

**THE GOVERNING BOARD OF THE
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
LAKE JESUP NURTRIENT REDUCTION AND FLOW ENHANCEMENT
REQUEST FOR QUALIFICATIONS 35167**

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., January 6, 2020. Further information is available through 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 DemandStar, Vendor Registry, or the District by calling or emailing Pamela Paulk, Senior Procurement Specialist, at 386-329-4469 or ppaulk@sjrwmd.com. Responses will be opened in the Procurement Conference Room, Administration Building, Palatka Headquarters, 4049 Reid Street, Palatka, Florida 32177-2571.

The objective of this project is to 1) design a recirculating wetland treatment system that will capture and treat pumped inflow from Lake Jesup whenever lake water levels make it feasible and 2) develop a dredging plan for the flow enhancement channel, known as Channel C, connecting the St. Johns River to the eastern portion of Lake Jesup. The engineer’s estimate for the project is \$1,100,000.00.

The District’s Evaluation Committee will meet at District headquarters at 4049 Reid Street, Palatka, Florida 32177-2571, to evaluate and rank Submittals as follows:

- 9:00 a.m. and 2:00 p.m., on January 16, 2020, to
 - Discuss the responses
 - Finalize the initial ranking
 - Determine a shortlist of Respondents and/or
 - Decide if oral presentations (by some or all of the Respondents) are necessary to assist in facilitating the evaluation process in determining a final recommendation and discuss negotiation strategies
- 9:00 a.m., on January 30, 2020
 - Conduct oral presentations, if needed, at the District’s headquarters, immediately followed by an evaluation meeting to establish the final rankings
 - Respondents selected for oral presentations will be notified in advance of the evaluation criteria and/or questions and time established for their presentation.
 - If oral presentations are not required the District will commence negotiations with the top-ranked Respondent (based on initial rankings)
- 10:00 a.m., March 17, March 24 and March 31, 2020
 - Negotiate final details and costs with the top-ranked Respondent (if oral presentations are required to determine a final recommendation) — after negotiations have been completed, all Respondents will be notified in writing of the staff’s intended recommendation to the Governing Board
 - Negotiate professional fees and project costs with the top-ranked Respondent as authorized by the District’s Governing Board at its March 10, 2020 meeting.

Special accommodations for disabilities may be requested through Pamela Paulk, or by calling (800) 955-8771 (TTY), at least five business days before the date needed.

INSTRUCTIONS TO RESPONDENTS.....	- 3 -
1. DEFINITIONS	- 3 -
2. CONTRACT ADMINISTRATION	- 3 -
3. WHERE TO DELIVER SUBMITTAL	- 3 -
4. OPENING OF SUBMITTALS	- 3 -
5. PREPARATION AND ORGANIZATION OF SUBMITTALS	- 4 -
6. INQUIRIES AND ADDENDA	- 6 -
7. BUDGET	- 6 -
8. MINIMUM QUALIFICATIONS	- 6 -
9. SIGNATURE AND CERTIFICATION REQUIREMENTS	- 7 -
10. DISQUALIFICATION OF RESPONDENTS	- 7 -
11. REJECTION OF SUBMITTALS	- 8 -
12. WITHDRAWAL OF SUBMITTAL	- 8 -
13. EVALUATION AND AWARD PROCEDURES	- 8 -
14. EVALUATION CRITERIA	- 9 -
15. EXECUTION OF AGREEMENT	- 10 -
16. EXAMINATION OF AGREEMENT DOCUMENTS AND WORK AREA	- 10 -
17. DIVERSITY	- 11 -
18. FLORIDA SALES TAX	- 11 -
19. PUBLIC ENTITY CRIMES/DISCRIMINATORY VENDORS	- 11 -
20. NOTICES AND SERVICES THEREOF	- 11 -
21. PROTEST PROCEDURES	- 11 -
FORMS.....	- 13 -
SUBMITTAL FORM.....	- 13 -
PROPOSED SUBCONTRACTORS.....	- 14 -
CERTIFICATE AS TO CORPORATION.....	- 15 -
AFFIDAVIT AS TO NON-COLLUSION AND CERTIFICATION OF MATERIAL CONFORMANCE WITH SPECIFICATIONS.....	- 16 -
QUALIFICATIONS — GENERAL.....	- 17 -
QUALIFICATIONS — SIMILAR PROJECTS.....	- 18 -
QUALIFICATIONS — SIMILAR PROJECTS.....	- 19 -
DRUG-FREE WORKPLACE FORM.....	- 20 -
NO RESPONSE FORM.....	- 21 -
AGREEMENT.....	- 22 -

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:

Pamela Paulk, Senior Procurement Specialist
 Phone: 386-329-4469
 Fax: 386-329-4546
 Email: ppaulk@sjrwmd.com

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:

Pamela Paulk, Senior Procurement Specialist
 Attn: Office of Financial Services
 St. Johns River Water Management District
 4049 Reid St, Palatka, FL 32177-2571

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: 35167
 Opening Time: 2:00 p.m.
 Opening Date: January 2, 2020

Please note that the United States Postal Service does not deliver regular mail or express mail to the above address. The District’s experience is that Federal Express and United Parcel Service will.

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., January 2, 2020
 St. Johns River Water Management District Headquarters
 4049 Reid Street, Palatka, Florida 32177-2571

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 **ONLY** in an "electronic" format. Please do not submit a blank RFQ solicitation package or applicable addenda. Instructions for submitting are provided 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, Subcontractors, and other required qualification forms)
 - e. Drug-Free Workplace Form (not used unless there is a tie)
2. All blank spaces on the Submittal Forms shall be typed or legibly printed in ink.
3. 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) Certification by the state of Florida's Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise.
- h) Certification as a small business
- i) 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 and information, 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) Detail experience in treatment wetland design and permitting, mitigation, inlet pumps, berms and control structures and dredging design to include permitting mitigation, sediment disposal site design, identification of appropriate dredging method based on dredge material composition and the means for completing the Work 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:
- c) Details on experience in obtaining, processing and delivering end products for the treatment wetland design and permitting, mitigation, inlet pumps, berms and control structures. Details on experience in

obtaining, processing and delivering end products dredging design to include permitting mitigation, sediment disposal site design, identification of appropriate dredging method based on dredge material composition. With regards 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 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 5: 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 the Respondent in the past three years, including contracts, work orders and purchase orders.

