

SUWANNEE RIVER WATER MANAGEMENT DISTRICT REQUEST  
FOR QUALIFICATIONS  
NO. 19/20-001 BCS  
FEMA RISK MAP PROGRAM SUPPORT

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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) is requesting sealed qualifications from contractors to assist the District in the development of its fully integrated floodplain management program for the implementation of FEMA's Risk MAP Program. The District has been a Cooperating Technical Partner (CTP) implementing the Federal Emergency Management Agency (FEMA) Map Modernization and Risk MAP programs for almost 20 years. On a 5-year cycle, the District requests qualifications from consultants to assist the District with this program.

## SECTION 2 - PROPOSED SCHEDULE

September 18, 2019	Release of Request for Qualifications (RFQ)
October 24, 2019	Qualifications due prior to 11:00 a.m. Opening will occur at this time. *
December 12, 2019	Selection Committee meeting, 2:00 p.m.*
January 14, 2020	Request for Governing Board Approval of Recommended List. *

\* Denotes a public meeting. All meetings will be held at District Headquarters located at the corner of U.S. 90 and C.R. 49 in Live Oak, Florida. All times are Eastern Standard/Daylight Savings Time.

## SECTION 3 - INSTRUCTIONS TO RESPONDENTS

1. Respondents are required to complete and submit Section 6, "Qualification Documents", prior to 11:00 a.m., EST on October 24, 2019. Qualifications received after this date and time, for any reason, will be rejected.
2. To provide equal opportunity and ensure the same information is provided to all RESPONDENTS, any questions should be submitted by e-mail to Gwen Lord, Senior Procurement Specialist at [Gwen.Lord@srwmd.org](mailto:Gwen.Lord@srwmd.org) before 5:00 p.m., September 27, 2019. Questions with answers will be posted on the District website [www.mysuwanneeriver.com](http://www.mysuwanneeriver.com), October 4, 2019. Questions cannot be answered via telephone or other verbal communication.
3. Delivery of Qualifications: One original, one digital copy (meeting ADA accessibility requirements) on a thumb drive, and three hard copies of the Qualification Documents shall be sent in one envelope to:

Tilda Musgrove, Business Resource Specialist  
Suwannee River Water Management District  
9225 County Road 49  
Live Oak, Florida 32060

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.

**ALL COPIES MUST BEAR A SIGNATURE MATCHING THE SIGNATURE OF THE ORIGINAL.**

4. Qualification packages must be as described above. Facsimile or e-mail transmittals of qualifications will not be accepted.
5. All qualifications packages shall be submitted in sealed envelopes with the following clearly marked in large, bold and/or colored lettering.

RFQ No. 19/20-001BCS  
FEMA Risk Map Program Support Qualifications  
Opening October 24, 2019  
11:00 a.m.

Qualifications packages delivered in an envelope not properly marked with the request number, opening date and time will be considered non-responsive and any such submittals that are inadvertently opened by District personnel will not be considered. Statements of Qualifications shall be hand-delivered or mailed. Respondents submitting via mail or courier should allow for delivery the day prior to due date as no common carrier guarantees next day delivery to District headquarters.

**SECTION 4 - KEYPOINTS**

The District will select one Program Management Consultant (PMC) and three Product Production Consultants (PPC). The PMC will perform program management in accordance with District requirements, FEMA program management policies, procedures and requirements as well as activities as described in the Mapping Activities Statement (MAS), Community Outreach and Mitigation Strategies (COMS) Statement of Work (SOW), and the Program Management (PM) SOW. In addition, the PMC may perform Discovery and/or Quality Assurance and Quality Control in accordance with the FEMA requirements as listed above. The PPCs will perform all other activities as required by FEMA and the MAS to produce a finished product, carry the MAS to completion and complete any requirement as established by FEMA or the District.

Evaluation by District Selection Committee: The District Selection Committee (DSC) composed of three persons will select, in order of preference, no fewer than two PMC firms and four PPC firms deemed to be the most highly qualified to perform the required services. Each member shall rank no more than five firms for each category. Submittals will be evaluated by the DSC based upon the criteria and weighting set forth in "EVALUATION CRITERIA." The Selection Committee members will meet in a duly noticed public meeting to discuss the Submittals and their individual evaluations. Responses will be scored and ranked 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.

The individual rankings of each of the DSC members will be totaled to produce a composite score. The Highest possible composite score is 15. The two PMC firms and four PPC firms receiving the highest composite scores will constitute the short list for the purpose of commencing negotiation of a contract.

For the PMC, should the District be unable to negotiate a satisfactory contract with the firm considered to be the most qualified for the PMC Consultant listed above, at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm will be terminated and the District will then undertake negotiations with the second most qualified firm. Should the District be unable to negotiate a satisfactory contract with any of the ranked firms, the District may select additional firms in the order of their competence and qualification and continue negotiations until an agreement is reached for the one contractual position or the District may, at its option, terminate all negotiations and re-solicit.

