with for the completion of the annual Estimated Water Use report, including statistical analysis of water use data;
  - Program Feasibility/Cost-Effectiveness Analysis: develop economic feasibility/cost-effectiveness analyses of regulatory and non-regulatory programs of the District;
  - Regional Economic Impact Analysis: develop analyses of the economic impact of District regulatory and non-regulatory programs on particular geographic area(s), industries, or economic sectors;
  - Statistical Modeling: develop and/or test and correct statistical models including, but not limited to, models of sectoral water demand or the impact of various regulatory and non-regulatory programs on water demand;
- Project specific monitoring and assessments (*for monitoring in support of the Districts ongoing long-term data collection program see Chapter E: Environmental Data Collection and Assessments*)
  - Environmental:
    - Wetland vegetation analysis (quantitative and qualitative)
    - Groundwater (levels and quality);
    - Surface water (levels, discharge, and quality);
    - Hydrogeologic characterizations (geophysical logging, aquifer testing, formation interpretation);
    - hydrobiogeomorphology characterizations stream morphology
    - Collection and/or analysis of hydrologic, piezometer, or other types of data;
    - Laboratory analysis (water and sediment).
  - Biological:
    - Fish, avian, herpetofauna, phytoplankton, macroinvertebrate and invertebrate nekton/plankton surveys;
    - Habitat mapping and assessments;
    - Specific species surveys;
    - Jurisdictional delineations;
    - Submerged, emergent, wetland and riparian vegetation surveys.
  - Development of effective water quantity/quality monitoring plans including estuarine systems;



**FORM B (continued)**

- Soils and sediment sampling and assessments;
- Cultural resource assessments;

**C. Engineering assessments, project development, design, permitting, construction monitoring, and other related services**

- Engineering assessments, project benefits calculations, project development, project effectiveness cost benefit calculations and engineering economic reviews for projects.
- Preliminary Design Reports – Preparing construction cost estimates; preparing work plans, construction sequencing and schedules; ten percent design and project feasibility
- Permitting – Applying for and obtaining project permits with all related permit work such as environmental assessments, drawings and calculations
- Design Services – Design drawings, project specifications, operational manuals contract documents along with closeout documentation
- Project Controls – Topographic, boundary, and hydrographic surveys to include field data acquisition, data processing, mapping, and establishing field control monuments
- Geotechnical – Conducting exploration and evaluation of general subsurface conditions, subsurface borings and classification of soils, laboratory testing of materials, engineering analysis of soil conditions, slope stability and seepage analyses
- Construction Services – Conducting bid review; providing project quality assurance and construction inspection and interpretation of contract documents; providing construction and as-built certifications and surveys.

**D. Agricultural engineering assessments, project development, design, permitting, construction monitoring, and other related services**

- Engineering assessments, project benefits calculations, project development, project effectiveness cost benefit calculations and engineering economic reviews for projects.
- Preliminary Design Reports – Preparing construction cost estimates; preparing work plans, construction sequencing and schedules; ten percent design and project feasibility
- Permitting – Applying for and obtaining project permits with all related permit work such as environmental assessments, drawings and calculations
- Design Services – Design drawings, project specifications, operational manuals contract documents along with closeout documentation
- Project Controls – Topographic, boundary, and hydrographic surveys to include field data acquisition, data processing, mapping, and establishing field control monuments
- Geotechnical – Conducting exploration and evaluation of general subsurface conditions, subsurface borings and classification of soils, laboratory testing of materials, engineering analysis of soil conditions, slope stability and seepage analyses
- Construction Services – Conducting bid review; providing project quality assurance and construction inspection and interpretation of contract documents; providing construction and as-built certifications and surveys