Tab 6: 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).

4. 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.
5. Respondent must follow all procedures for electronic submission or the Respondent's Submittal may be determined as "non-responsive" and rejected.
6. 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)).
7. 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.
8. The file-naming conventions for the Submittal shall include:
 - a) Submittal: RFQ # Respondent's name (abbreviated) Due Date

(Example: RFQ 35167 ABC Company 1-2-20)

9. The Submittal must include a separator page between each “Tabbed” section:
 - a) Example: Tab 1 - Firm's and subcontractors' capabilities to conduct work as presented in the Statement of Work
10. All electronically submitted files shall be saved to a single pin/thumb/jump drive. The 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.
11. **Please do NOT password protect your files.** The District recommends that Respondents confirm their Submittal will open correctly on a non-company owned computer. Any electronic submittal received by the District that does not open on a District-owned computer is subject to rejection as a defective response.

If you need assistance or have any questions about the format, please email or call Pamela Paulk at ppaulk@sjrwmd.com or 386-329-4469.

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 386-329-4546 or by email at ppaulk@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by 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 engineer’s estimate for the Work is \$1,100,000.00. This 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 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 the engineer’s estimate. 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 and Similar Projects) 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. The Respondent shall be currently licensed as an engineering firm or professional engineer as applicable through the Florida Department of Business and Professional Regulation. All licenses must be current as of the date set for receipt of Submittals and copies of the licenses shall be included in the submittal.

- b. The surveyor(s) of record associated with this Work shall be currently licensed as a professional surveyor through the Florida Department of Agriculture and Consumer Affairs. All licenses must be current as of the date set for receipt of Submittals and copies of the licenses shall be included in the submittal.
- c. Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully **completed** two projects of a similar nature involving treatment wetland design and permitting, mitigation, inlet pumps, berms and control structures within the eight years immediately preceding the date for receipt of Submittals. Each project must have had a project design value of at least \$250,000.00. Each of the project clients shall be utilized as references.

The clients listed on the Similar Projects Qualification Form will be utilized as the Respondent's Client References. If a District project is cited, do not request a letter from District staff. The Procurement Specialist will use the project's closeout documents in lieu of a letter of reference and may consult with the District project manager.

- d. Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully **completed** two projects of a similar nature involving permitting mitigation, sediment disposal site design, identification of appropriate dredging method based on dredge material composition within the eight years immediately preceding the date for receipt of Submittals. Each project must have had a project design value of at least \$500,000.

The clients listed on the Similar Projects Qualification Form will be utilized as the Respondent's Client References. If a District project is cited, do not request a letter from District staff. The Procurement Specialist 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	Weight	Written Submittal Raw Score	Written Submittal Weighted Total
<p>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.</p> <p>1 Firm’s and subcontractors’ capabilities to conduct work as presented in the Statement of Work</p> <ul style="list-style-type: none"> • Knowledge of subject and project area • Understanding of problems, objectives and work • 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. • Ability to meet District needs and perform work • Availability of staff • Provide a list of the firm’s projected workload for the duration of the project. • . • Has Respondent been certified by the state of Florida’s Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise • Has the applicant been certified as a small business, and if so, who provided the certification? • 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 	45%		
<p>2 Past and present experience on projects of this type</p> <ol style="list-style-type: none"> 1. List treatment wetland design projects, for which your firm, or subconsultant, 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. 2. List dredging design projects, for which your firm, or subconsultant, 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. 3. For each of the above 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.. 4. Submit a brief summary (Not To Exceed 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. 	30%		

3	Project Management ○ Staff allocation ○ Management methods ○ Willingness and ability to meet time/budget constraints	10%		
4	Location of managing firm/project manager relative to the District’s Maitland office. Higher consideration will be given to firms whose managing firm/project manager is located nearest to the project area. (The District has selected the Maitland office located at 601 South Lake Destiny Road, Maitland, Florida 32751 as the reference point for distance calibration purposes.) The website <i>MapQuest.com</i> (using the “Shortest” route type) should be utilized to determine mileage. The District will award points as follows: <ul style="list-style-type: none"> • Within 0-100 miles of the project area = 10 points • > 100 but ≤ 200 miles from of the project area = 7 points • > 200 but ≤ 300 miles from of the project area = 4 points • > 300 miles from of the project area = 0 points 	5%		
5	Volume of District work previously awarded to Respondent The District will use its financial records to determine the volume of work (in dollars) awarded by the District using the total amount paid to Respondent during the past 36 months, including contracts, work orders, and purchase orders. Points will be allocated from 0 to 10 for Respondents with higher previous paid amount totals during the 36-month period immediately preceding the Submittal date of this RFQ, receiving fewer award points. Respondents with no previous payments may receive the highest allocation of points (10), while the Respondent with the highest previous paid amount will receive zero points. 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); the result will be rounded to tenths of a point.	10%		
WEIGHTED SUBTOTAL (Written Submittal Score)				
TOTAL		100%		

15. EXECUTION OF AGREEMENT

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

Unless all Responses 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.

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. 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 DemandStar at *DemandStar.com* and Vendor Registry at *vendorregistry.com*. DemandStar and Vendor Registry may also be accessed through the District's web site at *sjrwmd.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 DemandStar.

Notices that are posted on 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.

21. 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.

The rest of this page is intentionally left blank.

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

Respondent's Name: _____

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 wetland/mitigation design and dredging design is work described in the REQUEST FOR QUALIFICATIONS: _____

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.

