

**THE GOVERNING BOARD OF THE  
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT  
STRUCTURE INSPECTIONS - UNDERWATER DIVING SERVICES  
REQUEST FOR QUALIFICATIONS 34833**

The Governing Board of the St. Johns River Water Management District (the “District”), requests that interested parties respond to the solicitation below by 2:00 p.m., September 26, 2019. Further information is available through Onvia DemandStar at *Demandstar.com* [(800) 711-1712], Vendor Registry at *Vendorregistry.com*, or the District’s website at *sjrwmd.com*. Solicitation packages may be obtained from Onvia DemandStar, Vendor Registry, or the District by calling or emailing Amy Lucey, Procurement Specialist, at 321-409-2156 or *ALucey@sjrwmd.com*. Responses will be opened in the Manatee Conference Room, Palm Bay Service Center, 525 Community College Parkway, Palm Bay FL 32909.

The Consultant shall provide an underwater inspection team assisted by qualified divers to inspect all structure elements which are primarily below-water. The underwater inspection team shall include individuals qualified by experience and training in the inspection, design, construction and understanding of the operation of flood control structures. A minimum of one (1) member of the inspection team shall be a professional engineer licensed in the State of Florida under Chapter 471, Florida Statutes. The professional engineer, as a member of the inspection team, shall be responsible for the overall underwater inspection findings and recommendations. All dive operations shall meet the requirements and qualifications of 29 CFR 1910 Subpart T Commercial Dive Operations. Underwater inspectors must be familiar with the principles of general civil, geotechnical, structural, electrical and mechanical engineering.

The estimated budget for the project is \$300,000.00.

Special accommodations for disabilities may be requested through Amy Lucey, Procurement Specialist, at 321-409-2156 or by calling (800) 955-8771 (TTY), at least five business days before the date needed.

The District’s Evaluation Committee will meet at the Palm Bay Service Center at 525 Community College Parkway, Palm Bay, Palatka, Florida 32909, to evaluate and rank Submittals as follows:

- 10:00 a.m., on October 3, 2019, to  
Review the evaluation criteria and responsibilities of the evaluators
- 10:00 a.m. October 9, 2019 to,
  - Discuss the responses
  - Finalize the ranking
- 10:00 a.m., November 14, 2019 to
  - Negotiate professional fees and project costs with the top-ranked Respondent as authorized by the District’s Governing Board at its November 12, 2019 meeting

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**INSTRUCTIONS TO RESPONDENTS**

**1. DEFINITIONS**

The definitions of capitalized terms used in this solicitation that are not otherwise defined herein can be found in the sample contract document (the “Agreement”) that is at the end of these instructions. The Agreement includes these Instructions to Respondents, any addenda published by the District, the submittal provided by Respondent (the “Submittal”), and all required certifications and affidavits.

**2. CONTRACT ADMINISTRATION**

All inquiries related to this solicitation may only be directed to the Procurement Specialist:

Amy Lucey, Procurement Specialist Phone: 321-409-2156 Fax: 321-722-5357 Email: ALucey@sjrwmd.com
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Between the release of this solicitation and the posting of the notice of intended decision, Respondents to this solicitation or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this solicitation, except the procurement employee listed above. Violation of this provision is grounds for rejecting a response.

**3. WHERE TO DELIVER SUBMITTAL**

The Submittal must be submitted in a sealed envelope to:

Amy Lucey, Procurement Specialist Palm Bay Service Center St. Johns River Water Management District 525 Community College Parkway, Palm Bay, FL 32909
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Respondents must clearly label the Submittal envelope with **large bold, and/or colored lettering (place label on inner envelope if double sealed)** as follows:

SEALED SUBMITTAL — DO NOT OPEN Respondent’s Name: _____ Request for Qualifications: 34833 Opening Time: 2:00 p.m. Opening Date: September 26, 2019
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**4. OPENING OF SUBMITTALS**

Respondents or their authorized agents are invited to attend the opening of the Submittals at the following time and place:

2:00 p.m., September 26, 2019 St. Johns River Water Management District Palm Bay Service Center 525 Community College Parkway, Palm Bay, FL 32909
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The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts sealed Submittals from inspection and copying until such time as the District provides notice of an intended decision pursuant to

§120.57(3)(a), Fla. Stat., or until 30 days after opening of bids, proposals, submittals, or final replies, whichever is earlier. This exemption is not waived by the public opening of the Submittals.

Unless otherwise exempt, Respondent's Submittal is a public record subject to disclosure upon expiration of the above exemption period. If any information submitted with the Submittal is a trade secret as defined in §812.081, Fla. Stat., and exempt from disclosure pursuant to §815.04, Fla. Stat., Respondent must clearly identify any such material as "CONFIDENTIAL TRADE SECRET" in its Submittal and explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a Submittal for excessive or unwarranted assertion of trade secret confidentiality and return the Submittal to Respondent.

## 5. PREPARATION AND ORGANIZATION OF SUBMITTALS

Respondent must provide its Submittal in electronic format. The instructions for electronic format are listed below.

1. Respondents must submit the following fully completed documents on reproduced copies of the attached forms provided in FORMS:
  - a. Submittal Form
  - b. Certificate as to Corporation
  - c. Affidavit as to Non-collusion and Certification of Material Conformance with Specifications
  - d. Qualifications (General, Similar Projects, Client References, Subcontractors, and other required qualification forms)
  - e. Drug-Free Workplace Form (not required unless there is a tie)
2. Copy of Professional Engineering License
3. All blank spaces on the Submittal Form shall be typed or legibly printed in ink.
4. Respondents shall provide and complete the following forms and questionnaires, and include them in their Submittal under the tabs identified below (responses to the forms and questionnaires can be submitted on reproduced copies):

Tab 1: Firm's and subcontractors' capabilities to conduct work as presented in the Statement of Work

- a) Certificate as to Corporation Form
- b) Affidavit as to Non-Collusion and Certification of Material Conformance with Specifications
- c) Qualifications Form — General
- d) Qualifications Form — Similar Projects
- e) Subcontractors Form
- f) Drug-Free Workplace Form (not required unless there is a tie)
- g) Qualification Form — Client References
- h) Letters of reference from two of the client references
- i) Has Respondent been certified by the state of Florida's Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise
- j) Has the applicant been certified as a small business, and if so, who provided the certification?
- k) Number of employees currently employed by Respondent and its subconsultants; and Respondent's and its subconsultant's average annual volume of work for the past three years

In addition to the above forms, the Respondent is responsible for providing evaluative documentation that it and its subcontractors (if any) possesses the qualifications, background, and experience necessary to perform the Work, including but not limited to:

- a) The principles of general civil, geotechnical, structural, electrical and mechanical. and the means for performing underwater structure inspections within designated time limits
- b) Detail experience of the firm and key personnel (assigned to this project), and any subcontractors, in similar projects. Describe current and completed work performed by firm and key personnel on similar projects or projects that have utilized alternative methodologies, specifically:
  - 1) Details on experience in obtaining, processing and delivering end products . . . . .
  - 2) Details on experience in obtaining, processing and delivering end products . . . . .
  - 3) Etc.....
- c) With regard to similar completed and current work, provide a written synopsis on
  - 1) problems encountered
  - 2) solutions employed to resolve problems, and
  - 3) lessons learned and how to avoid these issues in the future

Tab 2: Past and present experience on projects of this type

No forms are provided for this criterion — however, the Respondent is responsible for providing information to document its and its subcontractors' past and present experience

Tab 3: Project Management

No forms are provided for this criterion — however, the Respondent is responsible for providing evaluative documentation that

- a) Demonstrates it has the necessary project management skills and contingency procedures to assure the District that it is capable of successfully performing the Work in a timely and cost-effective manner within the established budget
- b) Details the recent, current and projected workloads of the firm and what impact these workloads will have on the performance of the Work on this contract; and
- c) Justifies the Respondent's technical approach for performing the Work, whether through traditional means (\_\_\_\_\_) or through novel means (alternative \_\_\_\_\_ methodologies). All things being otherwise equal, those Respondents who include well-reasoned and thoroughly vetted approaches and who will guarantee results within the accuracy or tolerances required by the Statement of Work, will receive higher scores.

Tab 4: Location of managing firm/project manager relative to:

Location of Respondent's company shall be judged in relation to the project area and higher consideration will be given to those that are in closer proximity due to the requirement for timely fieldwork.

Tab 6: Volume of District work previously awarded to Respondent

No forms are provided for this criterion — however, the Respondent is responsible to submit documentation as to the volume of work (in dollars) awarded by the District to firm in the past three years, including contracts, work orders and purchase orders.

Tab 7: Additional Information:

Standard brochures and specifications may be submitted as additional material, but shall not be submitted as the primary qualification data (information included under this tab will not receive a score).

5. Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications. Each section shall be evaluated separately on its own merit.
6. Respondent must follow all procedures for electronic submission or the Respondent's Submittal may be determined as "non-responsive" and rejected.
7. Unless directed otherwise, all information required by the solicitation, including the forms and questionnaires listed under Item "A" above must be completed (typed or hand written) and included in the submission in electronic format (forms must be completed and converted/scanned to PDF format (Adobe).
8. All of the forms and questionnaires in the Request for Qualifications package are available upon request in Microsoft® Word to aid the Respondent in providing its Submittal in electronic format.
9. The file-naming conventions for the Submittal shall include:
  - a) Submittal: RFQ # Respondent's name (abbreviated) Due Date  
(Example: RFQ \_\_\_\_\_ ABC Company 11-11-15)
10. The Submittal must include a separator page between each "Tabbed" section:
  - a) Example: Tab 1 – Background and Qualifications
11. All electronically submitted files shall be saved to a single CD or pin/thumb/jump drive. The CD or pin/thumb/jump drive **MUST** be placed in a sealed envelope pursuant to the instructions under Item 3 for sealed responses – **DO NOT SUBMIT YOUR RESPONSE BY EMAIL — THIS WILL RESULT IN THE SUBMITTAL BEING REJECTED AS NON-RESPONSIVE.**

**If you need assistance or have any questions about the format, please email or call Amy Lucey at ALucey@sjrwmd.com or 321-409-2156.**

In the event you decline to submit a Submittal, the District would appreciate Submittal of the "No Response Form" provided at the end of the "FORMS" section to describe the reason for not submitting a Submittal.

**6. INQUIRIES AND ADDENDA**

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. In order 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.

Every request for a written interpretation or correction must be received at least nine days prior to opening of Submittals in order to be considered. Requests may be submitted by fax at 321-722-5357 or by email at ALucey@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by Onvia DemandStar and Vendor Registry to all prospective Respondents (at the respective addresses furnished for such purposes) no later than five days before the opening of Submittals.

Submission of a Submittal 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 Submittal, as submitted. All addenda become part of the Agreement.

**7. BUDGET**

The estimated budget for the Work is \$300,000.00. The above amount is an estimate only and does not limit the District in awarding the Agreement. Respondents are cautioned to not make any assumptions from the budget estimate about the total funds available for the Work. The District retains the right to adjust the estimate in awarding the Agreement. The District also reserves the right to reject all Submittals if subsequent negotiations with qualified Respondents result in costs over this estimated budget amount. 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 Work with Respondents and make such modifications as it determines to be in its best interest.

**8. MINIMUM QUALIFICATIONS**

Respondent must use the "Qualification" forms (General, Similar Projects, and Client References) provided in these documents to document the minimum qualifications listed below. Failure to include these forms with the Submittal may be considered non-responsive.

- a. Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least two projects of a similar nature (Underwater structure inspections) within the three years immediately preceding the date for receipt of Submittals. Each project must have had a project value of at least \$10,000.00.
- b. Respondent's underwater inspection team shall include individuals qualified by experience and training in the inspection, design, construction and operation of licensed flood control structures. At least one member shall be a professional engineer licensed in the State of Florida under Chapter 471, Florida Statutes.
- c. Respondent must have no less than five years of experience on projects of the nature specified above.
- d. Respondent must provide three client references. Up to two of the client references may be from the similar projects listed in response to subparagraph (a), above. No more than one of the references may be from completed District projects. If a District project is cited, do not request a letter from District staff. The Evaluation Committee will use the project's closeout documents in lieu of a letter of reference and may consult with the District project manager.

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 within the time period specified.

**9. SIGNATURE AND CERTIFICATION REQUIREMENTS**

An individual submitting a Response must sign his/her name therein and state his/her 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.

#### **10. 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;
- d. Submission of materially false information with the Submittal;
- e. Information gained through checking of references or other sources which indicates that Respondent may not successfully perform the Work;
- f. Respondent is failing to adequately perform on any existing contract with the District;
- g. Respondent has defaulted on a previous contract with the District;
- h. 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;
- i. 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.

#### **11. REJECTION OF SUBMITTALS**

Submittals must be delivered to the specified location and received before the Submittal opening 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.

#### **12. 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.

#### **13. EVALUATION AND AWARD PROCEDURES**

- a. Submittals will be evaluated by a staff Evaluation Committee based upon the criteria and weighting set forth in "EVALUATION CRITERIA." The committee members will meet at District headquarters or other location as appropriate to discuss the Submittals and their individual evaluations. Each committee member completes an evaluation form, from which the overall ranking



of Submittals is compiled. Evaluation forms may be submitted at or subsequent to the Evaluation Committee meeting. If it is determined that it will assist the committee's evaluation for some or all Respondents to make an oral presentation, such presentations will be scheduled at District headquarters or other location as appropriate.

- b. Section 286.0113, Fla. Stat., 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 bids, proposals, submittals, 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 Fla. Stat., 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. Following the evaluation process, the District will submit the final ranking of Submittals to the Governing Board for approval, except for those instances in which the authority to approve and execute the Agreement has been delegated by the Governing Board to the Executive Director, or designee. All Respondents will be notified in writing of the Evaluation Committee's final ranking of Submittals.
- e. 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.
- f. Contract negotiations will then commence with the Respondent submitting the highest-ranked Submittal. If negotiations fail with the highest-ranked Respondent, negotiations will proceed with the other Respondents in ranked order.
- g. The Agreement will be awarded to the Respondent having the highest ranked Submittal, which successfully concludes negotiations with the District (the "Successful Respondent"). The Agreement may be modified based on the District's acceptance of any alternatives listed in this Request for Qualifications that the District deems in its best interest.
- h. If two or more Submittals are equal in all respects, the Agreement will be awarded as follows: (1) to the Respondent that certifies compliance with §287.087, Fla. Stat., via the Drug-Free Workplace Form; (2) to a Respondent university in the State University System pursuant to §373.63, Fla. Stat.; or (3) by lot.
- i. The District reserves the right to award the Agreement to the next highest ranked and available Respondent in the event the Successful Respondent fails to enter into the Agreement, or the Agreement with said Respondent is terminated within 90 days of the effective date.
- j. All Respondents will be notified of the District's intent to award or decision to award the Agreement. For the purpose of filing a protest under §120.57(3), Fla. Stat., the time period will commence as provided in "NOTICES AND SERVICES THEREOF."