For the PPC, should the District be unable to negotiate a satisfactory contract with the firm considered to be the most qualified for either of the proposed contractual Consultants listed above, at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm will be terminated and the District will then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the District will then terminate negotiations and undertake negotiations with the third most qualified firm. Failing accord with the third most qualified firm, the District will then terminate negotiations and undertake negotiations with the fourth most qualified firm. Failing accord with the fourth most qualified firm, the District will then terminate negotiations and undertake negotiations with the fifth most qualified firm. Should the District be unable to negotiate a satisfactory contract with any of the ranked firms, the District may select additional firms in the order of their competence and qualification and continue negotiations until an agreement is reached for the four contractual positions or the District may, at its option, terminate all negotiations and re-solicit.

#### Reservation of Rights

The District reserves the right to reject all proposals with or without cause. The District reserves the right to waive technical errors or deficiencies within submitted proposals. The District reserves the right to modify the time frames within this solicitation as deemed necessary by the District and such changes will be posted on the District's website. The District reserves the right to modify the anticipated scope of work as defined in this solicitation provided that such modification are natural and necessary extensions of the original anticipated scope of work.

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 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), 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."**

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), 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 the District at 386.362.1001 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. 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.

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

Equitable Distribution of Contracts: The District may evaluate recent, current and projected workloads of respondents and the volume of work previously awarded each respondent by District with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principal of selection of the most highly qualified firms.

Drug Free Workplace Act: The selected respondent shall represent 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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 following 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:

- 1) 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
- 2) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
  - a) 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
  - b) Is engaged in business operations in Cuba or Syria."

Insurance Requirements: If awarded, respondent shall represent and guarantee that all employees, agents, servants or representatives of the respondent, and all agents, servants, employees or representatives of subcontractors are covered by workers' compensation insurance as required by law. 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 2 and 3 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:

- 1) Workers' compensation insurance as required above;
- 2) Motor vehicular liability insurance with limits of not less than \$300,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by respondent to provide the services requested by District;
- 3) General liability insurance for all services rendered by respondent for the requested services with a minimum of \$300,000 personal and advertising injury and \$300,000 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.

Disqualification of Respondents: Any of the following causes will be considered as sufficient grounds for disqualification of a Respondent and rejection of the submittal.

- 1) 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.
- 2) Submission of more than one Submittal for the same subject matter by an individual, firm, partnership, or corporation under the same or different names;
- 3) Evidence of collusion among Respondents;
- 4) Submission of materially false information with the Submittal;
- 5) Information gained through checking of references or other sources which indicates that Respondent may not successfully perform the Work;
- 6) Respondent is failing to adequately perform on any existing contract with the District;
- 7) Respondent has defaulted on a previous contract with the District;
- 8) The evidence submitted by Respondent, or the District's investigation of Respondent, fails to satisfy the District that Respondent is properly qualified to carry out the obligations of the Agreement in a manner acceptable to the District and within the time period specified;
- 9) The Respondent must provide the DUNS and CAGE Code Number of the primary and all subconsultants in the submittal.
- 10) Any other cause that is sufficient to raise doubt regarding the ability of a Respondent to perform the Work in a manner that meets the District's objectives for the Work.

Rejection of Responses: Pursuant to Rule 408-1.812, Florida Administrative Code, the District reserves the right to reject any and all qualifications or other proposals submitted in response to District invitation.

## **SECTION 5 - SCOPE OF SERVICES**

Selected firms will be expected to perform some, or all of the tasks listed under the various responsibilities listed in the MAS, COMS SOW and PM SOW, or FEMA program requirements each year for the life of the grant. In addition, any additional reports, submittals or work requested by the District when such request is for the sole and explicit purpose of managing or submitting information as requested by or for the Risk MAP program.

The District is also seeking firms who have knowledge and working experience with LiDAR. These firms should understand the State of Florida and FEMA LiDAR specifications and be able to conduct LiDAR acquisition, processing, quality control, mapping, and analysis.

Firms do not have to be qualified in all areas of responsibility reflected in each of the MAS, COMS SOW or PM SOW. Firms shall only submit qualifications for those areas they have experience and expertise in.

After the firms are selected, the District will begin negotiations with such firms to decide which tasks will be performed by the District and which tasks will be provided by the selected firms.

## **SECTION 6 – QUALIFICATION DOCUMENTS**



RFQ 19/20-001 BCS  
Qualifications Response Form

(Page 1 of 2)

Respondents are required to complete and submit this form. One original, one thumb drive and three (3) copies shall be delivered in one envelope as discussed in Section 3. PLEASE USE ADDITIONAL SHEETS AS NECESSARY

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

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

State Certification# \_\_\_\_\_ Telephone: \_\_\_\_\_

DUNS # \_\_\_\_\_ CAGE Code# \_\_\_\_\_

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

Website: \_\_\_\_\_

Point of Contact for this submittal: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Subcontractor Firm(s) \_\_\_\_\_

State Certification# \_\_\_\_\_ Telephone: \_\_\_\_\_

DUNS # \_\_\_\_\_ CAGE Code# \_\_\_\_\_

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

Website: \_\_\_\_\_

Subcontractor Firm(s) \_\_\_\_\_

State Certification# \_\_\_\_\_ Telephone: \_\_\_\_\_

DUNS # \_\_\_\_\_ CAGE Code# \_\_\_\_\_

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

Website: \_\_\_\_\_

Please indicate which type of consultant for which you wish to be considered PMC / PPC (circle one):

Have you previously done work for the District? Yes \_\_\_ No \_\_\_\_\_. If Yes, explain.