Respondent's Name: _____

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 two (2) similar treatment wetland design and permitting, mitigation, inlet pumps, berms and control structures projects within the eight years immediately preceding the date set for receipt of the response, as described in the REQUEST FOR QUALIFICATIONS. The project shall have had a project value of at least \$250,000.00. (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: _____

Respondent's Name: _____

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 two (2) similar projects: permitting mitigation, sediment disposal site design, identification of appropriate dredging method based on dredge material composition, within the eight years immediately preceding the date set for receipt of the response, as described in this REQUEST FOR QUALIFICATIONS. The project shall have had a project value of at least 500,000. (Add additional sheet for optional additional completed projects.) Each project client shall be used as a reference.

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: _____

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 bidsproposalssubmittals. 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 _____ FOR
LAKE JESUP NUTRIENT REDUCTION AND FLOW ENHANCEMENT**

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 35167, Lake Jesup Nutrient Reduction and Flow Enhancement (the "Work"). In accordance with RFQ 35167, 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 September 30, 2021, unless extended by mutual written agreement of the parties. The Work shall be completed for use no later than said date.

2. 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.

3. 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.

4. FUNDING OF AGREEMENT

For satisfactory performance of the Work as outlined in Attachment A – Statement of Work, the District agrees to pay Consultant \$_____ (the “Total Compensation”)

5. PAYMENT OF INVOICES

- (a) Consultant shall submit itemized invoices on a monthly based on the percentage of completion of each Task by one of the following two methods: (1) by email to 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, Consultant 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, Consultant 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, Consultant 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. Consultant 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) Consultant’s name and address (include remit address, if necessary); (3) Consultant’s invoice number and date of invoice; (4) District

Project Manager; (5) Consultant'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 Consultant 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, Consultant 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 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.

- 6. **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.
- 7. **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.
- 8. **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.
- 9. **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.**

10. **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.

11. **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
Hector Herrera	TBD, Project Manager
St. Johns River Water Management District	TBD
4049 Reid Street	TBD
Palatka, FL 32177-2571	TBD
Phone: 386-329-4327	Phone: TBD
Email: hherrera@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.

12. **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.

13. 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.

14. 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.

15. 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)

16. 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.

- 17. 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.

18. **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.
19. **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.
20. **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.
21. **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.
22. **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.
23. **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.

24. 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.

25. **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.

26. 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.

27. **EMPLOYMENT ELIGIBILITY.** Consultant must use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by Consultant during the term of this Agreement to work in Florida. Additionally, if Consultant uses subcontractors to perform any portion of the Work (under this Agreement) valued in excess of \$3,000, Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the Work. Within 30 days of this Agreement's Effective Date, Consultant must provide the District with evidence that Consultant is enrolled in the E-Verify system. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: www.uscis.gov/e-verify.
28. **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 Duval 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.
29. **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.
30. **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.
31. **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.

32. **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.
33. **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.
34. **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@sjrwm.com**

35. **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.

36. 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.

37. **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.
38. **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.
39. **SCRUTINIZED COMPANIES.** In accordance with §287.135, Fla. Stat., this contract may be terminated by the District if Consultant : (1) is found to have submitted a false certification stating that it is not on the “Scrutinized Companies with Activities in Sudan List” or the “Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List” or (2) is placed on either list.
40. **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.
41. **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.
42. **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
FOR THE
LAKE JESUP NUTRIENT REDUCTION AND FLOW ENHANCEMENT PROJECT
SEMINOLE COUNTY, FL****I. INTRODUCTION / BACKGROUND**

The St. Johns River (River) is impaired from nutrients within the upstream reaches of the Middle St. Johns River Basin (MSJRB) in Lake Harney to the downstream reaches of the Lower St. Johns River basin (LSJRB). The St. Johns River Water Management District (District), through the Middle and Lower St. Johns River Water Quality Initiative, has started efforts to develop nutrient reduction projects. This initiative, coupled with nutrient reductions required through the Florida Department of Environmental Protection's Total Maximum Daily Load (TMDL) program, should result in the necessary improvements to the River to meet or exceed nutrient load reductions as defined in the MSJRB TMDL and the Basin Management Action Plan. It is recognized that multiple projects will be required throughout the MSJRB to achieve the necessary reductions.

The Lake Jesup Nutrient Reduction and Flow Enhancement Project will consist of two separate components. The nutrient reduction component of the project will be a recirculating wetland treatment system made up of ponds and wetlands that will capture and treat nutrient laden lake water pumped from Lake Jesup. The project's purpose is to remove primarily phosphorus but also nitrogen from the pumped inflows, and thereby treating in-lake nutrients. Once treated, the water is discharged back into the lake. The treated discharge will improve light penetration into the lake's water column and encourage beneficial submerged aquatic vegetation (SAV). The proposed project site is located on the northwestern side of Lake Jesup on 1,169 acres of District-owned land known as the Little Cameron Ranch and within the Lake Jesup Conservation Area (Figures 1 and 2).

The flow enhancement component of the project focuses on improving water clarity/quality and providing habitat enhancements by introducing additional flow from the St. Johns River via the construction of an inflow channel, known as Channel C, into the eastern portion of Lake Jesup. Hydrologic modifications to the confluence between the River and Lake Jesup date back to the steamboat era of the late 1800s. Local stakeholders have advocated for increasing riverine flow into the lake for decades. In 2010, the Florida Department of Transportation (FDOT) completed a new 3,470 foot high-span bridge over the confluence, thereby removing the State Road (SR) 46 earthen causeway. (Figure 3). The ultimate goals of the flow enhancement project include:

- Enhance the historical hydrologic exchange between the east portion of Lake Jesup and the St. Johns River.
- Improve fish and wildlife habitat in the east portion of the Lake.
- Help restore potential habitat for SAV in the east portion of the Lake.