**14. EVALUATION CRITERIA**

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

Criteria Note: If the Evaluation Committee determines that the written submittals are sufficient to finalize its rankings of the Respondents, then oral presentations will not be required and the total scores for the written submittals will be used to determine the rankings.	Weight	Written Submittal Raw Score	Written Submittal Weighted Total	Oral Presentation Raw Score	Oral Presentation Weighted Score
<p>1 <b>Firm’s and subcontractors’ capabilities to conduct work as presented in the Statement of Work</b></p> <ul style="list-style-type: none"> <li>• Knowledge of subject and project area</li> <li>• Understanding of problems, objectives and work</li> <li>• Past performance of the firm in general and proposed key project personnel on performance of contracts of this type. Not limited to past work with the District.</li> <li>• Ability to meet District needs and perform work</li> <li>• Equipment and availability</li> <li>• Provide a list of the firm’s projected workload for the duration of the project.</li> <li>• Provide three client references for successfully completed/similar projects similar in structure (<u>Underwater Inspections</u>) during the past (<u>5</u>) years and submit <u>3</u> letters of reference from client references.</li> <li>• Has Respondent been certified by the state of Florida’s Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise</li> <li>• Has the applicant been certified as a small business, and if so, who provided the certification?</li> <li>• Number of employees currently employed by Respondent and its subconsultants; and Respondent’s and its subconsultant’s average annual volume of work for the past three years</li> </ul>	35%				
<p>2 <b>Past and present experience on projects of this type</b></p> <ol style="list-style-type: none"> <li>1. List <u>3</u> projects, for which your firm has provided services which are most related to the type of services required for this project. In determining which projects are most related, consider size and complexity; how many members of the proposed team worked on the projects; and how recently the project was completed/started. List the projects in priority order, with the most related first.</li> <li>2. For each of the above <u>3</u> listed projects, provide the following information: location, construction cost (original GMP and final contract amount), current phase of development, original and actual (or projected) completion date, type of services provided, owner’s contact person and telephone number, and the project manager and telephone number.</li> <li>3. Submit a brief summary (NTE three pages) of the approach Respondent typically uses to accomplish similar projects within similar project timeframes. The summary should include an outline of the steps, methods, and procedures utilized to complete projects as described in the Statement of Work. The approach should reflect previous experience and current knowledge of the specifications, and other project components used in projects such as the one described in the Statement of Work.</li> </ol>	35%				
<p>3 <b>Project Management</b></p> <ul style="list-style-type: none"> <li>o Staff allocation</li> <li>o Management methods</li> <li>o Willingness and ability to meet time/budget constraints</li> </ul>	10%				
<p>4 <b>Location of Respondent’s project manager within the District’s 18-county boundary or, if outside of the boundary, relative to the District’s Palm Bay Service Center</b> The website <i>MapQuest.com</i> (using the “Shortest” route type) should be utilized to determine mileage. The District will award points as follows:</p> <ul style="list-style-type: none"> <li>• Within 0-100 miles of the project area = <b>10 points</b></li> <li>• &gt; 100 but ≤ 200 miles from of the project area = <b>7 points</b></li> <li>• &gt; 200 but ≤ 300 miles from of the project area = <b>4 points</b></li> <li>• &gt; 300 miles from of the project area = <b>0 points</b></li> </ul>	10%				

<p><b>6 Volume of District work previously awarded to Respondent</b>                  Submit documentation as to the volume of work (in dollars) awarded by the District to firm in the past three years, including contracts, work orders, and purchase orders. Points will be allocated from 0 to 10 with Respondents with higher previous awarded contract totals since September 26, 2016, through the submittal date of this RFQ, receiving fewer award points. Respondents with no previous work awards may receive the highest allocation of points (10), while the Respondent with the highest previous work awarded will receive zero points. The District shall rely on its official financial records to resolve any discrepancies. Checks issued by the District on or prior to the date submittals are received shall be included in this total even if Respondent has not yet received the payment.                   The formula for allocation of previous work award points will be calculated as follows: The Respondent with the highest total of previous work awarded represents the Allocation Basis Total (ABT); then, the ABT less the Previous Work Awarded divided by the ABT will be multiplied by 10 (the highest number of points awarded); points allocated will be rounded and expressed in single decimal point level.</p>	10%				
<b>SUBTOTAL (Written Submittal and Oral Presentation)</b>	100%				
<b>WEIGHTED MULTIPLIER</b>			x 80%		x 20%
<b>WEIGHTED SUBTOTAL (Written Submittal and Oral Presentation)</b>					
<b>WEIGHTED SUBTOTAL (Written Submittal Score)</b>					
<b>TOTAL (Weighted Subtotal of both the Written Submittal and Oral Presentation)</b>					
<b>TOTAL</b>	100%				

**15. EXECUTION OF AGREEMENT**

Submittal of a binds the Successful Respondent to perform the Work upon acceptance of the and execution of the Agreement by the District.

Unless all are rejected, a contract substantially in the form included in these documents will be provided to the Successful Respondent, who must execute and return the Agreement to the District within ten days of the date of receipt, 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 the District of the authority of the person or persons executing the Agreement on behalf of Respondent;
- d. All other information and documentation required by the Agreement.

The District will not execute the Agreement until the above documents have been executed and delivered to the District. The Agreement will not be binding until executed by the District. A copy of the fully executed Agreement will be delivered to the Successful Respondent. The District reserves the right to cancel award of the Agreement without liability at any time before the Agreement has been fully executed by all parties and delivered to the Successful Respondent.

Failure upon the part of the Successful Respondent to execute the Agreement or timely submit the required evidence of insurance coverage, or any other matter required by the Agreement, will be just cause, if the District so elects, for the recommended award to be annulled. In such event, the District will be entitled to the full amount of the guaranty, not as a penalty, but in liquidation of and compensation for damages sustained.

**16. EXAMINATION OF AGREEMENT DOCUMENTS AND WORK AREA**

Respondent is solely responsible for being fully informed of the conditions under which the Work is to be performed in relation to existing conditions. Respondent is responsible for carefully examining the general area of the Work, the requirements of the drawings and other contract documents related to the Work, the time in which the Work must be completed, and any other details of the Work. Respondent must satisfy itself from its own personal knowledge and experience or professional advice as to the character of the Work, the conditions and materials to be encountered, the character, quality, and quantities of the Work, and any other conditions affecting the Work, including surrounding land.

Failure to satisfy the obligations of this paragraph will not relieve a Successful Respondent of its obligation to furnish all material, equipment, and labor necessary to perform the Agreement and to complete the Work for the consideration set forth in its Submittal. Any such failure will not be sufficient cause to submit a claim for additional compensation.

No verbal agreement or conversation with any District officer, agent or employee, either before or after the execution of the Agreement, will affect or modify any of its terms.

**17. DIVERSITY**

The District is committed to the opportunity for diversity in the award and performance of all procurement activities. The District encourages its Prime Respondents to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as second and lower tier participants. The District will assist Respondents by sharing information on W/MBEs to encourage their participation.

**18. FLORIDA SALES TAX**

The District is exempt from payment of State of Florida sales tax pursuant to §212.08(6), Fla. Stat. Any tangible personal property that is the subject of this Request for Qualifications is intended to remain tangible personal property and not become part of a public work owned by the District.

**19. PUBLIC ENTITY CRIMES/DISCRIMINATORY VENDORS**

In accordance with §287.133 and §287.134, Fla. Stat., a person or affiliate who has been placed on the convicted or discriminatory vendor lists following a conviction for a public entity crime or placement on the discriminatory vendor list 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 §287.017 for CATEGORY TWO (\$35,000) for a period of 36 months following the date of being placed on the convicted or discriminatory vendor lists.

**20. USE BY OTHER FLORIDA GOVERNMENTAL ENTITIES**

Respondent may provide services to other State of Florida governmental entities pursuant to the terms and conditions of the Agreement. These governmental entities include other water management districts, state of Florida agencies (including members of the state university system and community college system), counties, school boards, municipalities, special districts, and other local public agencies or authorities. References to the St. Johns River Water Management District in the Agreement will be replaced with the purchasing entity and the District will not be a party to any other governmental entity's agreement to purchase. Nor will the District be responsible for payment for any goods or services delivered or performed for any other governmental entity that utilizes Respondent pursuant to this paragraph.

**21. NOTICES AND SERVICES THEREOF**

The District will publish notice of specifications and criteria, including addenda, intended agency decisions, or other matters pertinent to this solicitation on Onvia DemandStar at *DemandStar.com* and Vendor Registry at *vendorregistry.com*. Onvia DemandStar and Vendor Registry may also be accessed through the District's web site at *sjrwm.com*. In addition, the District will post notices of intended agency decisions at the District's headquarters, 4049 Reid Street, Palatka, Florida, Administration Building, Procurement Bulletin Board, on the date the publication is posted on Onvia DemandStar.

Notices that are posted on Onvia DemandStar and Vendor Registry are deemed received at 8:00 a.m. on the next business day following the date posted. Notices that are posted at the District's Procurement Bulletin Board are deemed received at 8:00 a.m. on the next business day following the date of posting. Notices will be posted for a minimum of 72 hours following the time at which they are deemed received. The time period for filing a Notice of Protest pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, commences at the time notices are deemed received.

As a courtesy to Respondents, the District may send copies of the notices of intended agency decisions via email or facsimile to Respondent. These courtesy communications neither constitute official notice nor vary the times of receipt set forth above.

## 22. **PROTEST PROCEDURES**

Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by the procurement methodology described herein, or the specifications or criteria, including addenda, must file a Notice of Protest within 72 hours after receipt of the solicitation documents or addenda.

Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.003, Fla. Admin. Code, any person adversely affected by a District decision or intended decision to award a contract, or to reject all bids, proposals, or qualifications, must file a Notice of Protest within 72 hours after receipt of the decision or intended decision. Pursuant to §120.57(3), Fla. Stat., and Rule 28-110.004, Fla. Admin. Code, the protester must also file with the District Clerk a Formal Written Protest within ten days after the date the Notice of Protest is filed with the District. The Formal Written Protest must state with particularity the facts and law upon which the protest is based. Pursuant to §287.042(2)(c), Fla. Stat., any person who files an action protesting the decision or intended decision must post with the District Clerk at the time of filing the formal written protest a bond, cashier's check, or money order made payable to the St. Johns River Water Management District in an amount equal to one percent (1%) of the estimated contract amount.

No additional time will be added for mailing. All filings must comply with Rule 28-106.104, Fla. Admin. Code, and must be addressed to and received by the District Clerk at the District Headquarters in Palatka, Florida within the prescribed time periods. The District will not accept as filed any electronically transmitted facsimile pleadings, petitions, Notice of Protest or other documents. Failure to file a protest within the time prescribed in §120.57(3), Fla. Stat., or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under chapter 120, Fla. Stat. Mediation under §120.573, Fla. Stat., is not available.

**FORMS**

**SUBMITTAL FORM**

Include this form in the response

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 in the form of the attached Agreement, 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

PROPOSED SUBCONTRACTORS

Include this form in the response

Respondent must identify all portions of the Work Respondent intends to perform through subcontractors.

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

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

\_\_\_\_\_  
Estimated value of Work: \_\_\_\_\_

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

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

\_\_\_\_\_  
Estimated value of Work: \_\_\_\_\_

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

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

\_\_\_\_\_  
Estimated value of Work: \_\_\_\_\_

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

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

\_\_\_\_\_  
Estimated value of Work: \_\_\_\_\_

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

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

\_\_\_\_\_  
Estimated value of Work: \_\_\_\_\_

6. Name and address of subcontractor: \_\_\_\_\_

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

\_\_\_\_\_  
Estimated value of Work: \_\_\_\_\_

CERTIFICATE AS TO CORPORATION

Include this form in the response

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.



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

Include this form in the response

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)

QUALIFICATIONS — GENERAL

Include this form in the response

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 similar Underwater structure inspections is work described in the INSTRUCTIONS TO RESPONDENTS: \_

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.

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

QUALIFICATIONS — SIMILAR PROJECTS

Include this form in the response

Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least two similar projects within the three years immediately preceding the date set for receipt of the response, as described in the INSTRUCTIONS TO RESPONDENTS. Each project shall have had a project value of at least \$\$10,000.00. (Add additional sheet for optional additional completed projects.)

**Completed Project 1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

**Name(s) of assigned personnel:**

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

**Completed Project 2:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Project value: \_\_\_\_\_ Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

**Name(s) of assigned personnel:**

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

QUALIFICATIONS — CLIENT REFERENCE

Include this form in the response

Respondent shall provide three client references, which may include the similar projects listed above. No more than one reference shall be from the District. (For similar projects listed above, simply state “Similar Project No. \_\_\_\_.”)

**Client Reference 1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

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

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

Name of project: \_\_\_\_\_

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

\_\_\_\_\_

Project value: \_\_\_\_\_ Project manager: \_\_\_\_\_

**Client Reference 2:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

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

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

Name of project: \_\_\_\_\_

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

\_\_\_\_\_

Project value: \_\_\_\_\_ Project manager: \_\_\_\_\_

**Client Reference 3:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

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

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

Name of project: \_\_\_\_\_

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

\_\_\_\_\_

Project value: \_\_\_\_\_ Project manager: \_\_\_\_\_

DRUG-FREE WORKPLACE FORM

This form required only in the event of a tie response

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 require 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: \_\_\_\_\_/

NO RESPONSE FORM

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT  
INVITATION FOR BIDS INVITATION TO NEGOTIATE REQUEST FOR PROPOSALS REQUEST  
FOR QUALIFICATIONS Contract Num,

Your reasons for not responding to this Invitation for Bids Invitation to Negotiate Request for Proposals Request for Qualifications are valuable to the St. Johns River Water Management District's procurement process. Please complete this form and return it to the Office of Financial Services no later than the date set for receipt of bidsproposalsubmittals. Thank you for your cooperation.

Please check (as applicable):

- Specifications too "general" (explain below)
- Insufficient time to respond to the Invitation for Bids
- 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

**AGREEMENT  
BETWEEN THE  
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT  
AND \_\_\_\_\_ TO/FOR  
STRUCTURE INSPECTIONS - UNDERWATER DIVING SERVICES**

THIS AGREEMENT is entered into by and between the GOVERNING BOARD of the ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (the "District"), whose address is 4049 Reid Street, Palatka, Florida 32177-2571, and \_\_\_\_\_ ("Consultant"), whose address is \_\_\_\_\_ . All references to the parties hereto include the parties, their officers, employees, agents, successors, and assigns.

In consideration of the payments hereinafter specified, Consultant agrees to furnish and deliver all materials and perform all labor required for 34833, Structure Inspections - Underwater Diving Services (the "Work"). In accordance with RFQ 34833, Consultant shall complete the Work in conformity with this Agreement, which consists of and incorporates all of the following documents: (1) advertisement for bids, proposals, or qualifications; (2) Instructions to Respondents; (3) addenda; certifications, and affidavits; (4) bid, proposal, or qualifications submittals; (5) Agreement, including the Statement of Work, and any Special Conditions or other attachments. If any provision in the body of this Agreement conflicts with any attachment hereto, the body of this Agreement shall prevail. This Agreement, including attachments, shall take precedence over all solicitation documents (items 1 – 4). The parties hereby agree to the following terms and conditions.

**1. TERM**

- (a) The term of this Agreement shall be from the Effective Date to the Completion Date. Time is of the essence for each and every aspect of this Agreement. Where additional time is allowed to complete the Work, the new time limit shall also be of the essence. All provisions of this Agreement that by their nature extend beyond the Completion Date survive termination or expiration hereof.
- (b) **Effective Date.** The Effective Date is the date upon which the last party to this Agreement has dated and executed the same.
- (c) **Completion Date.** The Completion Date of this Agreement is \_\_\_\_\_, unless extended by mutual written agreement of the parties. The Work shall be completed for use no later than said date.

