

**SUWANNEE RIVER WATER MANAGEMENT DISTRICT**  
**INVITATION TO BID**  
**NO. 19/20-022 WLR**  
**ROCK BLUFF CULTURAL RESOURCE ASSESSMENT**  
**ROCK BLUFF TRACT, GILCHRIST COUNTY**

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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 Suwannee River Water Management District (District) owns and manages approximately 160,000 acres of forestland in north-central Florida for the protection of floodplains and their associated habitats. These properties are managed under a multiple-use policy that includes provisions for public access and recreation.

The District is requesting bids from firms that can provide a cultural resource assessment on the District's Rock Bluff Tract in Gilchrist County, Florida.

All work under this contract shall be completed by September 30, 2020.

## SECTION 2: PROPOSED SCHEDULE

June 2, 2020	Release of Invitation to Bid (ITBs).
June 16, 2020	Bids due prior to 3:00 PM at District headquarters in Live Oak. Opening of bids will occur at this time*
July 2, 2020	Tentative execution of contracts

\* Denotes a public meeting. **At this time, due to the COVID-19 health emergency, the public meeting for bid opening will be conducted via conference call using the following number 1-888-585-9008 then 797894649#. All times denote Eastern Daylight Time (EDT).**

## SECTION 3: INSTRUCTIONS TO BIDDERS

Delivery of Bids: Bidders are required to complete and submit one (1) digital copy (CD pdf format preferred), one (1) original and one (1) copy of the Response Forms included in Sections 5 and 6. Response forms shall be sent in one envelope to:

Pennie Flickinger, Business Resource Specialist III  
Suwannee River Water Management District  
9225 County Road 49  
Live Oak, Florida 32060 Phone: 386.362.1001

**Bids are due at the above address prior to 3:00 PM on June 16, 2020.** Bids received after this time, for any reason, will be rejected.

Responses must be hard copy. Email or FAX transmittals will not be accepted.

All responses shall be submitted in sealed envelopes with the **invitation number (ITB. 19/20-022 WLR) and opening time and date (3:00 pm, June 16, 2020) clearly marked in large, bold, and/or colored lettering.** Responses delivered in an envelope not properly marked with the Bid number and Bid opening date and time that are inadvertently opened by District personnel will not be considered.

**ADA Compliance:** All bids submitted in electronic/digital format must include a certification by the Vendor that the electronic submission and all supporting documents 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).

Additional Information: Additional Bid packages may be obtained by logging on to [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com). Bid packages will also be available at the pre-bid meeting.

**At a minimum, Bidders should submit the attached forms provided in Sections 6 including a completed EQUIPMENT LIST.** Additional pages of documentation may be submitted to further clarify the information in Sections 5 and 6 but no bid will be considered that does not include Sections 5 and 6 including a completed Equipment List. All entries on the bid form shall be typed or legibly printed in ink.

#### **SECTION 4: KEY POINTS**

Evaluation by District. In accordance with subsection 287.057(1)(a) 4, the contract shall be awarded to the responsible and responsive vendor who submits the lowest bid.

Challenge of Solicitation Process: If a potential Bidder protests any provisions of this ITB, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the invitation to bid 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."**

Challenge of District's Intent to Award Contract: If a Bidder intends to protest District's intent to award a contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award a contract and the Bidder shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any Bidder 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 (2013).

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), Florida Statutes, 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."**

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 Samuel Long, Records and Contracts Manager, at 386.647.3164 or 800.226.1066 (Florida only). The District's fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Bidders doing business with the District are prohibited from discriminating based on 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.

Veteran's Preference: In the absence of a minority business enterprise, whenever two or more service providers are ranked equally, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected bidder(s) shall certify that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, 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."

Scrutinized Company: Section 287.135, Florida Statutes, states "A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

- a. Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or
- b. One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering or renewing such contract, the company:
  1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or
  2. Is engaged in business operations in Cuba or Syria."

Insurance Requirements: If awarded, BIDDERS shall represent and guarantee that all employees, agents, servants, or representatives of the Bidder, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into a contract with the District, Bidder agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items 2 and 3 below, providing evidence that Bidder has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

- 1) Workers' compensation insurance as required above.
- 2) Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to all vehicles utilized by Bidder to provide the services requested by District.
- 3) General liability insurance for all services rendered by Bidder for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.

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.