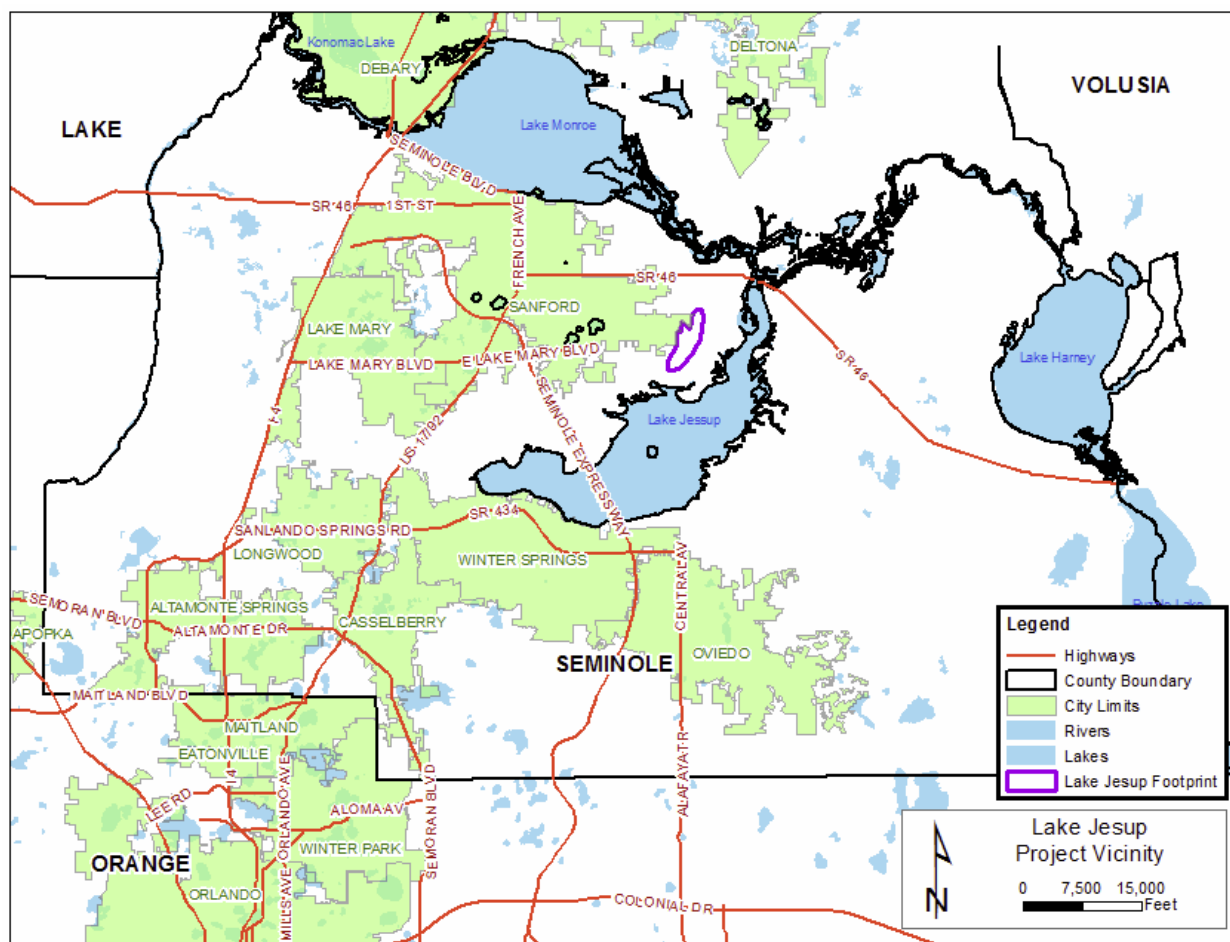


Figure 1

II. OBJECTIVE

The objective of this project is to 1) design a recirculating wetland treatment system that will capture and treat pumped inflow from Lake Jesup whenever lake water levels make it feasible and 2) develop a dredging plan for the flow enhancement channel, known as Channel C, connecting the St. Johns River to the eastern portion of Lake Jesup.

III. SCOPE OF SERVICES

For the nutrient reduction component of the project, the Consultant shall provide all necessary design services needed for the construction of a fully functional recirculating wetland treatment system. A detailed breakdown of the required services and deliverables is outlined in the following section. Design shall include, but not be limited to, appropriate number, sizing and configuration of wetland/ponds and associated interconnecting and inflow/discharge infrastructure to meet the target nutrient load reduction project goals of 2,800 lbs TP/yr and 23,800 lbs TN/yr (Exhibit 1).

For the flow enhancement component, the District has completed a feasibility study based on a Channel C configuration of 165 feet top width, 4:1 (horizontal:vertical) side slopes, channel invert elevation of -10 feet North American Vertical Datum of 1988 (NAVD 88) and a length of 2,200 feet. Consultant will develop a dredging plan that will achieve the Channel C dimensions from the feasibility analysis (Exhibit 5). The dredging plan will include, but not be limited to, calculation of dredge quantities, identification of dredging methodology, access points, staging areas, spoil reuse / disposal areas, equipment requirements, etc.

The selected Consultant shall provide all engineering services necessary to develop and produce a complete and detailed design package suitable for bid purposes. The Consultant shall coordinate with District personnel to define system needs. The Consultant shall be solely responsible to provide a complete and workable design in accordance with the project requirements.