**2. LIQUIDATED DAMAGES**

- (a) If Consultant neglects, fails, or refuses to satisfactorily complete the Work by the Completion Date, Consultant shall, as a part of the consideration for this Agreement, pay the District the amount stipulated herein, not as a penalty, but as liquidated damages for such breach, for each day Consultant is in default thereafter. This amount is fixed and agreed upon between the parties due to the impracticability and extreme difficulty of ascertaining the actual damages the District would sustain in such event. The amount of liquidated damages shall be one half of one percent (.5%) of the total contract amount per day. Liquidated damages shall be deducted from payments as they become due and may be deducted from the retainage due upon completion. They constitute an agreed-upon liquidated sum solely for consequential damages attributable to delay and are not a substitute for any other consequential damages incurred by the District, such as the cost of finding a replacement Consultant for completion of the Work if this Agreement is terminated by the District for non-performance.

- (b) Consultant shall not be charged with liquidated damages or any excess cost when the District determines that Consultant's reasons for the time extension are acceptable in accordance with **FORCE MAJEURE; DELAYS; EXTENSION OF COMPLETION DATE**. A written extension of the Completion Date constitutes a waiver of liquidated damages to the new Completion Date unless expressly provided therein to the contrary.

**3. DELIVERABLES**

- (a) The Work is specified in the Statement of Work, Attachment A. Consultant shall deliver all products and deliverables as stated therein, and shall correct errors or omissions without additional compensation. In addition to hard copies, all written deliverables (reports, papers, analyses, etc.) shall be submitted in machine readable form in formats consistent with the District's standard software products, which include the Microsoft® Office Suite (Word, Excel, Access, and PowerPoint). Other formats may be accepted if approved by the District's Project Manager. If the Statement of Work does not include assistance in litigation undertaken or defended by the District, Consultant agrees to testify and assist the District in any such litigation that is dependent upon or related to the Work, except suits or claims between the parties, at the hourly rate provided in the Statement of Work. This obligation shall survive termination or expiration of this Agreement.
- (b) Consultant is responsible for the professional quality, technical accuracy, and timely completion of the Work. Both workmanship and materials shall be of good quality. Consultant shall, if required, furnish satisfactory evidence as to the kind and quality of materials provided. Unless otherwise specifically provided for herein, Consultant shall provide and pay for all materials, labor, and other facilities and equipment necessary for performance of the Work. The District's Project Manager shall make a final acceptance inspection of the deliverables when completed and finished in all respects.
- (c) If not otherwise addressed in the Statement of Work, upon written request, Consultant shall submit written progress reports to the District's Project Manager at the frequency requested in a form approved by the Project Manager at no additional cost to the District. The progress report shall provide an updated progress schedule, taking into account all delays and approved changes in the Work. Failure to provide a progress report will be cause to withhold payment.

**4. OWNERSHIP OF DELIVERABLES**

- (a) All deliverables, including Work not accepted by the District, are District property when Consultant has received compensation therefor, in whole or in part. For any Work subject to patent, copyright, such Work is a "work made for hire" as defined by the patent and copyright laws of the United States. Consultant shall not make any representation otherwise and, upon request, shall sign any documents so affirming. Any District source documents or other District or non-District documents, specifications, materials, reports, or accompanying data developed, secured, or used in the performance of the Work, excluding proprietary materials, as outlined in the Statement of Work, are District property and shall be safeguarded and provided to the District upon request. District plans and specifications shall not be used on other work and, with the exception of the original plans and specifications, shall be returned to the District upon request. This obligation shall survive termination or expiration of this Agreement.
- (b) The District shall have the unrestricted right to use and disseminate all of the above-referenced documents without payment of further compensation to Consultant, provided that any future use for other than the purpose intended by this Agreement shall be at the District's sole risk and without liability to Consultant. Consultant shall include language in all subcontracts clearly indicating that ownership and copyright to all materials produced pursuant to this Agreement



remains with the District, as provided herein. All original sketches, tracings, drawings, computation details, calculations, field books and plans that result from the Work shall become the sole property of the District. Consultant shall submit all such work products to the District, if requested. Consultant may retain copies of all work products created pursuant to this Agreement.

5. **FUNDING OF AGREEMENT**

- (a) For satisfactory performance of the Work, the District agrees to pay Consultant \$\_\_\_\_\_ (the "Total Compensation").

6. **PAYMENT OF INVOICES**

- (a) Vendor ID shall submit itemized invoices on a submit itemized invoices on an one invoice at the Invoice Frequency Invoice Frequency basis for the Work basis for the Work completion of the Work by one of the following two methods: (1) by email to [acctpay@sjrwmd.com](mailto:acctpay@sjrwmd.com) (preferred) or (2) by mail to the St. Johns River Water Management District, Finance Director, 4049 Reid Street, Palatka, Florida 32177-2571. Each invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary for audit purposes, Vendor ID shall provide additional supporting information as required to document invoices.
- (b) **End of District Fiscal Year Reporting.** The District's fiscal year ends on September 30. Irrespective of the invoicing frequency, the District is required to account for all encumbered funds at that time. When authorized under the Agreement, submittal of an invoice as of September 30 satisfies this requirement. The invoice shall be submitted no later than October 30. If the Agreement does not authorize submittal of an invoice as of September 30, Vendor ID shall submit, prior to October 30, a description of the additional Work completed between the last invoice and September 30, and an estimate of the additional amount due as of September 30 for such Work. If there have been no prior invoices, Vendor ID shall submit a description of the Work completed on the project through September 30 and a statement estimating the dollar value of that Work as of September 30.
- (c) **Final Invoice.** The final invoice must be submitted no later than 45 days after the Completion Date; provided, however, that when the Completion Date corresponds with the end of the District's fiscal year (September 30), the final invoice must be submitted no later than 30 days after the Completion Date. **Final invoices that are submitted after the requisite date shall be subject to a penalty of ten percent of the invoice. This penalty may be waived by the District, in its sole judgment and discretion, upon a showing of special circumstances that prevent the timely submittal of the final invoice. Vendor ID must request approval for delayed submittal of the final invoice not later than ten days prior to the due date and state the basis for the delay.**
- (d) All invoices shall include the following information: (1) District contract number; (2) Vendor ID's name and address (include remit address, if necessary); (3) Vendor ID's invoice number and date of invoice; (4) District Project Manager; (5) Vendor ID's Project Manager; (6) supporting documentation as to cost and/or project completion (as per the cost schedule and other requirements of the Statement of Work; (7) Progress Report (if required); (8) Diversity Report (if otherwise required herein). Invoices that do not correspond with this paragraph shall be returned without action, stating the basis for rejection. Payments shall be made within 45 days of receipt of an approved invoice. Disputes regarding invoice sufficiency are resolved pursuant to the dispute resolution procedure of this Agreement.
- (e) **Travel expenses.** If the cost schedule for this Agreement includes a line item for travel expenses, travel expenses shall be drawn from the project budget and are not otherwise compensable. If travel expenses are not included in the cost schedule, they are a cost of providing the service that

is borne by Vendor ID and are only compensable when specifically approved by the District as an authorized District traveler. In such instance, travel expenses must be submitted on District or State of Florida travel forms and shall be paid pursuant to District Administrative Directive 2000-02.

- (f) **Payments.** Absent exceptional circumstances, Vendor ID is required to sign up and receive payment(s) electronically from the District via Automated Clearing House (ACH) payment.
  - (g) **Payments withheld.** The District may withhold or, on account of subsequently discovered evidence, nullify, in whole or in part, any payment to such an extent as may be necessary to protect the District from loss as a result of: (1) defective Work not remedied; (2) failure of Vendor ID to make payments when due to subcontractors or suppliers for materials or labor; (3) failure to maintain adequate progress in the Work; (4) damage to another contractor; or (5) any other material breach of this Agreement. Amounts withheld shall not be considered due and shall not be paid until the ground(s) for withholding payment have been remedied.
  - (h) **Payments.** The District shall pay Consultant 100% of each approved invoice.
7. **PAYMENT AND RELEASE.** Upon satisfactory completion of the Work, the District will provide Consultant a written statement accepting all deliverables. Consultant's acceptance of final payment shall constitute a release in full of all Consultant claims against the District arising from the performance of this Agreement, with the exception of any pending claims for additional compensation that have been documented and filed as required by this Agreement.
8. **INDEMNIFICATION.** Consultant shall indemnify and hold harmless, release, and forever discharge the District, its public officers, employees, agents, representatives, successors, and assigns, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, arising from or caused by the Consultant, its employees or subcontractors, in the performance of the Work. Consultant shall further indemnify the District for all costs and penalties the District incurs related to any failure to offer Patient Protection and Affordable Care Act compliant health care coverage to Consultant-employees performing under this contract.
9. **INSURANCE.** Consultant shall acquire and maintain all insurance required by Attachment B, Insurance Requirements, and shall not commence Work until it has provided Certificates of Insurance to the District as per Attachment B. Receipt of Certificates of Insurance indicating less coverage than required does not constitute a waiver of the Insurance Requirements. Consultant waives its right of recovery against the District to the extent permitted by its insurance policies. Consultant's insurance shall be considered primary, and District insurance shall be considered excess, as may be applicable to Consultant's obligation to provide insurance.
10. **NOTICE: THIS AGREEMENT IS A PROFESSIONAL SERVICES CONTRACT WHICH MEETS THE REQUIREMENTS OF AND IS SUBJECT TO CHAPTER 558, FL. STAT. PURSUANT TO §558.0035, FLA. STAT., AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

11. **FUNDING CONTINGENCY.** This Agreement is at all times contingent upon funding availability, which may include a single source or multiple sources, including, but not limited to: (1) ad valorem tax revenues appropriated by the District's Governing Board; (2) annual appropriations by the Florida Legislature, or (3) appropriations from other agencies or funding sources. Agreements that extend for a period of more than one Fiscal Year are subject to annual appropriation of funds in the sole discretion and judgment of the District's Governing Board for each succeeding Fiscal Year. Should the Work not be funded, in whole or in part, in the current Fiscal Year or succeeding Fiscal Years, the District shall so notify Consultant and this Agreement shall be deemed terminated for convenience five days after receipt of such notice, or within such additional time as the District may allow. For the purpose of this Agreement, "Fiscal Year" is defined as the period beginning on October 1 and ending on September 30.

12. **PROJECT MANAGEMENT PERSONNEL**

(a) The Project Managers listed below shall be responsible for overall coordination and management of the Work. Either party may change its Project Manager upon three business days' prior written notice to the other party. Written notice of change of address shall be provided within five business days. All notices shall be in writing to the Project Managers at the addresses below and shall be sent by one of the following methods: (1) hand delivery; (2) U.S. certified mail; (3) national overnight courier; (4) email or, (5) fax. Notices via certified mail are deemed delivered upon receipt. Notices via overnight courier are deemed delivered one business day after having been deposited with the courier. Notices via email or fax are deemed delivered on the date transmitted and received.

<u>DISTRICT</u>	Consultant
Steven Turrentine, Project Manager	TBD, Project Manager
St. Johns River Water Management District	TBD
19561 S.E. Highway 42	TBD
Umatilla, FL 32784-7814	TBD
Phone: 352-821-1249	Phone: TBD
Email: sturrentine@sjrwmd.com	Email: TBD

- (b) The District's Project Manager shall have sole responsibility for transmitting instructions, receiving information, and communicating District policies and decisions regarding all matters pertinent to performance of the Work.
- (c) Consultant shall provide efficient supervision of the Work, using its best skill and attention. Consultant shall keep, on the worksite during its progress, a competent superintendent that is satisfactory to the District. The superintendent shall not be changed except with the District's consent, unless the superintendent proves to be unsatisfactory to Consultant and/or ceases to be in its employ. The superintendent shall represent Consultant in the absence of Consultant's Project Manager. All directions given to him shall be as binding as if given to Consultant. If the District produces documented evidence and informs the Consultant that any person on the job is incompetent, disorderly, or is working contrary to the Agreement or the District's instructions, that person shall thereupon be immediately dismissed from the project and shall not be given employment on any work connected with this Agreement. The District may request Consultant replace its Project Manager if said manager fails to carry the Work forward in a competent manner, follow instructions or specifications, or for other reasonable cause.
- (d) Consultant shall maintain an adequate and competent professional staff. Consultant's employees, subcontractors, or agents shall be properly trained to meet or exceed any specified licensing, training and/or certification applicable to their profession. Upon request, Consultant shall furnish proof thereof.

**13. SCHEDULING AND WORK PLANNING; PROGRESS REPORTING**

- (a) **Progress Reports.** Consultant shall provide to the District update/status reports as provided in the Statement of Work. Reports will provide detail on progress of the Work and outline any potential issues affecting completion or the overall schedule. Reports may be submitted in any form agreed to by District's Project Manager and Consultant, and may include emails, memos, and letters.
1. **Progress Meetings.** The District may conduct progress meetings with Consultant on a frequency to be determined by the District. In such event, Consultant shall make available its Project Manager and other appropriate personnel to discuss matters pertinent to the Work.
  2. **Failure to Meet Schedule.** If progress of the Work falls five percent or more behind schedule, except as a result of District-approved delays, Consultant shall take all necessary steps to augment the work effort to get the project back on schedule. Should the progress of the Work fall ten percent or more behind schedule, the District may advise Consultant through a "cure" notice that this Agreement is subject to termination for cause if the failure is not cured within the time frame specified in said notice.

**14. FORCE MAJEURE; DELAYS**

- (a) **Force Majeure.** Consultant shall not be liable for failure to carry out the terms of this Agreement to the extent such failure is due to a Force Majeure event, except for failures that could have been reasonably foreseen and guarded against so as to avoid or reduce the adverse impact thereof. A Force Majeure event is hereby defined as the failure to carry out any of the terms of this Agreement due to any one of the following circumstances beyond the control of Consultant: (a) the operation and effect of rules, regulations, or orders promulgated by any commission, county, municipality, or governmental agency of the State of Florida or the United States, (b) a restraining order, injunction, or similar decree of any court of competent jurisdiction, (c) war, (d) flood, (e) earthquake, (f) fire, (g) severe wind storm, (h) acts of public disturbance, (I) quarantine restrictions, (j) epidemics, (k) strikes, (l) freight embargoes, or (m) sabotage. The times specified herein for performances include delays that can ordinarily be anticipated due to adverse weather conditions. The District is not obligated to grant an extension of time due to adverse weather conditions unless such conditions rise to the level of Force Majeure.
- (b) **Delay.** Consultant shall not be compensated for delays caused by Consultant's inefficiency, rework made necessary by Consultant's error, failure to perform the Work as scheduled, or any other corrective or productivity measures made necessary by errors, omissions, or failures to properly perform the Work. Within ten days after the onset of a delay, Consultant shall notify the District in writing of the delay, which shall provide: (1) a detailed description the delay and its probable duration, (2) the specified portion of the Work affected, and (3) an opinion as to the cause of the delay and liability (if any) for the delay. Notices provided more than ten days after the inception of the delay shall only be effective as to additional costs or delay incurred during the ten day period preceding receipt of such notice. In the case of continuing cause delay for the same cause, only one notice of delay is necessary. **Failure to provide this notice waives any claim for extension of time or additional compensation resulting from such delay.** If the delay is due to the failure of another District contractor to complete its work in a timely manner, changes ordered in the Work, a Force Majeure event, or any other cause which the District, in its sole judgment and discretion, determines to justify the delay, then the Completion Date may be extended as necessary to compensate for the delay. All time extensions shall be in the form of a written amendment signed by both parties.