## FORM B (continued)

### **E. Environmental Data Collection and Assessments**

- Surface water quality (using FDEP standard operating procedures)
- Groundwater water quality (using FDEP standard operating procedures)
- Estuary and near shore water quality testing
- Drinking Water Standards (Primary and Secondary)
- Rapid Response Bacterial Sampling (Fecal, E. Coli, Total coliform)
- Stormwater event sampling (surface and groundwater)
- Continuous water quality monitoring and maintenance: EXO2 (Temp, cond, ph, DO, Turb, fDOM) and SUNA nitrate (USGS standard operating procedures)
- Continuous Conductivity
- Water Chemistry Laboratory Analysis (NELAC certified)
- Stream condition Index
- Modified Biorecon
- Linear Vegetation Survey
- Lake Vegetation Index
- Periphyton slides algae taxonomy
- Ash free dry weight analysis
- Wetland vegetation analysis (quantitative and qualitative)
- Habitat mapping and assessment
- Macroinvertebrates (ponar, hester-dendy)
- Toxicology (algae blooms, tissue sampling)
- Microbial Source Tracking
- Genetic testing (eDNA, qPCR)
- Rare Species or Specific species inventory and monitoring
- Groundwater levels
- Surface water levels
- Surface water flow measurements (USGS standard operating procedures)
- Rating development (springs, creek, river)
- High water and flooding documentation and ground truthing
- Three-dimensional spatial velocity river mapping and visualization
- Bathymetric surveys
- Summary statistics
- Trend analysis
- Load and removal rate calculations

### **F. Environmental Compliance and Permitting**

- Horizontal and vertical geodetic control surveys;
- Boundary and Topographic surveys
- Bathymetric, General, Specific or As-built surveys which may or may not include; Dam, canal and levee cross sections and profiles; Mean high or ordinary high water lines; Safe upland lines; River bank and wetland lines and setbacks; Easements; Benchmarks; Structures; Stormwater systems; Floodway and flood elevations; and Legal descriptions;
- Field reconnaissance;

## FORM B (continued)

- Conduct core samples and analysis of asphalt; Concrete; Improved and unimproved roads; and Disturbed and undisturbed soils;
- Environmental monitoring, assessments and reports, which may include Groundwater levels and quality; Surfacewater levels, discharge, and quality; Hydrogeologic characterizations; and Collection and/or analysis of hydrologic, piezometer, or other types of data;
- Biological monitoring, assessments, surveys and reports which may include Wildlife; Gopher tortoise; Endangered or specific species; Fish; Avian; Micro and Macroinvertebrate; Nekton/plankton surveys, Habitat mapping and assessments; Jurisdictional delineations; and Submersed, emergent, wetland and riparian vegetation.
- Assessment of ecosystem responses to hydrologic and nutrient inputs
- Environmental Resource permitting support such as, but not limited to review of documents submitted by Professional Surveyors, Engineers, Environmental Consultants and Landscape Architects, Assessment of surface water systems to rainfall; UMAM calculations; Compliance, construction and As-built inspections, reports and certifications,
- Engineering economics studies, market value analysis, construction cost estimates;
- Preparation of Statements of Estimated Regulatory Costs: develop or assist in the development of Statements of Estimated Regulatory Costs (SERC) for all rule revisions, which is governed by Section 120.541, F.S.
- Emergency Action Plans; Dam Failure Flood Boundary Mapping Assessment (i.e., flood inundation); Dam breach analysis; Dam stability and risk of failure assessments
- Preparation of Bid Documents and Specifications
- Computer Modeling; Data Analysis; Stormwater and zero-rise certifications; and Existing and proposed flood comparisons,
- Well abandonment, which may include, permitting, completion reports, as-built certifications, and/or inspection reports.

### **G. Surveying and Mapping**

- Right-of-way surveys that include the establishment of boundaries, monumentation of right-of-way lines, and locating encroachments, and providing final right-of-way maps;
- Horizontal and vertical geodetic control surveys;
- Establishment of permanent monuments;
- Conveyance cross sections and profiles;
- Boundary surveys including extensive retracement of original sectionalized land systems boundaries;
- Mean high water line survey;
- Ordinary high-water survey;
- Topographic surveys;
- Specific purpose surveys;
- Hydrographic surveys;
- Unmanned Aerial System (Drones) Services;
- Construction layout surveys, records or as-built surveys and quantity surveys;
- General surveying (peer review, preparation of legal descriptions, expert witness services and surveyor's report);
- Professional surveying and mapping review services;
- Planning program development and scope development;
- Presentations to Governing Board;
- Project management and quality assurance/control;
- Delivery of results and complete metadata in an ArcGIS geodatabase.