Rejection of Responses: The District reserves the right to reject all bids or other bids submitted in response to the District invitation. The District also reserves the right to waive any minor deviations or obvious scrivener's errors in an otherwise valid bid.

Qualifications of Bidders – \*To Submit with Bid\*: It is the Bidder's responsibility to completely fill in all items in Sections 6 with an Equipment List with the information listed below in the response. Items that are in bold will be used to determine the low-price component of assessment where applicable. Other items that can be provided should be filled in and can be included in the contract at the option of the District. Failure to provide these items may result in the Bid being considered non-responsive.

The minimum requirements necessary to meet the qualifications for this contract are as follows:

- a) Have three (3) years' experience for the task(s) being proposed (project experience must be by the individual(s), firm, or project manager(s) assigned to the project). Bidders shall include information that demonstrates their ability to meet this requirement; and
- b) Have completed at least four (4) projects of the nature specified in the applicable Scope of Services over the past three (3) years. (Bidders shall use the SIMILAR PROJECTS form provided to list the names of the project(s), including the personnel assigned to each, and the names of the agencies/companies for whom the work was performed, including a contact person and telephone number.); and
- c) The names, addresses, and telephone numbers of three (3) clients who can attest to your experience as it relates to the Scope of Services (not including the District). Bidders shall use the REFERENCES form provided in the contract documents to list their references.
- d) Bidders must demonstrate their ability to provide all equipment necessary (either owned or leased) with experienced operators (minimum three years) necessary to provide the required work (fill in and return an "Equipment List", with the bid).
- e) A working email address with the ability to send and receive photographs; receive and print color maps in jpeg or PDF format. District staff needs the ability to send the contractor work orders, photographs, and project maps via email.

Each Bidder shall submit the documentation stated above under Paragraphs 'a' - 'e' with the bid package. Failure on the part of the Bidders to include the above with the bid shall render the Bid non-responsive. Only responsive Bids will be considered by the District.

Disqualification of Bidders: Any of the following causes shall be considered as sufficient grounds for the disqualification of a Bidder and the rejection of his bid:

- a) Submission of more than one bid for the same work by an individual, firm, partnership, or corporation under the same or different names.
- b) Evidence of collusion among Bidders.
- c) Incomplete work for which the Bidder is committed by contract, which, in the judgment of the District, might hinder or prevent the prompt completion of work under this contract if awarded to Bidder.
- d) Being in arrears on any of his existing contracts with District or in litigation with District or have defaulted on a previous contract with District.
- e) Any other cause which, in the District's judgment and discretion, is sufficient to justify disqualification of a Bidder or the rejection of the bid.

Execution of Contracts: Two copies of the contract will be provided to the selected Bidders after approval by the Executive Director or Governing Board. The Bidders, within ten (10) days of the date of receipt, shall execute and return both copies of the contract to District, along with the following:

- a) A completed Internal Revenue Service Form W-9.
- b) Satisfactory evidence of all required insurance coverage.
- c) Proof satisfactory to District of the authority of the person or persons executing the contract on behalf of the Bidders; and
- d) All other information and documentation required by the contract documents.

The above documents must be furnished, executed, and delivered before the contract will be executed by the District. The contract shall not be binding upon the District until it has been executed by the District and a copy of such a fully executed contract is delivered to the Contractor. The District reserves the right to cancel the award without liability and at any time before the contract has been fully executed by all parties and delivered to the Contractor.

Failure to Execute Contract: Failure upon the part of the Bidder to whom the contract has been awarded to execute and deliver the contract, and to furnish the evidence required in "Execution of Contracts" "a – d" above, within ten (10) days after the date of the award shall be just cause, in the sole discretion of the District, for the annulment of the award.

Notice and Services Thereof: All notices given by District, under the provisions of this contract, shall be in writing, and service of same may be in either of the following manners:

- a) By delivery of such notice to the Bidder or any office of the Bidder if said Bidder is a corporation, partnership, or LLC or to any agent of the Bidder.
- b) By mailing such a notice by United States mail to the address of the Bidder shown on the Bidder's bid.

The District shall not accept as filed any electronically transmitted facsimile pleadings, petitions, notice of protests, or other documents.

Florida Sales Tax: The District is exempt from payment of State of Florida sales tax pursuant to section 212.08(6), Florida Statutes.