**15. AMENDMENTS; EMERGENCY CHANGES IN WORK**

- (a) **Amendments.** The parties may not amend this Agreement except in writing. Modifications that alter, add to, or deduct from the Work, or otherwise modify the terms of this Agreement, shall be implemented through a change order or formal amendment, specifying the nature of the change and any associated change in the Total Compensation and/or Completion Date. The District's Project Manager may also issue a District Supplemental Instruction (DSI) form (Attachment C) to authorize minor adjustments to the Work that are consistent with the purpose of the Work. Both parties must sign the DSI. A DSI may not be used to change the Total Compensation, quantity, quality or the Completion Date of the Work, or to change or modify the Agreement.
- (b) **Emergency Changes in Work.** In the event an emergency endangering life or property requires immediate action, the District may give Consultant an oral instruction to proceed with an emergency change in the Work, which will be confirmed in writing within five days. Within 15 days after commencement of the emergency change in the Work, Consultant shall provide the District with a written estimate of any increased costs or delays as a result thereof. **Failure to so notify the District constitutes a waiver of any right to an extension of time or increase in compensation.** Within 15 days after receipt of Consultant's estimate, the parties shall negotiate a Change Order. If unable to reach agreement, disputed issues shall be resolved pursuant to the dispute resolution procedure. In no event shall Consultant decline to perform the emergency change in the Work.

**16. TERMINATION AND SUSPENSION**

- (a) **District Termination for Cause.** The Agreement may be terminated by the District for cause in the event of any breach hereof, including, but not limited to, Consultant's: (1) failing to carry forward and complete the Work as provided herein; (2) failing to comply with applicable laws, regulations, permits, or ordinances; (3) failing to timely correct defective Work; (4) making a general assignment for the benefit of its creditors; (5) having a receiver appointed because of insolvency; (6) filing bankruptcy or having a petition for involuntary bankruptcy filed against it; (7) failing to make payments when due to subcontractors, vendors, or others for materials or labor used in the Work; (8) making a material misrepresentation to the District regarding the Work, or (9) any other material breach of this Agreement. In such event, the District shall provide Consultant with written notice of its intention to terminate this Agreement, stating the nature of the deficiency and the effective date of termination. At the District's sole judgment and discretion, the District may afford Consultant an opportunity to cure said deficiency, in which event the notice shall specify the time allowed. Upon termination, the District may take possession of the premises and of all materials thereon and finish the Work by whatever means it deems expedient. In such event, Consultant shall not receive any further payment until the Work is completed by the District. Consultant shall be liable for all costs involved in completing the Work, including additional managerial and administrative services, which shall be offset against any amount due to Consultant.
- (b) **District Termination for Convenience.** Notwithstanding any other provision hereof, the District may at any time terminate this Agreement or any Work issued under it, in whole or in part, without cause, upon 30 days' written notice to Consultant. In such event, Consultant shall be compensated for any Work performed prior to the date of termination and for materials that were ordered prior to receipt of notice of termination that cannot be returned to the vendor, which shall become District property. Upon receipt of notice, Consultant shall discontinue the Work on the date and to the extent specified therein and shall place no further orders for materials, equipment, services, or facilities, except as needed to continue any portion of the Work not terminated. Consultant shall also make every reasonable effort to cancel, upon terms satisfactory to the District, all orders or subcontracts related to the terminated Work. Consultant may not claim any

compensation not specifically provided for herein, including, but not limited to: loss of anticipated profits; idle equipment, labor, and facilities; any additional claims of subcontractors and vendors.

- (c) **District Suspension for Cause.** The District may issue a written partial or full Stop Work Notice in the event Consultant fails to comply with or is negligent in performing any provision hereof. All performance shall immediately cease as per such notice and no further billable costs shall be incurred. The District may terminate this Agreement if Consultant fails or refuses to comply with a Stop Work Notice.
- (d) **District Suspension for Convenience.** The District may direct Consultant to stop Work, in whole or in part, whenever, in the District's sole judgment and discretion, such stoppage is necessary to ensure proper completion of the Work, avoid injury to third persons, or otherwise meet the District's objectives. The District shall provide Consultant not less than five days' written notice, except in emergency circumstances. Consultant shall immediately comply with such notice. Should such stoppage increase Consultant's cost, an equitable adjustment will be made by Change Order. The notice shall be effective until rescinded in writing, unless the period of suspension is stated in the notice.
- (e) **Consultant's Right to Stop Work or Terminate Agreement**
  - (i) **Stop Work.** Consultant may stop work only under the following circumstances: (1) the Work is ordered temporarily discontinued by a court or other public authority; (2) it is necessary to stop work in order to protect the safety of Consultant or third persons; or (3) the District fails to pay Consultant when due any undisputed and adequately documented sum certified for payment by the District Project Manager. In such event, Consultant shall provide the District not less than seven days prior written notice of its intention to stop work, except in emergency circumstances or when necessary to prevent injury to persons or property.
  - (ii) **Termination.** Consultant may terminate this Agreement under only the following circumstances: (1) the Work is ordered discontinued by a court or other public authority, through no act or fault of Consultant, for a period of not less than three months; (2) the District fails to pay Consultant when due any undisputed and adequately documented sum certified for payment by the District Project Manager. In such event, Consultant shall provide not less than 20 days written notice of its intention to terminate and afford the District the opportunity to cure said deficiency within said time period.
  - (iii) **Duty to Perform.** Except as expressly provided above, in the event of any event, dispute, or other matter arising under this Agreement, Consultant shall fully perform the Work in accordance with the District's written instructions and may claim additional compensation as a Change Order, subject to the dispute resolution procedure.

**ADDITIONAL PROVISIONS  
(In Alphabetical Order)**

**17. DEFINITIONS**

**ADDENDA:** Written or graphic instruments issued prior to the opening of responses, which make additions, deletions, or revisions to the solicitation or contract documents.

**AGREEMENT:** The written contract between the District and Consultant covering the Work, which includes all documents attached to this Agreement or incorporated herein by reference. The words "contract" and "Agreement" are synonymous in these documents.

**AMENDMENT:** Any written change made to the terms and conditions of the Agreement.

**BUSINESS DAY:** Monday through Friday, excepting those holidays observed by the District – New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving (and Friday), and Christmas Day.

**CHANGE ORDER:** A written agreement of the parties after the Commencement Date to amend this Agreement so as to modify the Statement of Work or the Total Compensation or provide for an extension of time.

**CONSULTANT:** Consultant, its officers, employees, agents, successors, and assigns.

**CONSULTANT’s PROJECT MANAGER:** The individual designated by the Consultant to be responsible for overall coordination, oversight, and management of the Work for Consultant.

**PERSON:** Any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or capacity, whether appointed by a court or others, and any combination of individuals.

**REQUEST FOR QUALIFICATIONS:** An advertised solicitation for sealed Submittals, with the title, date, and hour of the public opening designated. It includes a detailed description of the services sought, the date for submittal of the response, and all contractual terms and conditions.

**RESPONDENT:** Any person who submits a response to a solicitation.

**STATEMENT OF WORK:** The District’s written directions, requirements and technical specifications for completing the Work. Standards for specifying materials or testing that are incorporated therein by reference shall have the same force and effect as if fully set forth therein.

**SUBCONTRACTORS:** Those persons having a direct contract with Consultant relating to performance of the Work, including one who furnishes material worked into a special design in accordance with the plans or specifications of the Work, but not including one who merely furnishes material.

**TOTAL COMPENSATION:** The total funds to be expended pursuant to this Agreement upon satisfactory completion of the Work.

**WORK:** All labor, materials, equipment, transportation, supporting documentation, and other products, services, or facilities necessary for complete performance of the Agreement.

## 18. ACCESS; WORK AREA; GATES

- (a) **Access.** The District will provide sufficient access to accomplish Work performed on District property. Consultant shall maintain all on-site roadways and paved and unpaved access roadways to and from the worksite in an acceptable and passable condition at no additional cost to the District, which shall, upon conclusion of the Work, be returned to their original condition. Land access to construction sites is restricted to the route designated by the District. Consultant is responsible for improvements and repairs to access routes required during construction. All access routes shall be used for the purpose of construction only. Consultant shall not disturb lands or waters outside the area of construction, except as may be found necessary and authorized by the District.
- (b) **Work Area.** All Work shall be confined to the designated work area(s). Consultant shall obtain written approval from the District before making any adjustments.
- (c) **Gates.** Consultant shall keep all gates to District lands or easements closed and locked in accordance with District specifications when not in use, and shall immediately notify the District when a gate has become impaired due to vandalism or other cause. Unless otherwise stated in the specifications, Consultant shall be responsible for providing lock(s) to District properties.

19. **ASSIGNMENT AND SUBCONTRACTS.** Consultant shall not sublet, assign, or transfer any Work involving more than 15% of the total cost of the Work, or assign any monies due hereunder, without the District's prior written consent; provided, however, that in all cases, if the proposed subcontractor is different than the team specified by Consultant in the contract award process, Consultant shall notify the District's Project Manager in writing and obtain the District's prior approval. Neither District approval of a subcontractor nor any other provision of this Agreement creates a contractual relationship between any subcontractor and the District. Consultant is responsible for fulfilling all work elements in any subcontracts and payment of all monies due. Consultant is fully responsible to the District for the acts and omissions of its subcontractors and persons directly or indirectly employed by them, and shall hold the District harmless from any liability or damages resulting from any subcontract to the extent allowed by law.
20. **AUDIT; ACCESS TO RECORDS.** Consultant must preserve its books and other records involving transactions related to this Agreement and provide the District, or its duly authorized representatives, access and necessary facilities to inspect and audit those records for five years after the receipt of funds. If an examination or audit is performed, Consultant must continue to maintain all required records until such audit has been completed and all questions arising from it are resolved. Consultant shall refund any payment(s) that are found to not constitute allowable costs based upon an audit examination.
21. **CIVIL RIGHTS.** Pursuant to chapter 760, Fla. Stat., Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, pregnancy, or national origin, age, handicap, or marital status.
22. **CLEANUP; EQUIPMENT REMOVAL.** Upon expiration or termination of this Agreement, Consultant shall restore the worksite to its original condition, except for replacement of vegetation, unless otherwise required by this Agreement. Consultant shall remove from District property and all public and private property all machinery, equipment, supplies, surplus materials, temporary structures, rubbish, and waste materials resulting from its activities. After 20 days, the District may sell or dispose of any materials left at the worksite as it sees fit and deduct the cost of sale or disposal from any amounts due to Consultant. Any revenues obtained shall be applied toward costs incurred by the District, with excess revenues paid to Consultant.
23. **COOPERATION WITH THE INSPECTOR GENERAL, PURSUANT TO §20.055(5) FLA. STAT.** Consultant and any subcontractors understand and will comply with their duty, pursuant to §20.055(5), Fla. Stat., to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.
24. **COORDINATION WITH THE DISTRICT AND OTHER DISTRICT CONTRACTORS**
  - (a) The District may let other contracts in connection with the Work. Wherever work done by the District or another District contractor is contiguous to Consultant's Work, the respective rights of the various interests shall be established by the District so as to secure completion of the Work. Consultant shall arrange its Work so as not to interfere with the District or other District contractors and join its Work to that of others in a proper manner, and in accordance with the intent of the Statement of Work. Consultant shall perform its Work in the proper sequence in relation to that of other District contractors, as may be directed by the District. Consultant shall afford other District contractors reasonable opportunity for introduction and storage of their materials and execution of their work, and shall properly conduct and coordinate its Work with theirs. Consultant shall take into account all contingent work to be done by others and shall not plead its want of knowledge of such contingent work as a basis for delay or non-performance.



Consultant shall be liable for any damage it causes to the work performed by other District contractors.

- (b) If any part of the Work depends for proper execution or results upon the work of other District contractors, Consultant shall inspect and promptly report any defects in the other contractors' work that render it unsuitable for Consultant's Work. Failure to so inspect and report shall constitute an acceptance of the other contractors' work as fit and proper for the reception of its Work, except as to defects which may develop in the other contractors' work after execution of the Work.

25. **CONTINGENCY FEES.** Pursuant to §287.055(6)(a), Fla. Stat., Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, or other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of these provisions, the District may terminate this Agreement without liability and, at its discretion, deduct from the contract price or otherwise recover the full amount of any such fee, commission, percentage, gift, or other consideration.

26. **CORRELATION AND INTENT OF DOCUMENTS; QUESTIONS OR ISSUES REGARDING PERFORMANCE OF THE WORK**

- (a) This Agreement and all attachments are complementary. What is called for by one is as binding as if called for by all. The intent is to include all labor and materials, equipment, transportation, and incidentals necessary for the proper and complete execution of the Work. Materials or work described in words, which so applied have a well-known technical or trade meaning, shall be held to refer to such recognized standards.
- (b) It is the District's intention to fully assist Consultant in the successful performance of the Work and to respond in a timely manner to questions or issues that arise. Consultant should discuss any questions or issues with the District's Project Manager and communicate such questions or issues in writing when required by this Agreement. The District shall respond through its Project Manager.

27. **DISPUTE RESOLUTION**

- (a) **During the course of work.** In the event any dispute arises during the course of the Work, Consultant shall fully perform the Work in accordance with the District's written instructions and may claim additional compensation. Consultant is under a duty to seek clarification and resolution of any issue, discrepancy, or dispute by submitting a formal request for additional compensation, schedule adjustment, or other dispute resolution to the District's Project Manager no later than 15 days after the precipitating event. If not resolved by the Project Manager within five business days, the Project Manager shall forward the request to the District's Office of General Counsel, which shall issue a written decision within 15 days of receipt. This determination shall constitute final action of the District and shall then be subject to judicial review upon completion of the Work. **Consultant shall proceed with the Work in accordance with said determination. This shall not waive Consultant's position regarding the matter in dispute.**
- (b) **Invoices.** In the event the District rejects an invoice as improper, and the Consultant declines to modify the invoice, the Consultant must notify the District in writing within ten days of receipt of notice of rejection that the Consultant will not modify the invoice and state the reason(s) therefor. Within five business days of receipt of such notice, if not informally resolved through discussion

with the District Project Manager, the Project Manager shall forward the disputed invoice and the Consultant's written response to the District's Office of General Counsel. The matter shall then proceed as described in subsection (a), above.

28. **DIVERSITY REPORTING.** The District is committed to the opportunity for diversity in its procurement activities, and encourages its prime vendors (contractors and suppliers) to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as sub-contractors. The District will assist Consultant by sharing information on W/MBEs. Consultant shall provide with each invoice a report describing the company names for all W/MBEs, the type of minority, and the amount spent with each at all levels. The report will also denote if there were no W/MBE expenditures.