**FORM C**  
CERTIFICATE AS TO CORPORATION

The below Corporation is organized under the laws of the State of \_\_\_\_\_; is authorized by law to respond to this Request for Qualification and perform all work and furnish materials and equipment required under the Agreement and is authorized to do business in the state of Florida.

Corporation name: \_\_\_\_\_

Address: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Registered Agent: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

(Official title)

(Affix corporate seal)

Attest: \_\_\_\_\_

(Secretary)

The full names and business or residence addresses of persons or firms interested in the foregoing submittal as principals or officers of Respondent are as follows (specifically include the President, Secretary, and Treasurer and state the corporate office held of all other individuals listed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify any parent, subsidiary, or sister corporations involving the same or substantially the same officers and directors that will or may be involved in performance of the Project, and provide the same information requested above on a photocopy of this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, attach a copy of a certificate to do business in the state of Florida, or a copy of the application that has been accepted by the state of Florida to do business in the state of Florida, for the Respondent and/or all out-of-state corporations that are listed pursuant to this form.

Respondent's tax identification No.: \_\_\_\_\_

**FORM D**

**AFFIDAVIT AS TO NON-COLLUSION AND CERTIFICATION OF  
MATERIAL CONFORMANCE WITH SPECIFICATIONS**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, the undersigned, \_\_\_\_\_ being first duly sworn, depose and say that:

1. I am the owner or duly authorized officer, representative, or agent of:

\_\_\_\_\_

the Respondent that has submitted the attached submittal.

2. The attached submittal is genuine. It is not a collusive or sham submittal.
3. I am fully informed respecting the preparation and contents of, and knowledgeable of all pertinent circumstances respecting the attached submittal.
4. Neither Respondent nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Respondent, firm, or person to submit a collusive or sham submittal in connection with the Agreement for which the attached response has been submitted, or to refrain from submitting in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement, collusion, communication, or conference with any other Respondent, firm, or person to fix the price or prices in the attached submittal of any other Respondent, or to fix any overhead, profit, or cost element of the submittal prices or the submittal price of any other Respondent, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the District or any other person interested in the proposed Agreement.
5. The attached submittal is fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
6. No official or other officer or employee of the District, whose salary or compensation is payable in whole or in part by the District, is directly or indirectly interested in this submittal, or in the supplies, materials, equipment, work, or labor to which it relates, or in any of the profits therefrom.
7. Any materials and equipment proposed to be supplied in fulfillment of the Agreement to be awarded conform in all respects to the specifications thereof. Further, the proposed materials and equipment will perform the intended function in a manner acceptable and suitable for the intended purposes of the District.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public, state of \_\_\_\_\_ at Large

My commission expires: \_\_\_\_\_ (SEAL)

Firm Name \_\_\_\_\_

**FORM E**  
**RESPONDENT'S BACKGROUND**

As part of the **submittal**, Respondent shall complete the following so that the District can determine Respondent's ability, experience, and facilities for performing the Work.

Name of Respondent: \_\_\_\_\_

Respondent's tax identification No.: \_\_\_\_\_

Year company was organized/formed: \_\_\_\_\_

Number of years Respondent has been engaged in business under the present firm or trade name:

\_\_\_\_\_

Total number of years Respondent has experience in chapters listed in Introduction: \_\_\_\_\_

Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this **submittal** or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this **submittal**. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FORM F**  
**DRUG-FREE WORKPLACE**

The Respondent, (business name) \_\_\_\_\_, in accordance with §287.087, Fla. Stat., hereby certifies that Respondent does the following:

1. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations
2. Publishes a statement notifying employees that
  - a. 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 its employees for violations of such prohibition.
  - b. as a condition of working on the contractual services that are the subject of this solicitation, 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 chapter 893, Fla. Stat., or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
3. Gives each employee engaged in providing the contractual services that are the subject of this solicitation a copy of the statement specified in paragraph 2, above.
4. Imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee convicted of a violation listed in sub-paragraph 2.b., above.
5. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of §287.087, Fla. Stat.

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FORM G**

**PROPOSED SUBCONSULTANTS: CHAPTER**

(Chapter Name) \_\_\_\_\_

(Include this form in the Response for each Chapter you wish to be considered. Chapter name should be exactly as described in this document.)

Respondent must identify all portions of the Work Respondent intends to perform through subconsultants. Attach additional pages if necessary.