Are you currently under contract with or have been selected on a services shortlist for the District? Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, explain

Have you worked on a MAS, COMS SOW or PM SOW for any other agencies/ states? Yes \_\_\_ No \_\_\_. If Yes explain

Have you previously done work for, or do you currently represent any clients who may cause a

potential conflict of interest if you are selected as a contractor for the District? Yes \_\_\_\_\_  
No \_\_\_\_\_ If Yes, list clients and nature of conflict:

Is your company eligible for veteran's preference? Yes \_\_\_\_\_ No \_\_\_\_\_

Please include supporting documentation.

Are you a minority Business or Enterprise? Yes \_\_\_\_\_ No \_\_\_\_\_

Please include supporting documentation

Please provide any other information about your firm that may assist the District in evaluating your qualifications.

QUESTIONNAIRE

NOTE: Completed Questionnaire and Experience forms are recommended but not required. If preferred, the requested information may be submitted in an alternate format. Questionnaire shall include information about the key personnel to be used for these services.

Project Manager Name: \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

I. Educational Background:

School attended: \_\_\_\_\_

Degree obtained: \_\_\_\_\_

A) Professional Designations:

1) \_\_\_\_\_ Year \_\_\_\_\_

2) \_\_\_\_\_ Year \_\_\_\_\_

3) \_\_\_\_\_ Year \_\_\_\_\_

4) \_\_\_\_\_ Year \_\_\_\_\_

B) Recent courses/seminars attended:

1) \_\_\_\_\_ Year \_\_\_\_\_

2) \_\_\_\_\_ Year \_\_\_\_\_

3) \_\_\_\_\_ Year \_\_\_\_\_

4) \_\_\_\_\_ Year \_\_\_\_\_

C) Recent courses/seminars taught:

1) \_\_\_\_\_ Year \_\_\_\_\_

2) \_\_\_\_\_ Year \_\_\_\_\_

3) \_\_\_\_\_ Year \_\_\_\_\_

4) \_\_\_\_\_ Year \_\_\_\_\_

D) Additional information regarding educational background

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

II. Other background information:

A) I (have) (have not) attached a personal resume.

General: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPERIENCE  
(Last Five Years)

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

Name of Project: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_(mm/yy) Completion Date: \_\_\_\_\_(mm/yy)

Cost of Project \$ \_\_\_\_\_

Names of Personnel Assigned to Project: \_\_\_\_\_

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Name of Project: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_\_(mm/yy) Completion Date: \_\_\_\_\_(mm/yy)

Cost of Project \$ \_\_\_\_\_

Names of Personnel Assigned to Project: \_\_\_\_\_

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REFERENCES

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

(Names and contact information of three clients who can attest to your experience as it relates to the tasks provided in the RFQ attached).

Agency/Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## EVALUATION CRITERIA

CRITERIA- FEMA Risk MAP PROGRAM RFQ		
FIRM:		SCORE
	Women owned Business (YES/NO) Minority Owned Business (YES/NO) Veteran Owned Business (YES/NO)	
1	Submittal is complete with all pertinent information provided. Maximum score 5 points	
	All required and recommended information was provided in a manner that allows the selection committee to review the provided information and make an informed decision. All information provided for the primary firm is also provided for sub-contractors.	
2	Technical qualifications, education and experience of key personnel. Maximum score 40 points	
	Key personnel, from the primary and sub-contractor firms, have a understanding of the requested services and are qualified through education, qualifications, certifications, licenses and experience to perform the expected scope of work for the proposed work.	
3	Relevant experience and performance of similar projects from other agencies. Maximum score 40 points	
	Respondent has provided examples of similar projects from other agencies which provide reasonable assurance that that they have performed and completed those projects, within scope, budget and time. Reference letters help with scoring but are not required.	
4	Location of project manager within the District's boundary or, if not, within the state. Maximum score 10 points	
	More consideration will be given to Respondents for which the primary or subcontractor has an office within the state. More consideration will be given to Respondents which have the project manager for the primary or subcontractor located within the State. Higher consideration will be given to Respondents for which the primary of subcontractor has an office within the District. Higher consideration will be given to Respondents which have the project manager for the primary or subcontractor located within the District.	
5	Quality of previous District work and successful completion of projects. Maximum score 5 points	
	Consideration will be given to respondents whom have provided high quality work and completed tasks on time, on scope and within budget. Responsiveness of project managers and dedication to complete projects are considered	
	TOTAL	/100
	Signature:	