29. **DUTY TO INSPECT AND REPORT DEFICIENCIES IN PLANS AND SPECIFICATIONS**

- (a) For any Work that is dependent upon conditions at the worksite, Consultant's acceptance of contract award represents and warrants that Consultant has inspected and satisfied itself concerning the nature and location of the Work and general and local conditions, including, without limitation: (1) conditions affecting transportation, disposal, handling, and storage of materials; (2) availability and quality of labor; (3) availability and condition of roads; (4) climatic conditions and seasons; (5) hydrology of the terrain; (6) topography and ground surface conditions; (7) nature and quantity of surface materials to be encountered; (8) equipment and facilities needed preliminary to and during the Work; and (9) all other matters that can affect the Work and the cost thereof. Consultant's failure to acquaint itself with such conditions will not relieve it from its responsibility for properly estimating the time required or cost of performing the Work. Where the District has investigated subsurface conditions, this data may be provided to Consultant or is available upon request. Consultant must either seek clarification concerning the data or assume the responsibility for its interpretation.
- (b) If Consultant discovers hidden or subsurface conditions that differ materially from those normally expected or indicated in the technical specifications, Consultant shall immediately, and before such conditions are disturbed, notify the District in writing of: (1) subsurface or latent physical conditions differing materially from those indicated in the technical specifications, or (2) unknown physical conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for herein. The District shall promptly investigate the conditions and determine whether they materially differ so as to cause an increase or decrease in Consultant's cost. Where the differing site conditions materially impact Consultant's cost, an equitable adjustment shall be made and the Agreement modified accordingly. No claim will be allowed if Consultant fails to provide the required notice.
- (c) If Consultant in the course of the Work finds any defect in the plans and specifications, including, but not limited to, any discrepancy between the drawings and the physical conditions at the worksite, or any errors or omissions in the drawings or in the layout, as given by points and instructions, it shall immediately inform the District in writing, which shall be promptly verified by the District. Any Work done after such discovery, until authorized, will be done at Consultant's risk as to cost overruns and modifications necessary to correct deficiencies in the Work. To ensure the proper execution of its subsequent Work, Consultant shall measure Work already in place or completed and shall immediately report any discrepancy between the executed Work and the drawings or other specifications.

30. **GOVERNING LAW, VENUE, ATTORNEY’S FEES, WAIVER OF RIGHT TO JURY TRIAL.** This Agreement shall be construed according to the laws of Florida and shall not be construed more strictly against one party than against the other because it may have been drafted by one of the parties. As used herein, “shall” is always mandatory. In the event of any legal proceedings arising from or related to this Agreement: (1) venue for any state or federal legal proceedings shall be in Orange County; (2) each party shall bear its own attorney’s fees, including appeals; (3) for civil proceedings, the parties hereby consent to trial by the court and waive the right to jury trial.
31. **INTEREST IN THE BUSINESS OF CONTRACTOR; NON-LOBBYING.** Consultant certifies that no officer, agent, or employee of the District has any material interest, as defined in chapter 112, Fla. Stat., either directly or indirectly, in the business of Consultant to be conducted under this Agreement, and that no such person shall have any such interest at any time during the term of this Agreement. Pursuant to §216.347, Fla. Stat., monies received from the District pursuant to this Agreement shall not be used to lobby the Florida Legislature or any other state agency.
32. **INDEPENDENT CONTRACTOR.** Consultant is an independent contractor. Neither Consultant nor Consultant’s employees are employees or agents of the District. Consultant controls and directs the means and methods by which the Work is accomplished. Consultant is solely responsible for compliance with all labor and tax laws pertaining to it, its officers, agents, and employees, and shall indemnify and hold the District harmless from any failure to comply with such laws. Consultant’s duties include, but not be limited to: (1) providing Workers’ Compensation coverage for employees as required by law; (2) hiring employees or subcontractors necessary to perform the Work; (3) providing any and all employment benefits, including, but not limited to, annual leave, sick leave, paid holidays, health insurance, retirement benefits, and disability insurance; (4) payment of all federal, state and local taxes, income or employment taxes, and, if Contractor is not a corporation, self-employment (Social Security) taxes; (5) compliance with the Fair Labor Standards Act, 29 U.S.C. §§ 201, et seq., including payment of overtime as required by said Act; (6) compliance with the Patient Protection and Affordable Care Act 42 U.S.C. §§ 18001, et seq.; and (7) providing employee training, office or other facilities, equipment and materials for all functions necessary to perform the Work. In the event the District provides training, equipment, materials, or facilities to meet specific District needs or otherwise facilitate performance of the Work, this shall not affect Consultant’s duties hereunder or alter Consultant’s status as an independent contractor. This paragraph does not create an affirmative obligation to provide any employee benefits not required by law.
33. **LAND AND WATER RESOURCES.** Consultant shall not discharge or permit the discharge, directly or indirectly, of any fuels, oils, calcium chloride, acids, insecticides, herbicides, wastes, toxic or hazardous substances, or other pollutants or harmful materials, onto any lands or into any surface or ground waters, including, but not limited to, streams, lakes, rivers, canals, ditches, or reservoirs. Consultant shall investigate and comply with all applicable federal, state, county, and municipal laws concerning toxic wastes, hazardous substances, and pollution of surface and ground waters. If any waste, toxic or hazardous substance, or other material that can cause pollution, as defined in §403.031, Fla. Stat., is dumped or spilled in unauthorized areas, Consultant shall notify the District thereof within one workday and thereafter shall remove the material and restore the area to its original condition. If necessary, contaminated ground shall be excavated and disposed of as directed by the District and replaced with suitable fill material, compacted and finished with topsoil, and planted as required to re-establish vegetation. All cleanup and disposal costs shall be borne by Consultant.
34. **LIENS.** Neither final payment nor payment of any part of the retainage shall become due until Consultant delivers to the District releases of all labor and material cost liens arising from Consultant’s performance of the Work, including Consultant and any subcontractor(s), and an

affidavit by Consultant stating that the releases and receipts include all labor and material costs for which a lien could be filed. If any subcontractor refuses to furnish Consultant a release or a receipt in full, Consultant may furnish to the District a bond satisfactory to the District, indemnifying the District against any such potential lien. If any lien or potential lien remains unsatisfied, the District may discharge the same forthwith and deduct the cost thereof from any amounts due to Consultant. In the event Consultant has been fully paid or the amount of such lien exceeds the amount due to Consultant, Consultant shall refund to the District all monies that the District paid in discharging such lien, including all costs and a reasonable attorney's fee. The discharging of such a lien by the District shall not constitute a waiver of any claims of defenses that Consultant may have against the lienor.

35. **NUISANCE.** Consultant shall exercise every reasonable means to avoid creating or continuing a public or private nuisance resulting from the Work, including, but not limited to: (1) excessive noise associated with radio or other forms of electronic entertainment for persons at the worksite; (2) dust from construction operations, and (3) the uncontrolled flow of surface waters.
36. **PERMITS AND LICENSES; COMPLIANCE WITH LAW.** Consultant shall comply with all applicable federal, state and local laws and regulations, including those pertaining to health and safety. All materials used and work performed must conform to the laws of the United States, the state of Florida and county and municipal ordinances. Consultant represents and warrants that it is duly licensed to perform the Work in accordance with the laws of the state of Florida and the county or municipality in which the Work is to be performed. Unless otherwise specifically provided for herein, Consultant shall give to the proper authorities all required notices relative to the Work in its charge; obtain and pay for all official permits or any other licenses, including any and all professional licenses required by the nature of the Work; and furnish any bonds, security, or deposits required to permit performance of the Work. Consultant is responsible for the resolution of any issues resulting from a finding of noncompliance by any regulatory agencies, due to the Consultant's failure to comply with applicable regulatory requirements, including all costs for delays, litigation, fines, or other costs.
37. **PETROLEUM STORAGE TANKS.** Any petroleum storage tanks with a capacity of 55 gallons or greater that Consultant brings onto District property must be either double-walled or kept within secondary containment that will contain 110% of the tank volume.
38. **PUBLIC RECORDS**
- (a) Consultant is responsible for identifying confidential trade secret information as such upon submittal to the District. Notwithstanding any other provision hereof, the District shall not be liable to Consultant for release of confidential information not identified as such upon submittal. If the District receives a public records request that requests information claimed to be confidential by Consultant, the District shall take such steps as are necessary to comply with chapter 119, Fla. Stat., while protecting the confidentiality of trade secret information. In the event of a dispute as to whether the requested information is a trade secret, Consultant shall be liable for all costs incurred by the District resulting from the dispute, including any court costs and attorney's fees. The calculation of those costs shall not include costs that are charged to the public records requestor.
- (b) Consultant shall comply with Florida Public Records law under Chapter 119, Fla. Stat. Records made or received in conjunction with this Agreement are public records under Florida law, as defined in §119.011(12), Fla. Stat. Consultant shall keep and maintain public records required by the District to perform the services under this Agreement.
- (c) If Consultant meets the definition of "Contractor" found in §119.0701(1)(a), Fla. Stat.; [i.e., an individual, partnership, corporation, or business entity that enters into a contract for services with

a public agency and is acting on behalf of the public agency], then the following requirements apply:

- (i) Pursuant to §119.0701, Fla. Stat., a request to inspect or copy public records relating to this Agreement for services must be made directly to the District. If the District does not possess the requested records, the District shall immediately notify the Consultant of the request, and the Consultant must provide the records to the District or allow the records to be inspected or copied within a reasonable time. If Consultant fails to provide the public records to the District within a reasonable time, the Consultant may be subject to penalties under s. 119.10, Fla. Stat.
- (ii) Upon request from the District's custodian of public records, Consultant shall provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat., or as otherwise provided by law.
- (iii) Consultant shall identify and ensure that all public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Consultant does not transfer the records to the District.
- (iv) Upon completion of the Agreement, Consultant shall transfer, at no cost to District, all public records in possession of Consultant or keep and maintain public records required by the District to perform the services under this Agreement. If the Consultant transfers all public records to the District upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records that are stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is accessible by and compatible with the information technology systems of the District.

**(d) IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLA. STAT., TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT:**

**District Clerk  
St. Johns River Water Management District  
4049 Reid Street  
Palatka, Florida 32177-2571  
(386) 329-4127  
[clerk@sjrwmd.com](mailto:clerk@sjrwmd.com)**

39. **RELEASE OF INFORMATION.** Consultant shall not publish or release any information related to performance of this Agreement, or prepare, publish, or release any news or press release in any way related to this Agreement, without prior District review and written consent.

**40. REMEDIES FOR NON-PERFORMANCE**

- (a) **District Remedies.** The remedies enumerated herein are non-exclusive. In addition to the remedies set forth below, the District may avail itself of any statutory and/or common law remedies not set forth herein. In the event of a breach, the District may terminate this Agreement for cause. Alternatively, the District may allow Consultant to correct the deficiency, or may take such action as is necessary to correct such deficiency through District action or that of a third party. Delay or failure by the District to enforce any right or remedy hereunder shall not impair, or be deemed a waiver of, any such right or remedy, or impair the District's rights or remedies for any subsequent breach of this Agreement.
- (b) **Consultant Correction of Deficiencies.** The District shall provide Consultant with written notice of deficiency. At the District's sole judgment and discretion, the District may afford an opportunity to correct said deficiency, in which event the notice shall specify the time allowed to cure. If Consultant disputes that a failure of performance has occurred, Consultant shall, nevertheless, perform the corrective action and may submit a request for a Change Order subject to the dispute resolution procedure. Unless authorized through a Change Order, the Completion Date shall not be extended in order to correct deficiencies. Consultant shall bear the cost of correcting all work of other contractors that is destroyed, damaged, or otherwise negatively impacted by its corrective action. Failure to take timely corrective action may result in termination for cause or the District pursuing alternative remedies, as provided herein.
- (c) **Alternative Remedies to Correct Deficiency.** If the District determines that it is not in its best interest for Consultant to correct incomplete or damaged Work caused by Consultant's failure of performance, the District may pursue any or all of the following remedies, in whole or in part: (1) accept the Work as is and deduct the reasonable value of the deficient Work from the Total Compensation; (2) complete the Work through the utilization of District employees and deduct the cost thereof from the Total Compensation; (3) contract with a third party to complete the deficient Work and deduct the cost thereof from the Total Compensation.
- (d) **District Technical Assistance.** The District may elect to provide technical assistance to Consultant in order to complete satisfactory performance of the Work. If the District is performing a function that Consultant is required to perform, the District may deduct the cost of providing such technical assistance from the Total Compensation. Prior to providing any such technical assistance, the District shall notify Consultant that it considers such assistance to be above and beyond its duties under this Agreement and that it intends to deduct the cost of providing such assistance from the Total Compensation. Consultant shall not be entitled to reject technical assistance when the District determines that such assistance is necessary to complete the Work.

**41. ROYALTIES AND PATENTS.** Consultant certifies that, to the best of its information and belief, the Work does not infringe on any patent rights. Unless provided otherwise herein, Consultant shall: (1) pay all royalties, patent, and license fees necessary for the Work; (2) defend all suits or claims for infringement of any patent rights, and (3) save and hold the District harmless from loss on account thereof; provided, however, that the District shall be responsible for any such losses when the utilization of a particular process or product of a particular manufacturer is specified by the District. If Consultant obtains information that the process or article so specified is a patent infringement, it shall be responsible for such loss unless it promptly so notifies the District.

**42. SAFETY.** For any Work that is to be performed on premises that are owned or controlled by the District (the Premises), Consultant has the sole and exclusive duty for the safety of the premises. Consultant shall provide and maintain sufficient protection for the safety of its employees and other persons who may utilize the Premises, and prevent damage to District property, materials, and

equipment. Consultant shall at all times enforce strict discipline and good order among its employees and shall not employ any unfit person or anyone not skilled in the work assigned. Neither Consultant nor its subcontractors shall allow or cause to be allowed any hunting or any weapons, animals, alcohol, or drugs, on or from the Premises or adjacent property. Consultant employees shall not park their vehicles or store equipment or materials adjacent to roads where it may be a hazard to traffic. A clear distance of at least 30 feet from the edge of the pavement or right-of-way shall be kept free of any obstacles unless otherwise authorized by the District. Consultant shall ensure that only authorized personnel are allowed on the worksite and shall post notices warning both employees and the public of all safety hazards created by Consultant.

43. **TRUTH IN NEGOTIATIONS.** This provision applies only to lump sum or cost-plus-a-fixed-fee contracts entered into in excess of \$195,000 (see §287.055(5)(a), Fla. Stat.). Consultant certifies that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The original contract price and any additions shall be adjusted to exclude any significant sums by which the District determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other actual unit costs.
44. **USE OF COMPLETED PORTIONS OF THE WORK.** The District shall have the right to take possession of and use any completed or partially completed portions of the Work, notwithstanding the fact that the time for completing the entire Work or such portions may not have expired. Such taking of possession and use will not be deemed an acceptance of any Work not completed. If such possession and use increases the cost of or delays the Work, Consultant shall be entitled to a Change Order for extra compensation, or extension of time, as necessary, to offset the effect of such prior possession and use.
45. **WORK SCHEDULE.** For construction or other services upon District property, no Work shall be accomplished on official holidays or weekends unless approved in advance by the District Project Manager. Unless otherwise approved by the District Project Manager, Consultant's work hours on District property shall not commence before 7:00 a.m. and shall conclude on or before 6:00 p.m. All requests to change the schedule shall be coordinated with the District a minimum of 24 hours in advance of the change and confirmed in writing.

**IN WITNESS WHEREOF**, the St. Johns River Water Management District has caused this Agreement to be executed on the day and year written below in its name by its Executive Director, or duly authorized designee, and Consultant has caused this Agreement to be executed on the day and year written below in its name by its duly authorized representatives, and, if appropriate, has caused the seal of the corporation to be attached. This Agreement may be executed in separate counterparts, which shall not affect its validity. Upon execution, this Agreement constitutes the entire agreement of the parties, notwithstanding any stipulations, representations, agreements, or promises, oral or otherwise, not printed or inserted herein. This Agreement cannot be changed by any means other than written amendments referencing this Agreement and signed by all parties.