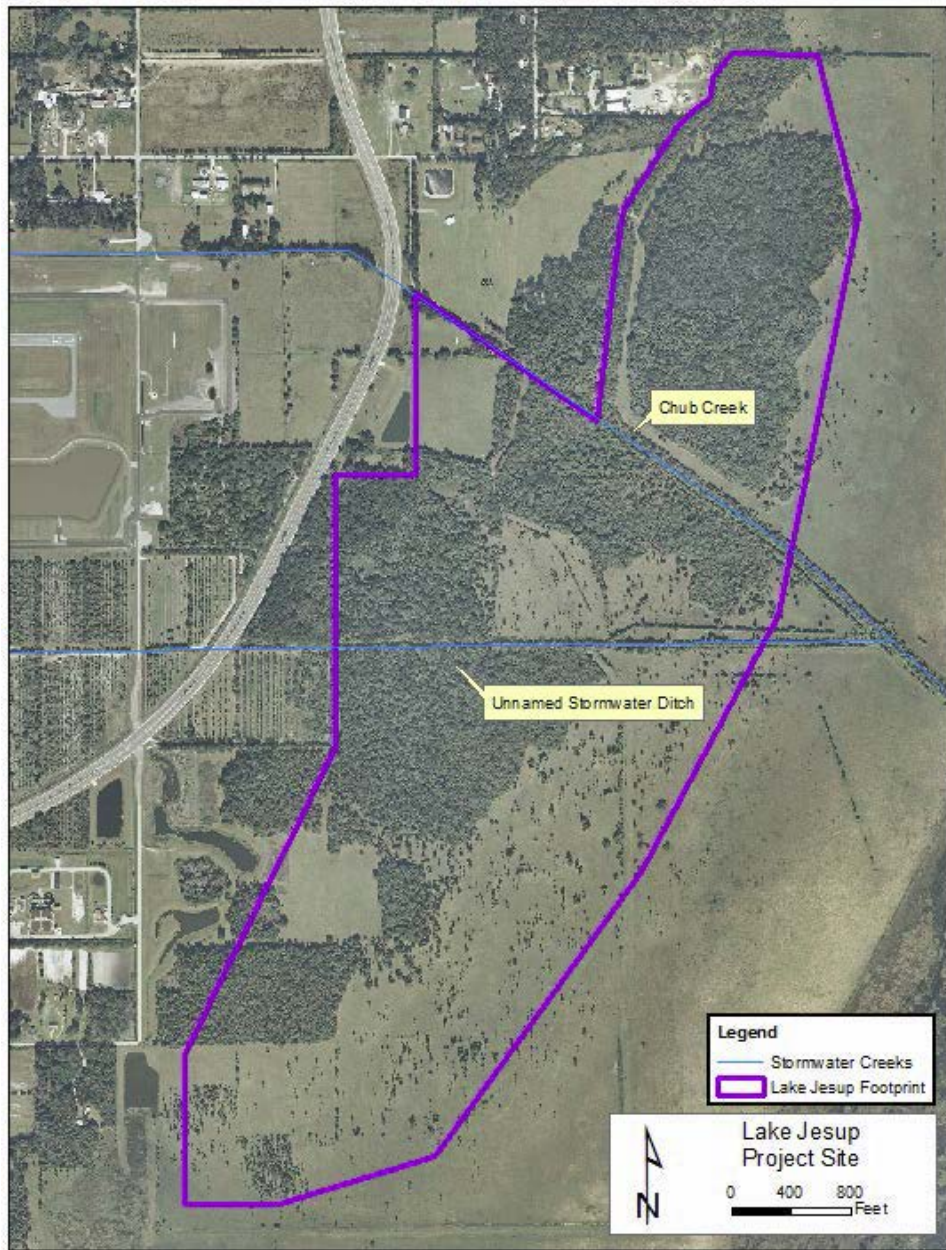


Figure 2

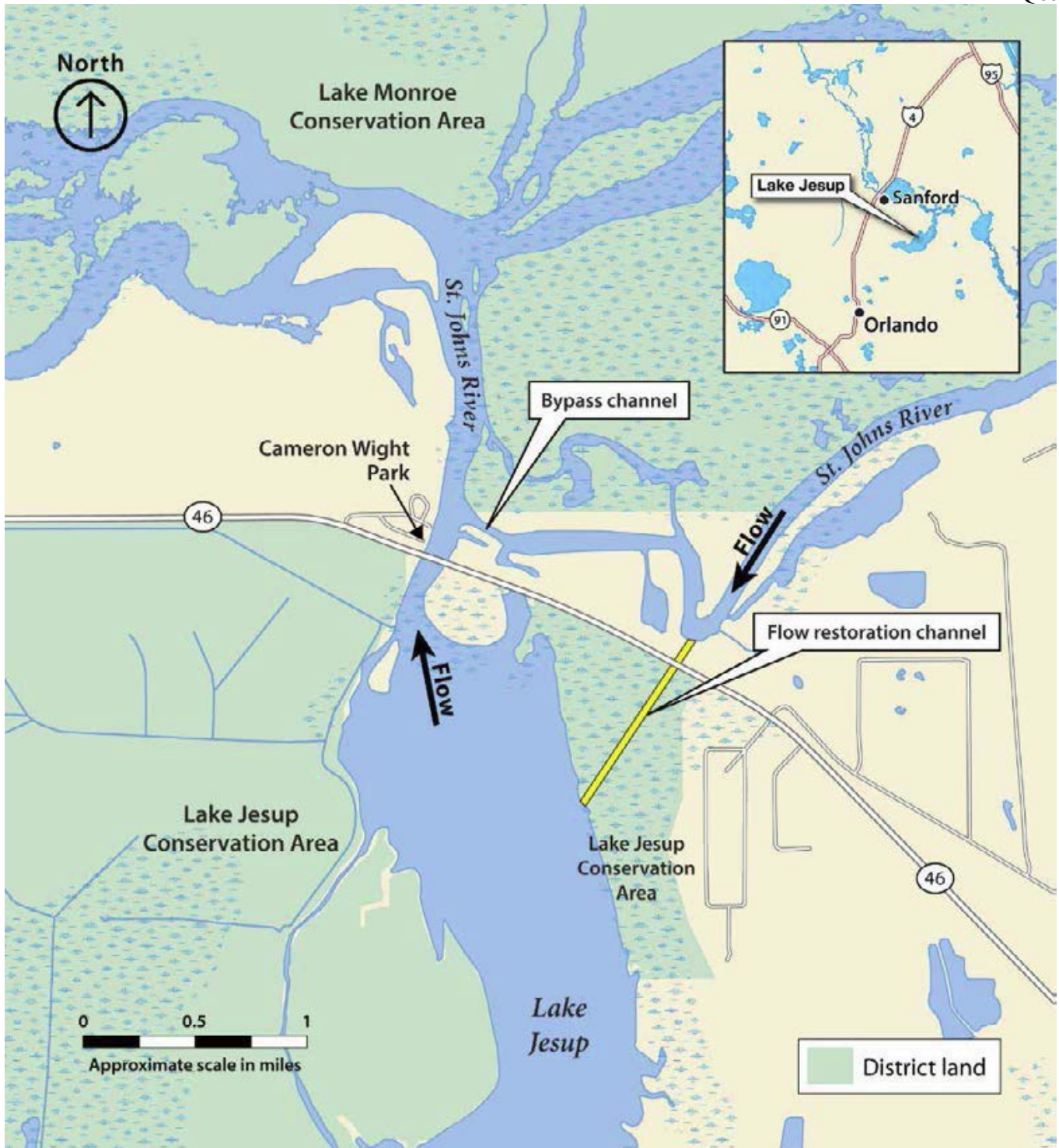


Figure 3

IV. TASK IDENTIFICATION

The Consultant's design effort shall include but is not necessarily limited to the following tasks:

TASK 1 – PROJECT MANAGEMENT AND WORK PLAN

1.1 Project Management

Project Management for this scope of work shall be provided by a core project team. Management and coordination activities shall include, but not be limited to, attendance and participation in meetings, preparation of meeting agendas and summaries, technical and administrative support to District requests for information, monitoring of labor utilization and project budgets on a regular basis, and the coordination of the timely submittal of deliverables according to the project management plan as developed by the Consultant and agreed to by the District. Each month, Consultant shall attend a progress meeting to be held at the District or via teleconference. The Consultant shall also update the project management plan and project schedule to include all items under this SOW.

1.2 Project Meetings

The Consultant's project manager and applicable key staff shall meet with the District for presentation and discussion of the project progress, design issues, schedule, and planned activities. The following meetings are anticipated:

- Kick-off meeting and site visit
- Pre-design meeting with the Federal Aviation Administration (FAA) concerning potential impacts to the Sanford International Airport as it relates to the wetland treatment system
- Pre-design meeting with FDOT regarding land access/alteration of FDOT lands involved in Channel C dredging
- Preliminary (30%) Design Review meeting
- Environmental Resource Permit (ERP) pre-application meeting
- Intermediate (60%) Design Review meeting
- Pre-Final (90%) Design Review meeting
- Two additional site visits with the District
- Allow for up to three additional meetings with public, stakeholders, and local partners at times determined by District.

1.3 Deliverables

- Project work plan and Microsoft Project Schedule to be submitted to the District prior to negotiations.
- Monthly status/progress reports, including an updated project management plan and project schedule to be submitted to the District within the first five business days of each month.
- Meeting minutes to be submitted within five business days after each meeting.

TASK 2 – SITE INSPECTION AND DATA COLLECTION

The Consultant's team shall perform the necessary field reviews to assess existing and proposed site conditions and design constraints. The Consultant shall collect and review all available project information/data from the District.

TASK 3 - SURVEY

The Consultant shall provide professional surveying services for the proposed Project as follows:

- 3.1 Prepare a boundary survey to establish the Project construction limits for the wetland treatment system and the flow enhancement channel.
- 3.2 Establish horizontal and vertical control, tied to Florida State Plane coordinates and NAVD 88 Elevations.

- 3.3 Perform topographic survey to locate all existing site features as required to support the final design of the treatment wetland system and flow enhancement channel.
- 3.4 Locate all soil borings from the Task 4 Geotechnical Investigation.
- 3.5 Prepare a survey of the wetland limits delineated in Task 5 below.
- 3.5 Deliverables: Survey drawings signed and sealed by a Florida licensed professional surveyor.

TASK 4 - GEOTECHNICAL INVESTIGATION

- 4.1 As needed to support the final design of the wetland treatment system and dredging plan for the flow enhancement channel, the Consultant shall interpret soil survey maps; interpret and evaluate general subsurface conditions; perform Standard Penetration Test (SPT) borings; measure groundwater levels; install well screen piezometers; perform field permeability tests; recover thin-walled tube samples; perform muck probing; and conduct laboratory tests as needed to aid in classification of soils and measure strength.
- 4.2 Consultant shall provide engineering analyses of soils to include, as needed, allowable soil bearing pressures; estimated settlement; allowable pile capacity; lateral earth pressure coefficients for flexible and rigid retaining walls; slope stability analyses; seepage analyses; filter requirements and gradation; recommendations for site preparation and earthwork.
- 4.3 Deliverables:
 - o Geotechnical Report signed and sealed by a Florida licensed professional engineer. The report shall include all research data, all data from site explorations, and engineering recommendations to support the design and construction of the project.

TASK 5 – SITE ASSESSMENT

Phase I and Phase II Environmental Site Assessments (ESA) have been completed for the wetland treatment site (Exhibit 2 and Exhibit 3). The location of a suspected cattle dipping vat (CDV) is described on the Phase II ESA although the presence of the CDV was never confirmed. Conduct a comprehensive site reconnaissance within the footprint of the project site to confirm the presence or absence of a remnant CDV. Consultant shall adjust the design of the treatment wetland to avoid disturbance of the suspected CDV if found.

TASK 6 – WETLAND ASSESSMENT AND MITIGATION

- 6.1 Wetland Assessment. Delineate onsite existing wetlands adjacent to and within the wetland treatment system and the flow enhancement channel. Conduct qualitative Uniform Mitigation Assessment Method (UMAM) to determine wetland impacts. Consultant shall perform a UMAM analysis of the existing and proposed sites to determine if wetland mitigation would be required. For the wetland treatment system, it is anticipated that the conversion of forested wetland to emergent marsh will require mitigation and conversion of pasture to wetland treatment system may require mitigation as well. It is anticipated that mitigation for the flow enhancement channel will be required as well and should include consideration of sediment reuse on adjacent District-owned wetlands via thin-layer placement.
- 6.2 Wetland Mitigation. Develop a mitigation plan in accordance with state and federal requirements, including success criteria and a cost estimate to include acquisition, construction, long-term maintenance and monitoring costs to offset the adverse wetland impacts associated with the project design. Purchase of credits at a mitigation bank may be an acceptable mitigation option. Conduct UMAM of the proposed mitigation plan. Consultant shall perform a UMAM analysis of the proposed mitigation for submittal to FDEP and USACE. For the flow enhancement channel, conduct analysis of FDOT mitigation restrictions and develop plan to address any FDOT mitigation concerns including the possibility of obtaining concurrence from FDOT that the proposed mitigation plan adequately offsets any changes to FDOT permitting mitigation.