Time of Completion: Each Bidder agrees that the time is of the essence and further agrees that if awarded the contract, Bidder shall proceed with the specified work in accordance with the approved schedule and within the time period specified in each work order.

Use by Other State of Florida Governmental Entities: Other State of Florida governmental entities may purchase from the Agreement to be awarded pursuant to this Bid provided such use of the Bid has been determined to be cost-effective by the entity. Eligible users of this Bid include other water management districts, State of Florida agencies (including members of the state university system and community college system), counties, local county Boards of Public Instruction, municipalities, and other local public agencies or authorities. The general terms and conditions of this Bid shall apply to the services procured by other State of Florida governmental entities referencing this Bid.

The Bidder has the option of providing services described under this Bid to other State of Florida governmental entities at Bidder's discretion.

Funding mechanisms/work assignments must be executed in advance of work performed for another State of Florida governmental entity. The governmental entity shall utilize appropriate funding mechanisms (purchase orders, etc.) to authorize performance by Bidders. All Work performed under a funding mechanism executed by another state of Florida governmental entity shall be the responsibility of that governmental entity for payment. The District shall not be a party to any such funding mechanism thereby executed and shall not be responsible for payment for any services performed for any governmental entity that utilizes Bidders pursuant to this section of the Bid.

Contract/project managers shall be identified for each work assignment executed between the Bidders and another governmental entity. The District's contract/project manager(s) shall not be responsible for any work performed under any Bid between another governmental entity and the bidders.

## **SECTION 5: SCOPE OF WORK – CULTURAL RESOURCE ASSESSMENT**

**BACKGROUND** – The cultural resource assessment is planned for Rock Bluff Tract located at 6560 NW CR 340, Bell, Florida in Gilchrist County. The assessment is divided into two (2) tasks:

- Task 1 - Define High and Low Probability Zones
- Task 2 - Phase I Cultural Resource Assessment

For these assessments, the term "cultural resources" refers to any prehistoric or historic archaeological sites, historic structures (including railroad trams), historic landscapes, and related features that contribute to or embody our Nation's heritage. They are collectively referred to as historic properties or cultural resources and are nonrenewable. Significant historic structures and associated properties are, with some exception, fifty or more years old. An archaeological site is an area of past human activity, including villages, burial mounds, cemeteries, campsites, resource procurement areas, special use structures such as houses, forts, earthworks, and public meeting places, as well as structural remains, wells, trash pits, post holes, campfires, and other associated remains and features.

### **TASK 1: DEFINE HIGH AND LOW PROBABILITY ZONES FOR THE ROCK BLUFF SPRINGS TRACT**

The Suwannee River Water Management District (District) is requesting a bid for a High Probability Zone Cultural Resource Assessment for the Rock Bluff Springs Tract. The assessment is for approximately one hundred sixty-nine (169) acres. The resultant product will display high probability zones and master site files in an ARCVIEW GIS format compatible with the District ARCVIEW GIS system. A Master Site List documenting all sites found and predicted will also be included.

The assessment will begin with a research of the Florida Master Site File (FMSF) records at the Division of Historical Resources (DHR) to identify previously recorded historic and prehistoric archaeological sites in Suwannee River Basin. Additional data will be sought from other state agencies as needed. Data collection tasks will include the following:

1. The District will provide the following spatial data layers from state agencies or other sources.
  - USGS Quadrangles DRGs
  - Topography

- Hydrology
  - Soils
  - Wetlands/Uplands (NWI)
2. The District will provide boundary polygons for each of the areas to be assessed.
  3. The Contractor will secure the following data layers from the Florida Master Site File (FMSF).
    - Sites
    - Structures
    - Previously Surveyed Areas
    - Bridges
    - Cemeteries
  4. The Contractor will create a specific data layer displaying high probability zones with fields and attributes created collaboratively between the contractor and the District.
  5. The contractor will provide the District with an original report, three copies; submit a copy to the Division of Historical Resources, and a digital copy. The digital copy will be ADA compliant
  6. Production of various 8 ½" x 11" or 11" x 17" maps and a CD with shapefiles, PDF files, and all tables in a Microsoft Excel spreadsheet for the final report. Projections would be in NAD 83/2011, Florida State Plane North, in feet. Metadata will be provided in the FGDC Classic format including a description of each data field.