ST. JOHNS RIVER WATER  
MANAGEMENT DISTRICT

CONSULTANT

By: \_\_\_\_\_  
Ann B. Shortelle, Ph.D., Executive Director (or designee)

By: \_\_\_\_\_  
\_\_\_\_\_  
Typed Name and Title

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

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

Attest: \_\_\_\_\_  
\_\_\_\_\_  
Typed Name and Title

- Attachments:  
Attachment A — Statement of Work/Technical Specifications  
Attachment B — Insurance Requirements  
Attachment C — District’s Supplemental Instructions (sample)



ATTACHMENT A — STATEMENT OF WORK  
**WATER CONTROL STRUCTURE UNDERWATER INSPECTION**

**I. INTRODUCTION BACKGROUND**

The St. Johns River Water Management District's (District) comprises all or part of 18 counties starting at the Florida/Georgia border (Nassau County) down to Vero Beach (Indian River County) and from the Atlantic Ocean to Interstate 75 and down through Orlando. The District's boundaries are based on natural, hydrogeologic basins rather than political/county limits to allow for effective and efficient planning and management. The District is a local sponsor for the US Army Corps of Engineers federal Flood Control Projects within the District's boundaries and conducts water control operations throughout many of these counties.

The U.S. Army Corps of Engineers (USACE) requires inspection of all underwater structures within Federal Flood Control Levees every five years. The District contracted the first round of underwater inspections in 2015. This Statement of Work is for underwater inspection services to be completed in 2020.

The primary purpose of the visual inspection is to satisfy the USACE requirements for underwater inspections along with being proactive in identifying critical deficiencies early, which will minimize the need for emergency response. The information provided in these visual inspections will be used for strategic and capital budget planning as well as scheduling capital repairs. Field staff will also use the underwater inspection report findings when performing routine and periodic maintenance.

**II. OBJECTIVES**

The objective is to inspect all underwater culvert/structures as identified in Appendix A, Underwater Inspection List, to assess their current condition and provide critical information for repair and maintenance activities. Maps showing the general location of each structure are also provided in Appendix A. Upon completion of all work, inspection reports will be supplied to USACE.

**III. SCOPE**

The Consultant shall provide an underwater inspection team assisted by qualified divers to inspect all structure elements which are primarily below-water. The underwater inspection team shall include individuals qualified by experience and training in the inspection, design, construction and understanding of the operation of flood control structures. A minimum of one (1) member of the inspection team shall be a professional engineer licensed in the State of Florida under Chapter 471, Florida Statutes. The professional engineer, as a member of the inspection team, shall be responsible for the overall underwater inspection findings and recommendations. All dive operations shall meet the requirements and qualifications of 29 CFR 1910 Subpart T Commercial Dive Operations. Underwater inspectors must be familiar with the principles of general civil, geotechnical, structural, electrical and mechanical engineering.

The Consultant shall be responsible for conducting and reporting on the structure underwater inspections for the identified structures. The Consultant shall provide all necessary equipment to perform the tasks in this statement of work at no additional charge to the District.

The Consultant shall receive instructions and technical clarifications from the District and shall submit all deliverables and communications to the District's Project Manager.

The District Project Manager will provide available structure as-builts, background and historical information to the Consultant for review and familiarization purposes with emphasis on underwater inspection upon request.

The Consultant's services shall be provided under the supervision of a professional engineer and in accordance with the following provisions. The Consultant/Engineer certifies compliance when signing and sealing the underwater inspection report.

#### Standards for Inspection

The Consultant shall be responsible for ensuring OSHA 29CFR Part 1910 and all other applicable federal and state safety regulation are met. This includes providing staff and equipment to meet the requirements.

Structure underwater inspections shall generally follow applicable Florida standards as listed below. Where Florida standards are not available, federal or industry standards of practice may be utilized. The following list presents a partial listing of inspection standard; other standards may also apply. The Consultant shall use the most recent version of referenced standards.

- Culvert Inspection Manual FHWA-IP-86-2; U.S. DOT/FHWA
- Underwater Inspection of Bridges FHWA-DP-80-1; U.S. DOT/FHWA
- FDOT Dive Manual, Volume V; FDOT, Procedure 850-101-011
- Underwater Investigations Standard Practice Manual, Level 1 Inspections, American Society of Civil Engineer's (ASCE)

#### Access and Field Activities

The Districts Project Manager will provide a combination lock for access to each site. The Consultant may set up for each day's underwater inspection without District staff present. The Consultant shall not operate any structure machinery or perform equipment lock-out/tag-out associated with the structure being inspected. This will be performed by District staff.

### **IV. TASK IDENTIFICATION**

#### **Consultant's Tasks**

##### **Task 1 – Kickoff Meeting**

The Consultant shall attend a kickoff meeting scheduled by the District's Project Manager.

Consultant shall present an inspection and report plan and be prepared to discuss any questions they may have concerning the completion of the underwater inspections and reports. Following the kickoff meeting, the Consultant shall finalize the plan to incorporate the District's and the Consultant's comments from the kickoff meeting via electronic mail (e-mail) in PDF format.

##### **Task 2 – Assessment Meetings**

The Consultant professional engineer inspection team member shall attend an assessment meeting. This meeting will be scheduled by the District's Project Manager. Such meeting will be scheduled after the Consultant has performed several inspections (minimally after each Levee System Segment has been

completed), and the purpose is to ensure that the Consultant understands and is meeting the District's expectations.

The Consultant shall be prepared to discuss in detail their checklist finding comments and ratings, present video footage and/or still photos, and discuss probable causes and recommended corrective actions for each checklist item. Each structure shall be assessed at this meeting. The Consultant shall incorporate the District's and the Consultant's comments from the assessment meetings and include them to all deliverables.

### **Task 3 – Scheduling and Progress Meetings**

- Task 3.1 – Scheduling

The Consultant shall provide weekly advanced notices of the inspections for the upcoming two (2) weeks. These notices shall include the structures planned for underwater inspection, which teams will be inspecting which structures, any special equipment requirements, and shall identify additional, alternate structures to be inspected if the primary structures cannot be inspected. The Consultant shall be responsible for scheduling underwater inspections and submitting an underwater inspection scope for District approval including projecting the duration of structure shut down.

- Task 3.2 Progress Meetings

The Consultant and District Project Managers shall meet monthly or as needed to review progress, schedule and other issues as needed. The meeting can be on site or via teleconference.

For the monthly progress meetings, the Consultant shall provide general status of inspections and reports including, but not limited to, summary of activities performed during the last month cycle/period, schedule of upcoming activities, open action items, invoicing status, projected payment schedule, and other items as requested by the District. These meetings can be combined with the Assessment Meetings noted above.

### **Task 4 –Underwater Inspection and Report**

At a minimum, the Consultant's inspections shall include all elements above and below-water; continuing two feet above the high water elevation, as well as the structure's above-water components that cannot be inspected from the top side of the structure (a culvert intake structure). The District's Project Manager will provide the high water elevation for each structure.

Structure components (includes penetration dive for culverts and water control structures) shall be inspected to evaluate foundation condition, structural integrity, operating equipment, safety, flow characteristics, inlet and outlet conditions, and site conditions.

For all the structures that are dry during the inspection time and if adequate freeboard exists above the water level, an underwater dive shall not be required. However, the full inspection, completed inspection checklist, and full video and photographic documentation of all structures elements as described herein shall be required.

If observed deficiencies are determined structural or critical (operational) to warrant immediate action, the Consultant shall inform the District's Project Manager. Verbal notification shall be confirmed in writing within twenty-four (24) hours.

The Consultant is responsible for all underwater operations and for the safety of the underwater inspection team. If the District believes that there is a condition of imminent danger or risk to site personnel, equipment, or property, the District may order the Consultant to halt operations at no additional expense to the District.

- **Task 4.1 – Underwater Inspection Checklists and Field Records**

The Consultant shall complete an underwater inspection checklist and submit for review and approval (see Appendix B for an example of an inspection checklist). Checklists and field notes shall be submitted as part of the inspection reports.

For the completion of the inspection checklist, ratings shall be applied as follows:

**Rating Scale for Individual Findings:**

C-1 = No action needed

C-2 = Monitor condition at next dive inspection  
(in five (5) years)

C-3 = Schedule repair/replacement  
(for routine items)

C-4 = Schedule repair/replacement  
(for safety items, or items that will hinder operation if not corrected)

C-5 = Repair/replace immediately  
(for structural items)

C-6 = Critical = Repair/replace immediately.  
(for operational items)

When completing the inspection checklist, the Consultant shall keep the following guidelines, at a minimum:

- All the fields need to be filled out in the Inspection Checklist tab:
  - For items rated C-1, the standard comment shall be “No Deficiencies Noted”.
  - For items rated C-2 (Monitor) describe clearly what needs to be monitored at the next dive inspection in five (5) years.
  - For items rated C-3, C-4, C-5 & C-6 Critical, provide detailed comments explaining deficiency location, relative size/severity, and magnitude/extent.
  - For items rated Not Applicable (NA), the comment field in the Inspection Checklist tab shall be filled out. Examples of these comments are: No flap gates by design, No stilling well present.
- Verify that sub-components are completed for each item rated C-3 and higher.
- Only the applicable items in the Sub-Components Checklist tab comments field shall be filled out. In the Sub-Components Checklist tab Not Applicable items (NA) do not require comments – the comments field shall remain blank in those cases.

Checklists and field notes shall be submitted as part of the inspection reports.

- **Task 4.2 – Underwater Inspections Videos**

A surface color monitor with video and audio capabilities shall be provided to allow real-time monitoring of the diver. The dive team shall bring equipment suitable to video and photo document underwater findings in low-light conditions and turbid water with low visibility.

The Consultant's underwater inspection of each structure shall be digitally recorded by the Consultant in color (video) with clear audio and notes (caption), in a Microsoft Windows compatible format. The Consultant shall inform the District of the format that will be used before the underwater inspections start. The digital files shall be edited for content length and shall include video graphics identifying each finding, including, but not limited to:

4.2.1 Each underwater finding rated C-3 and higher shall be color video-documented (one- to five-minute summary, each finding). The video shall include graphics, notes (caption) and audio identification of what is being recorded.

4.2.2 Clear, color still photographs shall be provided for each finding rated C-3 or higher.

4.2.3 The Consultant shall prepare an edited video in color of the underwater inspections, edited for time, and separated by splash screen graphics. For findings rated C-3 and higher, video of the submerged portions of each structure shall be provided with edited descriptions and separated by splash screen graphics in DVD color format as well as photographs.

4.2.4 Photographs shall be provided in JPG format.

4.2.5 The Consultant shall provide a DVD copy in color per structure of the unedited video recording of the entire underwater inspection, and a separate DVD copy in color of the edited video recording of C-3 and higher rated elements if any. The DVDs for each structure shall be submitted in a three-ring binder within DVD sleeves.

- **Task 4.3 – Underwater Inspection Reports**

The Consultant shall prepare underwater inspection reports. The Consultant shall submit electronic formatted draft reports with supporting documentation via **one (1)** disk copy with a transmittal form. Underwater inspection draft reports shall be filed in Microsoft Word format as a single file for each structure. Each report shall be a stand-alone document with a closed-page numbering system unless directed otherwise by the District.

The structure underwater inspection reports shall each contain a summary page for the inspection, which shall include an overall rating and recommendations; current underwater inspection results with photographs for findings rated C-3 and higher, including deficiency descriptions, probable causes and recommendations; site drawing; completed underwater inspection checklist.

The Consultant shall submit **five (5)** disk copies of electronic formatted underwater final reports and supporting documentation as individual PDFs and/or MS Word documents, by structure and with transmittal forms. Final underwater reports in PDF format shall be electronically sealed following Florida Administrative Code (F.A.C.) 61G15-23.002 and 61G15-23.003 requirements.

### Task 6 – Animal Control

The Consultant shall be responsible for animal control. Problems with nuisance animals shall be the responsibility of the Consultant. The Consultant shall be responsible for obtaining Florida Fish and Wildlife Conservation Commission (FWC) Special Purpose Permit (Permit) which allows for alligator security services for the purpose of inspection of District structures, facilities and properties. The Consultant shall obtain in writing from FWC several preapproved disposal locations, off District property, throughout the District service area. The Consultant shall be responsible for all materials, labor and equipment needed to properly dispose killed alligators.

The Consultant shall provide the District proof of proper disposal of each killed alligator as necessary. It is the District's desire to limit the number of killed alligators by having the permitted Trapper capture and release nuisance animals within the same day on District property.

## VII. TIMEFRAMES AND DELIVERABLES

Consultant shall start the underwater inspections within 30 days from a fully executed contract.

- Work Plan – Following the kickoff meeting, the Consultant shall finalize the work plan to incorporate the District's and the Consultant's comments from the kickoff meeting via electronic mail (e-mail) in PDF format within five (5) business days of the meeting.
- Schedule – The Consultant shall provide weekly advanced notices of the inspections for the next two (2) weeks. All work shall be completed within nine months from the effective date of the contract.
- Monthly Progress Meetings – The Consultant shall provide monthly progress updating and describing the work by task and summarizing correspondence and other issues as needed. (See Task 4 for details)
- Preliminary Engineering Draft Report – Consultant shall submit the preliminary engineering draft report of the investigations monthly after the onsite work is complete. The Consultant shall submit electronic formatted draft reports with supporting documentation via **one (1)** disk copy with a transmittal form. (See Task 4 for details) This draft report is required to accompany the monthly invoice for those structures that are complete.
- Final Inspection Reports – The Consultant shall submit **five (5)** disk copies of electronic formatted underwater final reports and supporting documentation as individual PDFs and/or MS Word documents, by structure and with transmittal forms. Final underwater reports in PDF format shall be electronically sealed following Florida Administrative Code (F.A.C.) 61G15-23.002 and 61G15-23.003 requirements within thirty (30) days of completion. (See Task 4 for details)

## VIII. BUDGET

The District will compensate the Contractor \$\_\_\_\_\_ for completion of the work. Contractor shall invoice on a monthly basis based on a percent of completion. The District's Project Manager shall approve invoices after inspection of the work and review of reports has been completed. District will pay 100% of each approved invoice.