Deliverables:

- Draft Wetland Assessment Report
- Draft Wetland Mitigation Plan: Delineation Shapefile and UMAM Analysis
- Final Wetland Mitigation Plan

TASK 7 – HYDROLOGIC AND HYDRAULIC MODELING

7.1 A final evaluation of the Lake Jesup wetland treatment system shall include verification of treatment capability feasibility for a treatment wetland on this property and estimates of nutrient reductions and cost-effectiveness to be considered prior to final project implementation. This work will establish criteria for determining what key project elements (i.e. wetland impacts, FAA criteria, floodplain mitigation etc.), may impact the final design. Consideration shall be given to evaluate potential offsite drainage impacts from any modifications to offsite drainage canal as a result of the design of the wetland treatment system.

7.2 Hydrologic and hydraulic modeling: Consultant shall:

- Evaluate the impoundment according to District's criteria and determine the appropriate design storm and evaluate the loss of flood plain storage.
- Develop an Interconnected Pond Routing stormwater model (ICPR) for use in the design of the wetland treatment system to determine optimum intake and discharge locations to minimize short-circuiting of discharge water and maximize nutrient intake concentrations, flows and stages under design operating conditions and control elevations, frequency of potential flooding to quantify the overall annual average functional benefit. This model should include modifications to offsite drainage canals as the result of the construction of the wetland treatment system.
- Update the ICPR modeling as needed, to evaluate and incorporate changes made at each phase of the design process.
- Review existing District Hydrodynamic Analysis report (Exhibit 4) and perform additional hydrodynamic modelling, as appropriate or needed, for in-lake currents and assessment of the likelihood of short-circuited treatment due to intake and outfall positions.

7.3 Deliverables:

- Model input and output data
- ICPR model files
- Revised Water Quality Modeling
- Final Hydrology and Hydraulics (H & H) report signed and sealed by a Florida licensed professional engineer.

TASK 8 – DETAILED DESIGN AND CONSTRUCTION DOCUMENTS

The Consultant shall provide design services for all civil, structural, electrical, and mechanical components necessary for a complete and functional treatment wetland system and flow enhancement channel.

8.1 Project Design Features

For the wetland treatment system, the project design features shall include but are not necessarily limited to, the pump station, water control structures, inflow piping, outflow swales, channel dredging, channel relocation, and channel removal as depicted on the conceptual plan (Figure 9 of the ECT Memorandum, Exhibit 1.). Particular design consideration shall be given to a wetland design that will minimize operation and maintenance costs. For the flow enhancement channel, project design features shall include but are not necessarily limited to, dredging and dredge material handling/disposal methodology, staging area locations, access routes, (Figure 7 of the Jones Edmunds report,

Exhibit 5). Consultant shall evaluate the applicability of Thin Layer Placement (TLP) as a means of dredge material management / reuse on adjacent District-owned wetlands (<https://tlp.el.erdc.dren.mil/>) This evaluation should be included in the UMAM comparisons.

8.2 Preliminary Design (30%)

- Prepare 30% design drawings to include Preliminary Site Plan, Grading and Drainage Plan, and Pump Station Layout for the wetland treatment system and alignment, proposed cross sections, proposed access routes, staging and dredge material disposal areas for flow enhancement channel.
- Evaluation of TLP as a dredge material management methodology.
- Prepare 30% cost estimate that incorporates the cost of all changes made up to 30% design.

Deliverables:

- 30% Design Drawings
- 30% Cost Estimate

8.3 Intermediate Design (60%)

- Prepare 60% design drawings: Incorporate comments from 30% District review for the wetland treatment system and flow enhancement channel and provide additional details to develop 60% design drawings. For the treatment wetland system, plan drawings shall include the Site Plan, Grading and Drainage Plan, Pump Station, Water Control Structures, Electrical and Mechanical Plans, Outfall Spreader Swale, and preliminary details. For the flow enhancement channel, plans shall include channel alignment, proposed cross sections, proposed access routes, staging and dredge material disposal areas and dredge quantities.
- Prepare 60% cost estimate.

Deliverables:

- 60% Design Drawings
- 60% Cost estimate that incorporates the cost of all changes made up to 60% design.
- Permit Drawings (8.5"x11") and quantities to support ERP application

8.4 Pre-Final Design (90%)

- Prepare 90% design drawings: Incorporate comments from 60% District review for the wetland treatment system and flow enhancement channel and provide additional details to develop 90% design drawings. Plan drawings shall include the Site Plan, Grading and Drainage Plan, Pump Station, Water Control Structures, Electrical and Mechanical Plans, Outfall Spreader Swale, and preliminary details.
- Prepare 90% cost estimate.

Deliverables:

- 90% Design Drawings
- 90% Cost estimate that incorporates the cost of all changes made up to 90% design.

TASK 9 – PERMITTING

- Arrange and attend a pre-application meeting with FDEP regulatory staff to discuss and review the proposed Project prior to submittal of an ERP application.
- Prepare and submit ERP to construct the project. This task includes completion of the permit application, all supporting documents and a permit application report to be submitted with the application. It is assumed that the project will be permitted through the District's General Permit for Environmental Restoration or Enhancement (62-330.485, F.A.C.). Respond to requests for additional information.
- Arrange and attend a pre-application meeting with United States Army Corps of Engineers (USACE) regulatory staff to discuss and review the proposed project prior to submittal of a Clean Water Act (CWA) Section 404 Permit application.