High probability zones will be defined based on environmental variables (elevation, soil drainage, proximity to water, etc.), coupled with knowledge of previously recorded site locations. These will be shown in a GIS-based map and included on paper in the report. The project report will be prepared to meet applicable state and federal standards regarding content and quality. The report will detail the assessment results and put forth recommendations for further study and management considerations. A list of all sites that are keyed and attributed to GIS to the mapped locations will be included in the report and a survey Log Sheet will be created for submittal to the DHR with a copy of the report.

## **TASK 2: PHASE I CULTURAL RESOURCE ASSESSMENT**

The District is requesting a bid for Phase 1 Cultural Resource Assessment for thirty-three (33) acres on lands the District- owned Rock Bluff Springs Tract. The assessment will include two areas: thirty-two (32) acres of uplands and one (1) acre at the springs. The assessment is to determine cultural resources that may be present and potentially impacted prior to building and improvements. See the attached map. The requested work is to include the collection of archaeological data and the preparation of a report detailing the assessment results and putting forth recommendations for management considerations or further study that may be needed. The area to be assessed may be reduced to a smaller area.

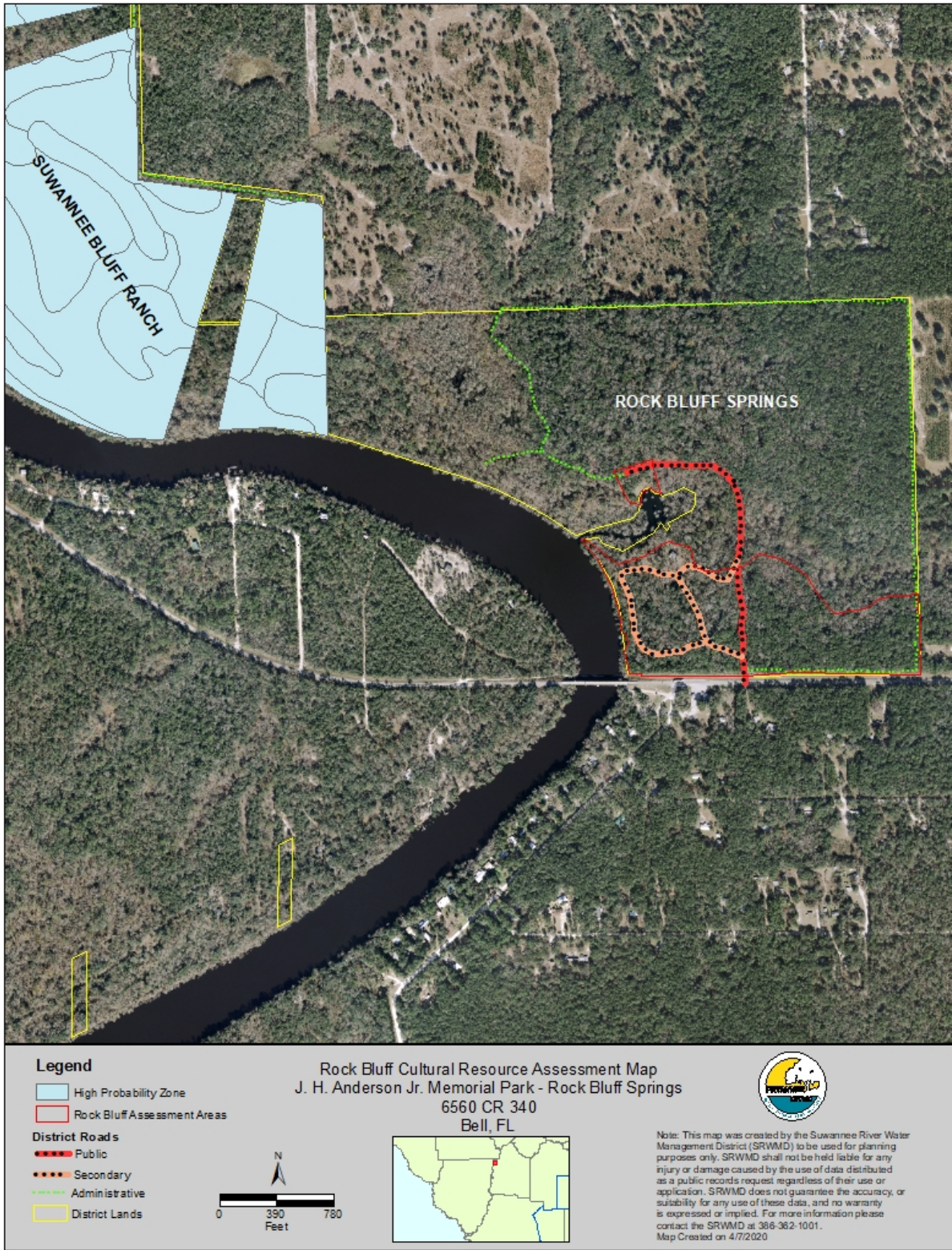
The assessment will begin with a research of the Florida Master Site File (FMSF) records at the Division of Historical Resources (DHR) to identify previously recorded historic and prehistoric archaeological sites in the study area. The Contractor will record all newly found sites and submit the proper forms to DHR to be listed in the Florida Master Site File.