Attachments:

Exhibit A – Culvert List UW Inspections 2020

Exhibit B – UW Insp Map C-231

Exhibit C – UW Insp Map L-74N Ext

Exhibit D – UW Insp Map L-74N

Exhibit E – UW Insp Map L-74W

Exhibit F UW Inspection Map L74E, L75, Fellsmere

Exhibit G – UW Insp Map L-77E and L-78

Exhibit H – Underwater Inspection Checklist

**EXHIBIT A  
UNDERWATER INSPECTION LIST**

USACE LEVEE SYSTEM	LEVEE	NAME	PREVIOUS NAME (IF DIFFERENT)	COORDINATES	NUMBER PIPES	MATERIAL	DIAMETER (in.)	LENGTH (ft.)	TYPE	WET /Dry
Jane Green South	L-74W	S-250A		27.82267876N, 80.77296072W	1	CAP	72	111	Riser	Wet
	L-74W	S-250B		27.82290077N, 80.76590318W	1	CAP	72	111	Riser	Wet
	L-74W	S-250C		27.82325635N, 80.75480221W	1	CAP	72	111	Riser	Wet
	L-74W	S-250D		27.82271025N, 80.79701025W	1	CMP	72	120	Slide Gate	Wet
	L-74W	S-250E		27.82253422N, 80.80896133W	1	CAP	72	120	Slide Gate	Wet
USJRB North	L-74N Ext	S-264		28.07260393N, 80.75259361W	2	CAP	72	94	Slide Gate	Wet
	L-74N	S-255		27.86688948N, 80.74628697W	4	CAP	72	125	Flap Gate	Wet
	L-74N	S-256		27.90995468N, 80.74562318W	2	CAP	60	104	Flap Gate	Wet
	L-74E	S-258		27.82526218N, 80.71146217W	4	CAP	72	108	Slide Gate	Wet
	C1RA	PS-1S	PS-1 (Sawgrass South)	28.01373483N, 80.76166595W	5				Flap Gate	Wet/Dry
	L-74N Ext	PS-2N	PS-2 (Sawgrass North)	28.05697575N, 80.75390745W	3		2 - 36" 1 - 24"		Flap Gate	Wet/Dry
USJRB South	L-75	S-2		27.82279084N, 80.70755776W	3	CMP	84	150	Slide Gate	Wet
	L-75	S-259		27.77704835N, 80.70834794W	2	CAP	72	204	Slide and Flap Gate	Wet
	L-75	S-18B	Unnamed	27.75821511N, 80.70866936W	1	CMP	60	100	Slide Gate	Wet/Dry
	L-75	S-3		27.75277805N, 80.70827802W	3	CAP	72	110	Slide Gate	WET
	L-75	S-23	S-4	27.74047689N, 80.70844409W	2	CMP	72	100		Wet
	L-75	PS-5		27.71478911N, 80.70905715W	3	CMP	54	90	Flap Gate	WET
	L-75	S-6A	Unnamed	27.7000542N, 80.67591486W	1	CMP	60	100	Slide Gate	Wet/Dry
	L-75	S-6B	PS-6 Outlet	27.69962764N, 80.67528767W	3	CMP	60	100	Flap Gate	Wet
	L-77E	S-251		27.69553318N, 80.64343366W	4	CMP	72	102	Slide Gate	Wet
	L-77E	S-77	Unnamed	27.64746232N, 80.64407972W	1	??	48	80	Flap Gate	Wet
	L-78	S-252A		27.64106066N, 80.72553577W	2	CMP	60	126	Slide Gate	Wet
	L-78	S-252B		27.64091772N, 80.71677085W	2	CMP	60	126	N/A	Wet
	L-78	S-252C		27.64070751N, 80.70457327W	1	CMP	60	126	N/A	Wet
UORB	C-231	B1		28.99421969N, 81.83704419W	2	CAP	48	100	Slide Gate	Wet/Dry
	C-231	E2		29.08099779N, 81.88246424W	1	CONC	72	40	N/A	Wet/Dry
FWMA	FWMA	AP1		27.822644N, 80.671663W	2				Slide Gate	
	FWMA	S-18A	Ditch 18	27.758039N, 80.692878W	1				Slide Gate	
	FWMA	PS-2RO	PS-2R Outlet	27.757412N, 80.692914W	3				Flap Gate	
	FWMA	S-SI	Southern Inlet	27.700913N, 80.675942W	4				Slide Gate	
	FWMA	CS3		27.82285204N, 80.67352547W	2				Slide Gate	
	FWMA	CS4		27.82294614N, 80.69086577W	2				Slide Gate	

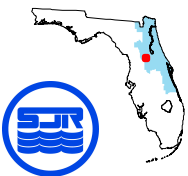




**Underwater Structure Inspection UORB**

**C-231**

**EXHIBIT "B"**



2.5      1.25      0      2.5 Miles

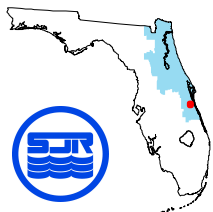
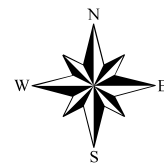
1 = 75000



## Underwater Structure Inspection USJRB North L-74N Ext

S-264, PS2N & PS-1S

EXIBIT 'C'

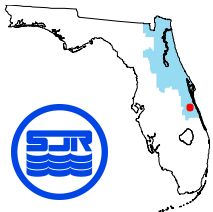




## Underwater Structure Inspection USJRB North

L-74N: S-255 and S-256

### EXHIBIT 'D'



1.5 0.75 0 1.5 Miles

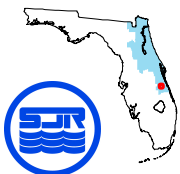
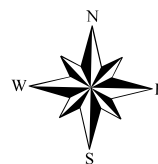
1 = 40000





**Underwater Structure Inspections USJRB**  
**L-74W: S-250A, S-250B, S-250C, S-250D and S-250E**

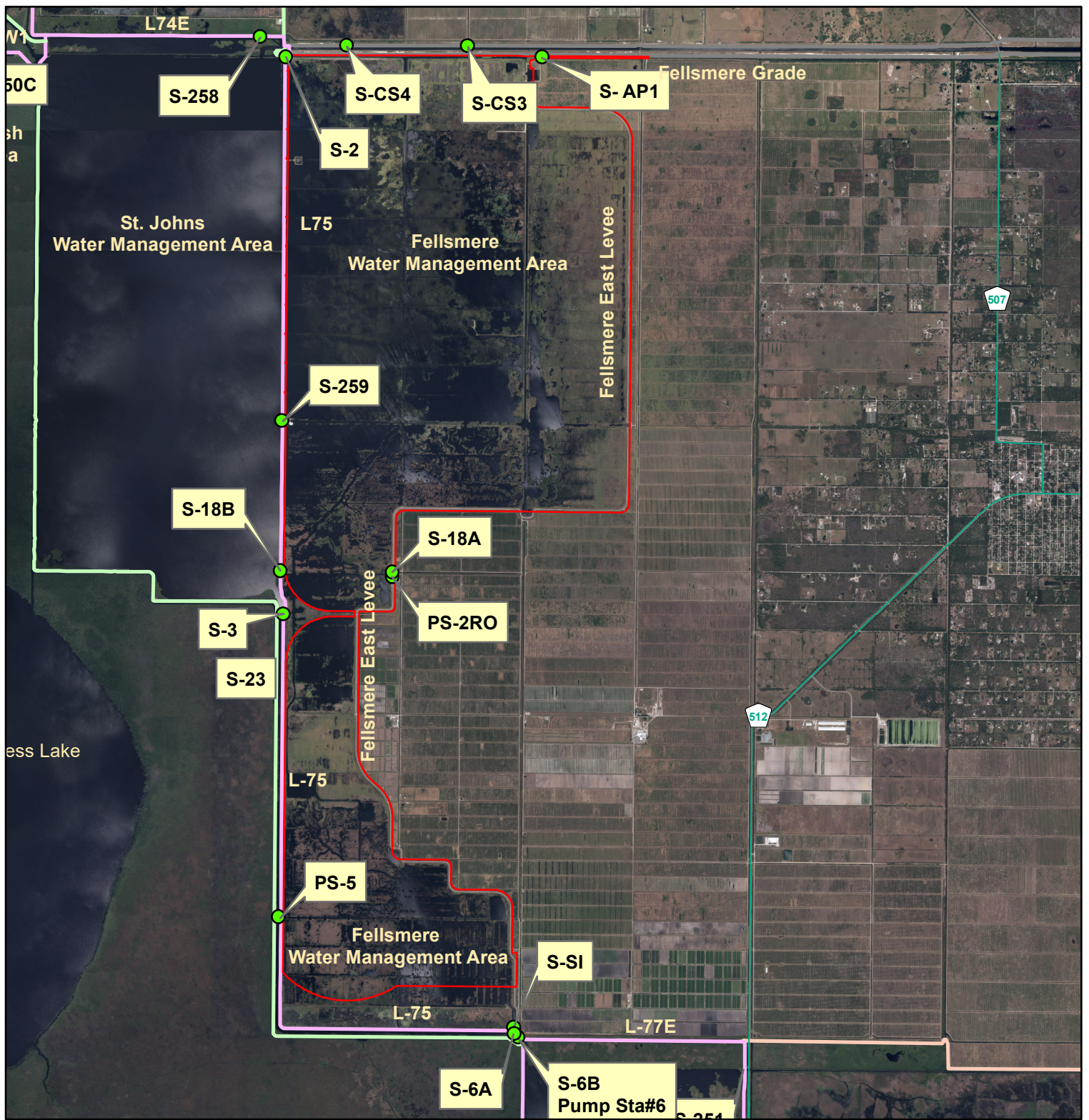
**EXHIBIT 'E'**



1.5      0.75      0      1.5 Miles

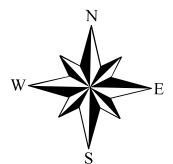
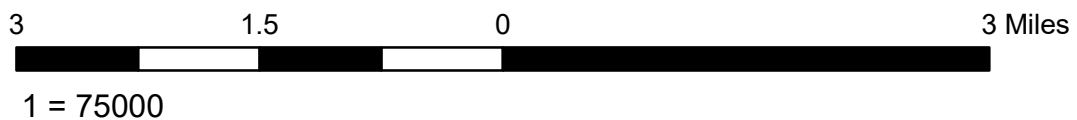
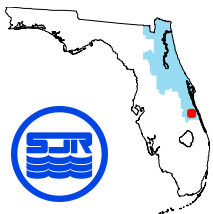


1 = 45000



**Underwater Structure Inspection USJRB South**  
**L-74E, L-75, Fellsmere Grade and Fellsmere East Levee**

**EXHIBIT 'F'**

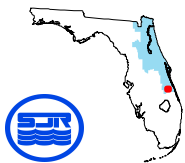




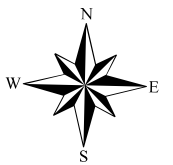
# Underwater Structure Inapection USJRB South

## L-77E and L-78

### EXIBIT 'G'



1 = 50000



**Underwater Field Records**

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

Structure Name: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Barrels: \_\_\_\_\_

Overall Structure Rating: \_\_\_\_\_

Distance upstream inspected [feet]: \_\_\_\_\_

Distance downstream inspected [feet]: \_\_\_\_\_

Start Time(s): \_\_\_\_\_

Finish Time(s): \_\_\_\_\_

Headwater elevation [NGVD]: \_\_\_\_\_ (staff gage)

Tailwater elevation [NGVD]: \_\_\_\_\_ (Staff gage)

**Underwater Summary:**

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**UPSTREAM:**

Checklist	Finding #	Finding Name	C-Rating	Video Real Time /Photo Lable	Deficiency and Probable Cause	Recommended Corrective Actions
<b>Underwater- Upstream Erosion Control</b>	US1	<b>Slope Degradation/Stability</b>				
	US2	<b>Condition of Rip-Rap</b> (Loose/Seated)				
	US3	<b>Exposed Erosion Control Fabric</b> (C1 if not exposed)				
	US4	<b>Evidence of Stone Displacement</b> (For bedding stone)				
	US5	<b>Channel Stabilization and Erosion Control</b>				
<b>Underwater- Upstream General</b>	US50	<b>Structure-General Concrete Condition</b> (Out of all concrete members at the structure, state which ones have deficiencies, and which are fine)				
		a. Concrete Chemical Reaction (Sulfate attack?)				
		b. Concrete Cracks				
		c. Concrete Spalling (Is rebar exposed?)				
		d. Concrete Structural Integrity				
		e. Exposed Rebar Corrosion				
		f. Offset (relative movement of opposing sides)				
		g. Scaling				
	h. Undermining					
	US51	<b>Structure-General Metal Condition</b> (Out of all metal members at the structure, state which ones have deficiencies, and which are fine)				
		a. Corrosion				
		b. Offset (relative movement of opposing sides)				
		c. Section Loss				
		d. Undermining				



Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
	US52	<b>Structure-General Timber Condition</b> <i>(Out of all timber members at the structure, state which ones have deficiencies, and which are fine)</i>				
		a. Offset (relative movement of opposing sides)				
		b. Pile Caps				
		c. Rot				
		d. Splitting				
		e. Undermining				
	US53	<b>Structural Joints</b> (e.g. Bolts, Welds)				
	US54	<b>Stop Log/Flashboard Channels</b> <i>(Including stop logs &amp; flashboards)</i>				
	US55	<b>Settlement</b> <i>(Settlement of structure?)</i>				
	US56	<b>Shoaling/Scour</b> <i>(Shoaling=deposit of mat'l; Scour=removal of mat'l)</i>				
		a. Shoaling/Scour Depth and Dimensions				
		b. Upstream Foundation/Headwall				
		c. Upstream Headway (Shoaling)				
		d. Wingwalls				
	US57	<b>Fouling/Marine Growth</b>				
		a. Type, Consistency, Thickness				
	US58	<b>Debris</b>				

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
	US59	<b>Stilling Wells</b> (If 'NA', Why?)				
		a. Corrosion, Joint Damage				
		b. General Condition				
		c. Stilling Well Pier-Connections				
		d. Stilling Well Pier-Support (Support posts)				
		e. Stilling Well Intake Lines (Stilling well pipes)				
	US60	<b>Underwater Controls/Instruments</b>				
		Fastening System in Suitable Condition				
		Proper Location and Alignment				
	US61	<b>Fenders</b> (Fenders for structure; e.g. for boat locks)				
	<b>Underwater- Upstream Structural Components</b>	US100	<b>Wingwalls</b>			
US101		<b>Buttresses</b> (Support arms for wall)				
		a. Alkali-Silica or Chemical Reaction of Concrete				
		b. Construction Joint Condition				
		c. Cracking (Type and Size)				
		d. Erosion				
		e. Offset/Faulting (Relative Movement of Opposing Sides)				
		f. Reinforcement Corrosion				
		g. g. Spalling or Pop out				
US102	<b>Abutments</b> (Abutment walls are parallel to the flow)					
US103	<b>Retention Walls</b>					

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
	US104	<b>Headwall</b> (Head walls are perpendicular to the flow)				
	US105	<b>Expansion Joints/Construction Joints</b> (Use here if deficiency is not associated with the components listed)				
	US106	<b>Sheet Piles and Bulkheads</b>				
		a. Concrete Condition				
		b. Concrete Pile				
		c. Condition of Coating Products				
		d. Corrosion				
		e. Deadman Condition				
		f. Joint or Knuckle Condition				
		g. Pile Cap				
		h. Sheet Pile				
		i. Timber Pile				
	j. Undermining					
	US107	<b>Wales/Tie Backs</b> (hardware) (Used with sheetpile)				
	US108	<b>Intake Bays</b>				
	US109	<b>Piers</b> (Pier walls that separate the bays)				
	US110	<b>Foundations</b> (Underneath the structure)				

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
	US111	<b>Weir/Weir Crest</b>				
		a. Alkali-Silica or Chemical Reaction of Concrete				
		b. Cracking (Type and Size)				
		c. Erosion				
		d. Offset/Faulting (Relative Movement of Opposing Sides)				
		e. Reinforcement Corrosion				
		f. Spalling or Pop out				
	US112	<b>Baffles</b>				
		a. Alkali-Silica or Chemical Reaction of Concrete				
		b. Construction Joint Condition				
		c. Cracking (Type and Size)				
		d. Erosion				
		e. Offset/Faulting (Relative Movement of Opposing Sides)				
		f. Reinforcement Corrosion				
	US113	<b>Underwater Apron Slabs</b>				
	US114	<b>Structural Support, Bracing or Frames</b> (For other structural components)				
		a. Corrosion (Light, Moderate, Heavy)				
		b. Flaking, Peeling, Blisters				
		c. Pitting				
			d. Protective Coating Condition			