- Prepare Clean Water Act Section 404 Permit and submit to USACE. Respond to requests for additional information.
- Archaeological investigation. Conduct Phase I archaeological investigation in areas of the proposed Project footprint.
- Provide a wetland determination and UMAM analysis of the proposed mitigation for submittal to FDEP and USACE and FDOT. Respond to requests for additional information
- Threatened and Endangered Species Evaluation (T/E). Perform a site inspection for T/E species in the vicinity of the project footprint. Consultant shall coordinate with District personnel to review the existing monitoring regime and determine how best to complement existing monitoring while addressing additional items associated with permitting.
- Tree Survey. Tree mitigation may be required by Seminole County. Consultant shall conduct a limited tree survey to identify heritage trees within the project limits.
- Evaluate the need for relevant local government environmental and construction permits. Consultant shall determine which local government permits are needed, if any. This information will be provided to the construction contractor at time of construction.
- Consultant shall prepare and submit any other federal, state, and local permit applications required for construction of the project, including applicable FAA permits. Respond to requests for additional information.

Deliverables:

- Pre-application meeting minutes
- ERP Application
- CWA Section 404 Permit Application
- Phase 1 Archeological Report
- Final Wetland Assessment Report
- Final Wetland Mitigation Plan: Delineation Shapefile and UMAM Analysis
- T/E Report and T/E Locations Shapefile
- Plan of tree survey and Shapefile
- Applicable FAA applications
- Other permit applications as required

TASK 10 – FINAL DESIGN CONSTRUCTION DOCUMENTS (100%)

- Monitor the permit review process and respond to requests for additional information (RAI) to ensure all permits are issued to construct the project.
- Prepare 100% design drawings: Incorporate comments from 60% District review and permitting process for the wetland treatment system and the flow enhancement channel. Detail drawings shall include; Site Plan, Grading and Drainage Plan, Water Control Structures, and Pump Station Structural, Electrical, and Mechanical Plans and Outfall Spreader Swale, channel alignment, proposed cross sections, proposed access routes, staging and dredge material disposal areas and dredge quantities. The final design drawings shall be suitable for bidding and construction of the project.
- Prepare 100% Technical Specifications
- Prepare 100% Cost Estimate
- Prepare Operation and Maintenance (O&M) plan: Prepare an O&M plan to address operation and system management during various operational and maintenance scenarios. The O & M plan should contain cost estimates.
- Coordinate with the local electric utility to bring power to the proposed pump station and incorporate any requirements into the final construction documents.

Deliverables:

- Permits
- 100% Design signed and Drawings
- 100% Technical Specifications
- 100% Cost estimate that incorporates the cost of all changes made up to 100% design.
- Operation and maintenance plan with cost estimates.
- Documentation of correspondence with electric utility

TASK 11 – CONSTRUCTION SUPPORT SERVICES

Consultant may be requested to provide construction support services during the construction phase of the wetland treatment system and flow enhancement channel. Final determination of the level of support needed during construction will be determined during contract negotiations. These services may include, but is not limited to, the following:

- Participate in a Pre-Construction Meeting.
- Maintain project files of approved submittals shop drawings.
- Review detailed construction submittals, shop drawings and other information submitted by the Contractor for compliance with the design concept and the requirements of the Contract Documents. Such data shall be recommended for approval, returned for revision, rejected, or distributed for information.
- Attend monthly formal progress meetings, weekly project status meetings, and other on-site coordination conferences.
- Assist with monthly reports, if any, as to project status or progress.
- Provide interpretation of Contract Documents when requested by the District.
- Prepare responses to Requests for Information (RFIs).
- Consider and evaluate the Contractor's suggestions for modifications to the Contract Documents and report recommendations to the Construction Supervisor.
- Review Contractor's as-built red line drawings for accuracy and completeness. Compile record drawings from reviewed set in hard copy/electronic format.
- Provide Operations and Maintenance (O&M) manual.

Deliverables:

- Meeting minutes from construction and other meetings
- Any and all documentation generated as a result of construction support services
- Operation and Maintenance (O&M) manual

V. TIME FRAMES AND DELIVERABLES

In general, the Consultant shall submit to the District at the 30%, 60%, 90% and 100% design phases. Each submittal shall include the appropriate design documents for each phase. All submittals shall include two (2) hard copies and an electronic file in PDF format. The final submittal shall include all signed and sealed construction documents, design calculations, geotechnical report, estimate of probable construction cost, and technical specifications. The final design drawings shall be submitted on 24"x36" full size sheets, signed and sealed (2 sets) and electronically in both AutoCAD and PDF format.

Consultant shall complete Tasks 1 through 10 by September 30, 2021.

VI. BUDGET/COST SCHEDULE

The District agrees to compensate the Consultant \$_____ for completion of the Work which shall be negotiated with the selected Consultant.

EXHIBITS:

Exhibit 1 - Environmental Consulting & Technology, Inc. (ECT) Memorandum titled Lake Jesup Treatment Capability Feasibility dated 9/11/14.

Exhibit 2 - Aerostar SES, LLC - Limited Environmental Site Assessment

Exhibit 3 - Aerostar SES, LLC - Final Limited Phase II Environmental Site Assessment

Exhibit 4 - Dr. Pete Sucsy's Hydrodynamic Analysis Report dated March 7, 2016

Exhibit 5 - Jones Edmunds Report titled Seminole County, Florida Flow Restoration Feasibility Analysis dated September 2018

ATTACHMENT B — INSURANCE REQUIREMENTS

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 20 10 04 13, 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 (Endorsement CG 24 04 05 09, or equivalent) 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.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability for each occurrence of not less than \$1,000,000 for personal injury, bodily injury, and property damage, with a project aggregate of \$2,000,000. 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.** \$500,000 combined single limit.
- (d) **Professional Liability.** (Per claim) \$500,000 single limits.

ATTACHMENT C — DISTRICT’S SUPPLEMENTAL INSTRUCTIONS (sample)

DISTRICT SUPPLEMENTAL INSTRUCTIONS #

DATE:

TO: _____

, _____

FROM: Hector Herrera, Project Manager

CONTRACT NUMBER: 35167

CONTRACT TITLE: Lake Jesup Nutrient Reduction and Flow Enhancement

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:
3. 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: _____
Hector Herrera, District Project Manager

Acknowledged: _____ Date: _____
Pamela Paulk, District Senior Procurement Specialist

c: Contract file
Financial Services