The project report will be prepared to meet applicable state and federal standards regarding content and quality. The report will detail the assessment results and put forth recommendations



for management considerations or further study. The report will be submitted in hardcopy and an electronic copy on CD that is compatible with Microsoft Office or Adobe PDF programs.

# CULTURAL RESOURCE PROJECT AREA - LOCATION MAP



**SECTION 6: BID RESPONSE FORMS AND PROJECT COST SCHEDULE**

**TITLE PAGE**

(Should be the first page of bid document)

---

Company Name

---

Owner/Managing Partner

---

Address

---

City, State, Zip Code

---

Telephone Number

---

Fax Number

---

Email address

---

Contract Manager

---

Telephone Number

---

Fax Number

---

Email address

**Rock Bluff Springs Tract Cultural Resource Assessment**

<b>Task #</b>	<b>Description</b>	<b>Cost</b>
Task #1	Define high and low probability zones	
Task #2	Phase I Cultural Resource Assessment	

**Total Project Cost**

<b>Total</b>
\$

District reserves the right to adjust the quantities given on the Project Cost Schedule to suit actual field conditions. These quantities reflect the quantities anticipated from June 1, 2020 – September 30, 2020 but are not guaranteed.

Company: \_\_\_\_\_

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

FOR THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT

Submitted: \_\_\_\_\_  
(Date)

By: \_\_\_\_\_  
(Firm Name)

Gentlemen:

The undersigned, as Bidder, hereby declares that the only person or persons interested in this bid as principal or principals is or are named herein and that no person other than herein mentioned has any interest in this bid or in the agreement to be entered into; that this bid is made without connection with any other person, company or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud. Bidders represent to District that, except as may be disclosed in Addendum hereto, no officer, employee or agent of District has any interest, either directly or indirectly, in the business of the bidders to be conducted under this Agreement, and that no such person shall have any such interest at any time during the term of the Agreement, should they be awarded the bid.

The Bidders further declares that they have examined the documents and informed themselves fully in regard to all conditions pertaining to the work to be done; that they have examined the specifications for the work and other contract documents relative thereto and have read all of the Addenda furnished prior to the opening of the bids, as acknowledged below; and that they have satisfied themselves relative to the work to be performed.

The Bidders agrees, if this bid is accepted, to contract with District; to furnish everything necessary to complete the work covered by this bid and other contract documents for District through September 30, 2020; and to furnish the required evidence of the specified insurance listing District as an additional insured.

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

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

**SIMILAR PROJECTS**

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

Please complete the forms below that show completed projects over the past five years that are related to the scopes of services described herein. Include information on the equipment and labor used, the names of personnel assigned to each, name of the agencies/companies for whom the work was performed, and a contact person and telephone number:

COMPLETED PROJECT:

AGENCY/COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(month/year) (month/year)

COST OF PROJECT \$ \_\_\_\_\_

NAMES OF PERSONNEL ASSIGNED TO PROJECT: \_\_\_\_\_

COMPLETED PROJECT:

AGENCY/COMPANY: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(month/year) (month/year)

COST OF PROJECT \$ \_\_\_\_\_

NAMES OF PERSONNEL ASSIGNED TO PROJECT: \_\_\_\_\_

Make copies and attach additional sheets for additional work examples.

**REFERENCES**

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

Please provide names/addresses/telephone numbers of three clients who can attest to your experience as it relates to the tasks provided in the Scope of Services attached. (These references should not include the District.)

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_