1. Name and address of subconsultant: \_\_\_\_\_

\_\_\_\_\_  
Description of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Name and address of subconsultant: \_\_\_\_\_

\_\_\_\_\_  
Description of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Name and address of subconsultant: \_\_\_\_\_

\_\_\_\_\_  
Description of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Name and address of subconsultant: \_\_\_\_\_

\_\_\_\_\_  
Description of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Name and address of subconsultant: \_\_\_\_\_

\_\_\_\_\_  
Description of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## FORM H

### KEY PERSONNEL QUALIFICATIONS:

(Chapter Name) \_\_\_\_\_

(Include this form in the Response for each Chapter you wish to be considered. Chapter name should be exactly as described in this document.)

Name	Role in this Contract	Years' Experience	
		<i>Total</i>	<i>With Current Firm</i>
Firm Name and Location			
Education (Degree and Specialized)		Current Professional Registration <i>(State and Discipline)</i>	
Other Professional Qualifications (Publications, Organizations, Training, Awards, etc.)			

#### *Relevant Projects*

a	Title and Location (City and State)	Year Completed	
		Prof Services	Construction (if applicable)
	Brief Description and Specific Role (Brief scope, size, cost, etc.)	<input type="checkbox"/>	Check if project performed with current firm
b	Title and Location (City and State)	Year Completed	
		Prof Services	Construction (if applicable)
	Brief Description and Specific Role (Brief scope, size, cost, etc.)	<input type="checkbox"/>	Check if project performed with current firm
c	Title and Location (City and State)	Year Completed	
		Prof Services	Construction (if applicable)
	Brief Description and Specific Role (Brief scope, size, cost, etc.)	<input type="checkbox"/>	Check if project performed with current firm
d	Title and Location (City and State)	Year Completed	
		Prof Services	Construction (if applicable)
	Brief Description and Specific Role (Brief scope, size, cost, etc.)	<input type="checkbox"/>	Check if project performed with current firm

Firm Name \_\_\_\_\_

**FORM I**

Example Projects Which Illustrate Proposed Team's Qualifications for This Chapter

Present as many projects as requested by the agency, or 10 projects, if not specified.

<i>Title and Location (City and State)</i>	<i>Year Completed</i> Professional Services: Construction:
--	--

*Project Owner's Information*

<b>Project Owner's Information</b>	<b>Point of Contact</b>	<b>Phone</b>
------------------------------------	-------------------------	--------------

<b>Brief Description of Project and Relevance to this Contract</b> (Include scope, size, and cost)
--

**Firms Involved with This Project**

a.	Firm Name	Firm Location (City and State)	Role
b.	Firm Name	Firm Location (City and State)	Role
c.	Firm Name	Firm Location (City and State)	Role
d..	Firm Name	Firm Location (City and State)	Role
e.	Firm Name	Firm Location (City and State)	Role
f.	Firm Name	Firm Location (City and State)	Role

**FORM I** (continued)  
 Key Personnel Participating in Example Projects

Names of Key Personnel	Role in This Contract	Example Projects Listed									
		Place "X" under project key number for participation is same or similar role									
		1	2	3	4	5	6	7	8	9	10

**Example Projects Key**

Number	Title of Example Project	Number	Title of Example Project
1		6	
2		7	
3		8	
4		9	
5		10	

**FORM J**  
**NO RESPONSE**  
**REQUEST FOR QUALIFICATIONS 18/19-025AE**

Your reasons for not responding to this Request for Qualifications are valuable to the Suwannee River Water Management District's procurement process. Please complete this form and return it no later than the date set for receipt of submittals. Thank you for your cooperation.

Please check (as applicable):

- Specifications too "general" (explain below)
- Insufficient time to respond to the Request for Qualifications
- Do not provide this type of work for this project
- Schedule would not permit us to perform
- Unable to meet bid specifications
- Specifications unclear (explain below)
- Disagree with solicitation or Agreement terms and conditions (explain below)
- Other (specify below)

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE

\_\_\_\_\_

RESPONDENT (FIRM NAME)

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

E-MAIL ADDRESS

\_\_\_\_\_

SIGNATURE

TYPED NAME AND TITLE

\_\_\_\_\_

TELEPHONE NUMBER

FAX NUMBER