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
		e. Section Loss				
		f. Surface Area (% Damaged)				
	US115	<b>Culverts Interior</b> <i>(Include exterior of culvert, if it can be seen)</i>				
	US116	<b>Risers</b> <i>(Culvert risers)</i>				
<b>Underwater-Upstream Gates</b>	US151	<b>Gate Condition</b>				
		a. Alignment, Indications of Bowing or Buckling				
		b. Cathodic protection anodes				
		c. Corrosion (Light, Moderate, Heavy)				
		d. Gate Anchorage				
		e. Gate seal condition				
		f. Greasers				
		g. Indications of Stress or Structural Deterioration				
		h. Operability				
		i. Pitting (% Penetration Into Metal)				
		j. Protective Coating Condition (Flaking, Peeling, Blisters)				
		k. Rivet, Weld Seam, or Bolt Condition				
	l. Section Loss					
	m. Surface Area (% Damaged)					

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
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US152	<b>Gate Guides and Gate Control</b>	(Includes rails and, depending on type of gate, roller wheels, gate stem, ballast or bladder and their connections)				
	a. Abrasion Damage Due to Operation					
	b. Alignment, Indications of Bowing or Buckling					
	c. Corrosion					
	d. Gate Control Anchorage					
	e. Indications of Stress or Structural Deterioration					
	f. Protective Coating Condition (Flaking, Peeling, Blisters)					
	g. Rivet, Weld Seam, or Bolt Condition					
	h. Section Loss					
	i. Structural Steel Condition					
US153	<b>Gate Seal Condition</b> (Gaskets, Seal Ride, and Mating Surfaces)					
US154	<b>Cathodic Protection</b>	(Use this for the entire structure, including gates, wingwalls, metal culverts, platforms, etc.)				
US155	<b>Condition of Operator/Actuator Components</b>	(Includes limit switches, position indicator switches, and manatee systems)				
US156	<b>Emergency Closure Gates</b>					
	a. Abrasion Damage Due to Operation					
	b. Alignment, Indications of Bowing or Buckling					

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
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	c. Cathodic protection anodes				
	d. Condition of Actuator or Actuator Components				
	e. Corrosion				
	f. Gate Anchorage				
	g. Gate Guides and Gate Control				
	h. Gate Seal Condition (Gasket and Mating Surfaces)				
	i. Greasers				
	j. Indications of Stress or Structural Deterioration				
	k. Operability				
	l. Protective Coating Condition (Flaking, Peeling, Blisters)				
	m. Rivet, Weld Seam, or Bolt Condition				
	n. Section Loss				
	o. Structural Steel Condition				
US157	<b>Navigation Lock Miter Gates</b>				
	a. Gate Anchorage				
	b. Gate supports				
	c. Hinge and pintel housing				
	d. Locking Mechanism				
	e. Operability				
	f. Protective Coating Condition				
	g. Staunching Devices				

**DOWNSTREAM:**

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
<b>Underwater-Downstream Erosion Control</b>	DS1	<b>Slope Degradation/Stability</b>				
	DS2	<b>Condition of Rip-Rap</b> (Loose/Seated)				
	DS3	<b>Exposed Erosion Control Fabric</b> (C1 if not exposed)				
	DS4	<b>Evidence of Stone Displacement</b> (For bedding stone)				
	DS5	<b>Channel Stabilization and Erosion Control</b>				
<b>Underwater-Downstream General</b>	DS50	<b>Structure-General Concrete Condition</b> (Out of all concrete members at the structure, state which ones have deficiencies, and which are fine)				
		a. Concrete Chemical Reaction (Sulfate attack?)				
		b. Concrete Cracks				
		c. Concrete Spalling (Is rebar exposed?)				
		d. Concrete Structural Integrity				
		e. Exposed Rebar Corrosion				
		f. Offset (relative movement of opposing sides)				
		g. Scaling				
		h. Undermining				
	DS51	<b>Structure-General Metal Condition</b> (Out of all metal members at the structure, state which ones have deficiencies, and which are fine)				
		a. Corrosion				
		b. Offset (relative movement of opposing sides)				
		c. Section Loss				
		d. Undermining				



Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
	DS52	<b>Structure-General Timber Condition</b> (Out of all timber members at the structure, state which ones have deficiencies, and which are fine)				
		a. Offset (relative movement of opposing sides)				
		b. Pile Caps				
		c. Rot				
		d. Splitting				
		e. Undermining				
	DS53	<b>Structural Joints</b> (e.g. Bolts, Welds)				
	DS54	<b>Stop Log/Flashboard Channels</b> (Including stop logs & flashboards)				
	DS55	<b>Settlement</b> (Settlement of structure?)				
	DS56	<b>Shoaling/Scour</b> (Shoaling=deposit of mat'l; Scour=removal of mat'l)				
		a. Downstream Foundation/Headwall				
		b. Downstream Sedimentation (Shoaling)				
		c. Shoaling/Scour Depth and Dimensions				
		d. Wingwalls				
	DS57	<b>Fouling/Marine Growth</b>				
		a. Type, Consistency, Thickness				
	DS58	<b>Debris</b>				
	DS59	<b>Stilling Wells</b> (If 'NA', Why?)				
		a. Corrosion, Joint Damage				
		b. General Condition				

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
		c. Stilling Well Pier-Connections				
		d. Stilling Well Pier-Support (Support posts)				
		e. Stillwell Intake Lines (Stilling well pipes)				
	DS60	<b>Underwater Controls/Instruments</b>				
		a. Fastening System in Suitable Condition				
		b. Proper Location and Alignment				
	DS61	<b>Fenders</b> (Fenders for structure; e.g. for boat locks)				
<b>Underwater-Downstream Structural Components</b>	DS100	<b>Wingwalls</b>				
	DS101	<b>Buttresses</b> (Support arms for wall)				
		a. Alkali-Silica or Chemical Reaction of Concrete				
		b. Construction Joint Condition				
		c. Cracking (Type and Size)				
		d. Erosion				
		e. Offset/Faulting (Relative Movement of Opposing Sides)				
		f. Reinforcement Corrosion				
	g. Spalling or Pop out					
	DS102	<b>Abutments</b> (Abutment walls are parallel to the flow)				
DS103	<b>Retention Walls</b>					
DS104	<b>Headwall</b> (Head walls are perpendicular to the flow)					

**Underwater Inspection Checklist**

**Exhibit H**

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
	DS105	<b>Expansion Joints/Construction Joints</b> (Use here if deficiency is not associated with the components listed)				
	DS106	<b>Sheet Piles and Bulkheads</b>				
		a. Concrete Condition				
		b. Concrete Pile				
		c. Condition of Coating Products				
		d. Corrosion				
		e. Deadman Condition				
		f. Joint or Knuckle Condition				
		g. Pile Cap				
		h. Sheet Pile				
		i. Timber Pile				
		j. Undermining				
	DS107	<b>Wales/Tie Backs</b> (hardware) (Used with sheetpile)				
	DS108	<b>Discharge Bays</b>				
	DS109	<b>Piers</b> (Pier walls that separate the bays)				
	DS110	<b>Foundations</b> (Underneath the structure)				
	DS111	<b>Weir/Weir Crest</b>				
		a. Alkali-Silica or Chemical Reaction of Concrete				
		b. Cracking (Type and Size)				

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
		c. Erosion				
		d. Offset/Faulting (Relative Movement of Opposing Sides)				
		e. Reinforcement Corrosion				
		f. Spalling or Pop out				
	DS112	<b>Baffles</b>				
		a. Alkali-Silica or Chemical Reaction of Concrete				
		b. Construction Joint Condition				
		c. Cracking (Type and Size)				
		d. Erosion				
		e. Offset/Faulting (Relative Movement of Opposing Sides)				
		f. Reinforcement Corrosion				
		g. Spalling or Pop out				
	DS113	<b>Underwater Apron Slabs</b>				
	DS114	<b>Structural Support, Bracing or Frames</b> (For other structural components)				
		a. Corrosion (Light, Moderate, Heavy)				
		b. Flaking, Peeling, Blisters				
		c. Pitting				
		d. Protective Coating Condition				
		e. Section Loss				

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
		f. Surface Area (% Damaged)				
	DS115	Culverts Interior <i>(Include exterior of culvert, if it can be seen)</i>				
Underwater-Downstream Gates	DS151	<b>Gate Condition</b>				
		a. Cathodic protection anodes				
		b. Corrosion (Light, Moderate, Heavy)				
		c. Gate Anchorage				
		d. Gate seal condition				
		e. Greasers				
		f. Indications of Stress or Structural Deterioration				
		g. Operability				
		h. Pitting (% Penetration Into Metal)				
		i. Protective Coating Condition (Flaking, Peeling, Blisters)				
		j. Rivet, Weld Seam, or Bolt Condition				
		k. Section Loss				
		l. Straight, Aligned, Indications of Bowing or Buckling				
	m. Surface Area (% Damaged)					
	DS152	<b>Gate Guides and Gate Control</b> <i>(Includes rails and, depending on type of gate, roller wheels, gate stem, ballast or bladder and their connections)</i>				
		a. Abrasion Damage Due to Operation				
		b. Corrosion				
c. Gate Anchorage						
d. Indications of Stress or Structural Deterioration						
e. Protective Coating Condition (Flaking, Peeling, Blisters)						
	f. Rivet, Weld Seam, or Bolt Condition					

Underwater Inspection Checklist

Exhibit H

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
		g. Section Loss				
		h. Straight, Aligned, Indications of Bowing or Buckling				
		i. Structural Steel Condition				
	DS153	<b>Gate Seal Condition</b> (Gaskets, Seal Ride, and Mating Surfaces)				
	DS154	<b>Cathodic Protection</b> (Use this for the entire structure, including gates, wingwalls, metal culverts, platforms, etc.)				
	DS155	<b>Condition of Operator/Actuator Components</b> (Includes limit switches, position indicator switches, and manatee systems)				
	DS156	<b>Emergency Closure Gates</b>				
		a. Abrasion Damage Due to Operation				
		b. Cathodic protection anodes				
		c. Condition of Actuator or Actuator Components				
		d. Corrosion				
		e. Gate Anchorage				
		f. Gate Guides and Gate Control				
		g. Gate Seal Condition (Gasket and Mating Surfaces)				
		h. Greasers				
		i. Indications of Stress or Structural Deterioration				
		j. Operability				
		k. Protective Coating Condition (Flaking, Peeling, Blisters)				
		l. Rivet, Weld Seam, or Bolt Condition				
		m. Section Loss				

**Underwater Inspection Checklist**

**Exhibit H**

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
		n. Straight, Aligned, Indications of Bowing or Buckling				
		o. Structural Steel Condition				
	DS157	<b>Navigation Lock Gates</b>				
		a. Buoyancy Tanks				
		b. Gate Anchorage				
		c. Gate supports				
		d. Hinge and pintel housing				
		e. Locking Mechanism				
		f. Operability				
		g. Protective Coating Condition				
		h. Staunching Devices				
<b>Underwater-Comments</b>	DS1000	<b>Additional Items &amp; Comments</b>				

**PUMP or PUMP STATION:**

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
<b>Pump Station-Pumps</b>	PS14	<b>Engine Cooling System</b> (Underwater)				
		a. Condition				
		b. Heat Exchanger				
		c. Leaks				
		d. Radiator Leaks				
		e. Rust				
<b>Pump Station-Intake (Upstream)</b>	PS100	<b>Screens and Trash Racks</b>				
		a. Bay Level Sensors, Visual				
		b. Bolts				
		c. Corrosion				
		d. Safety Rail				
	PS102	<b>Intake Bell &amp; Impellor #1</b> (Include Diffuser & Bay)				
	PS103	<b>Intake Bell &amp; Impellor #2</b> (Include Diffuser & Bay)				
	PS104	<b>Intake Bell &amp; Impellor #3</b> (Include Diffuser & Bay)				
	PS105	<b>Intake Bell &amp; Impellor #4</b> (Include Diffuser & Bay)				
	PS106	<b>Intake Bell &amp; Impellor #5</b> (Include Diffuser & Bay)				
	PS107	<b>Intake Bell &amp; Impellor #6</b> (Include Diffuser & Bay)				
	PS108	<b>Bypass Gates</b> (e.g. Slide Gates)				



**Underwater Inspection Checklist**

**Exhibit H**

Checklist	Finding #	Finding Name	C-Rating	Video Real Time	Deficiency and Probable Cause	Recommended Corrective Actions
<b>Pump Station-Discharge (Downstream)</b>	PS200	Discharge Pipe #1				
	PS201	Discharge Pipe #2				
	PS202	Discharge Pipe #3				
	PS203	Discharge Pipe #4				
	PS204	Discharge Pipe #5				
	PS205	Discharge Pipe #6				
	PS206	Backflow Gates				
	PS207	Bypass Culvert Interior	(Include exterior of culvert, if it can be seen)			

## ATTACHMENT B — INSURANCE REQUIREMENTS

Consultant shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Consultant shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. Consultant's General Liability policy shall include Endorsement CG 20101185, or equivalent, naming the St. Johns River Water Management District (the "District") as Additional Insured. All required policies shall include: (1) endorsement that waives any right of subrogation against the District for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the District no less than 30 days' notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Consultant is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime workers' compensation, if applicable, in not less than the minimum limits required by Florida law. If Consultant claims an exemption from workers' compensation coverage, Consultant must provide a copy of the Certificate of Exemption from the Florida Division of Workers' Compensation for all officers or members of an LLC claiming exemption who will be participating in the Work. In addition, Consultant must provide a completed District "Affidavit (Non-Construction)" for non-construction contracts. Consultant is solely responsible for compliance with any Federal workers' compensation laws such as Jones Act and USL&H Act, including any benefits available to any workers performing work on this project.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$500,000 for personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) property in the care, control, or custody of the Consultant. Extensions shall be added or exclusions deleted to provide the necessary coverage.
- (c) **Automobile Liability.** Minimum limits of \$100,000/\$300,000/\$500,000
- (d) **Umbrella Policy.** Minimum limits of \$1,000,000.
- (e) **Professional Liability.** (Per claim) \$500,000 single limits.

**Watercraft Liability.** \$300,000 for bodily injury and property damage (if applicable)

ATTACHMENT C — DISTRICT’S SUPPLEMENTAL INSTRUCTIONS (sample)

DISTRICT SUPPLEMENTAL INSTRUCTIONS #

DATE:

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
, \_\_\_\_\_

FROM: Steven Turrentine, Project Manager

CONTRACT NUMBER: 34833

CONTRACT TITLE: Structure Inspections - Underwater Diving Services

The Work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor adjustments to the work as consistent with the Contract Documents and return to the District’s Project Manager.

1. Consultant’S SUPPLEMENTAL INSTRUCTIONS:

2. DESCRIPTION OF WORK TO BE CHANGED:

- DESCRIPTION OF SUPPLEMENTAL INSTRUCTION REQUIREMENTS:

**Consultant’s approval: (choose one of the items below):**

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

(It is agreed that these instructions shall not result in a change in the Total Compensation or the Completion Date.)

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

(Consultant agrees to implement the Supplemental Instructions as requested, but reserves the right to seek a Change Order in accordance with the requirements of the Agreement.)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Steven Turrentine, District Project Manager

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
Amy Lucey, District Procurement Specialist

c: Contract file  
Financial Services