



St. Johns River

Water Management District

Ann B. Shortelle, Ph.D., Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500
On the Internet at floridaswater.com.

September 25, 2020

Interested Firms

Re: Quote Request 36163 – Four Creeks State Forest Natural Community Restoration Project

Dear Contractor,

The St. Johns River Water Management District (District) is requesting quotes for the above referenced project from qualified firms who have experience in providing these services. This letter is forwarded to you as an invitation to provide a quote based on the Statement of Work (SOW) attached as Exhibit 1. The quote shall include all labor, materials, insurance, and other related costs for the services described in the SOW.

If you are interested in this project, email (preferred) or fax your quote using the Cost Schedule provided (Exhibit 2) **by no later than 3:00 p.m. on Friday, October 9, 2020**. All quotes and questions may be e-mailed or faxed to Gerald Cahalane, Assoc. Procurement Specialist, at gcahalan@sjrwmd.com or fax (386) 329-4546. **All emailed submissions must be in PDF format. Please reference quote number #36163 on any and all correspondence.**

Minimum Qualifications:

Respondents must meet the minimum qualifications below and all supporting documentation must be submitted with the response to this quotation request:

1. Proof of firm's ability to do business in the state of Florida. (Documentation must be provided with quote response.)
2. Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or foreman assigned to the project. (Documentation must be provided on attached form and must be included with quote response.)
3. The Respondent's proposed Field Supervisor shall have a valid Florida Pesticide Applicators License for Natural Areas. (Copy must be provided with quote response.)

Award of this quote shall be based on the overall lowest cost per acre that aligns with the District's anticipated budget for this herbicide application.

If you need assistance or have any questions about submitting your quote, please contact Gerald Cahalane, Assoc. Procurement Specialist, at (386) 326-3034 or at gcahalan@sjrwmd.com. Between the release of this quote request and the posting of the notice of intended decision, Respondents to this quote request 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. **Please send any questions regarding the work via email.** Thank you for your consideration of this request.

Exhibits listed on next page.

Exhibit 1 – Statement of Work/Site Maps

Exhibit 2 – Cost Schedule

Exhibit 3 – Insurance Requirements

Exhibit 4 – Qualification Forms

Special Note Regarding Public Meetings:

Pursuant to the State of Florida Office of the Governor, Executive Order 20-52 (Emergency Management – COVID-19 Public Health Emergency) and the St. Johns River Water Management District Order 2020-05 (SJRWMD F.O.R. No. 2020-10) (Emergency Authorization For Continuity of Operations, Procurement, and Certain Other Measures Made Necessary By COVID-19), public meetings that are a part of District solicitations will be conducted by electronic means (webinar or telephone) during the terms of these orders. These meetings include, but are not limited to, solicitation openings, meetings for evaluation committees, presentations, negotiations, and pre-bid/pre-proposal meetings. For this solicitation, interested respondents may participate in these meetings via teleconference by calling _____ and entering the conference room number _____.

If a pre-bid meeting is scheduled, an addendum will be posted to the District’s solicitation portals with the teleconference call number and conference room number.

NOTE: Please check the box provided if you are unable to provide a quotation for this service at this time and return to my attention at gcahalan@sjrwmd.com.

I am unable to provide a quotation at this time for the following reason(s):

Respondent's Signature

Respondent's Company Name

EXHIBIT 1 — STATEMENT OF WORK
FOUR CREEKS STATE FOREST NATURAL COMMUNITY RESTORATION PROJECT
FOUR CREEKS STATE FOREST, NASSAU COUNTY FY 2020/2021
CHINESE TALLOW ERADICATION
FDOT MITIGATION PROGRAM

I. INTRODUCTION/BACKGROUND

Four Creeks State Forest (FCSF) consists of 13,147 acres in Nassau County. The Four Creeks Mitigation Area is located at 450946, FL-200, Callahan, FL in Nassau County, Florida. Upon entering the state park off SR 200, travel down Four Creeks Rd. to Cabin Road for easiest entry to the site. Staff will provide details regarding access prior to the start of work (See Figure 1 and 2). The FDOT Mitigation Program contributed funds for the acquisition of 3,140.26 of the total acreage and has contributed funding for projects and control of invasive and exotic species on the property to ensure that mitigation requirements are met. FCSF is managed by Florida Forest Service (FFS) for multiple uses including: timber management, recreation, wildlife management, ecosystem restoration, environmental education, and watershed management. FCSF was named after the four water systems that transverse its boundaries. These systems include all or portions of Alligator (Mills), Thomas, Boggy and Plummer Creeks. The four creeks join together to form the headwaters of the Nassau River, which borders the southeastern portion of the property. In addition to the waterways, major natural communities found on the forest include wet flatwoods, mesic flatwoods, floodplain swamp, tidal marsh, strand swamp, dome swamp and baygalls. Prior to state ownership, the majority of the upland communities, which comprise approximately 60% of the forest, were intensely managed for timber production by various industrial forest companies.

II. OBJECTIVE

The overall goal of this project is to eradicate *Sapium sebiferum* (Chinese Tallow) shown on Figure 2. There has been previous aerial eradication in this area, but regrowth has occurred.

III. PROJECT DESCRIPTION

This project is an herbicide application with basal bark treatment of the individual Chinese Tallow trees. Contractor shall supply equipment, labor, and any other materials, including the herbicide, to complete the project. The Cost Schedule is provided below (Exhibit 2).

IV. TASKS

- a. Contractor will sweep all units for invasive species ('search and destroy'), targeting Chinese Tallow (*Sapium sebiferum*). Crew members will use GPS units to document travel areas and verify thorough coverage of the units.
- b. Contractor shall furnish a schedule providing start and end dates for herbicide application prior to commencement of work. Contractor will begin work after schedule is reviewed and approved by the District Project Manager. Work must be completed within 30 days of the approved start date provided by the schedule.
- c. Herbicide treatments may begin after Contract execution and should be completed prior to September 30, 2021. We are hoping for the treatment to begin prior to the first frost.
- d. District Project manager shall be notified a minimum of one week prior to the contractor beginning the work on the project site.

Contractor Responsibilities:

- A colored dye will be added to the herbicide mix to assist in minimizing non-target damage and to ensure 100% treatment coverage.
- The District/FFS Project Manager and Contractor shall agree to treatment methods/herbicides and schedule prior to initiating work.
- Two to four weeks post treatment, the District/FFS project manager will inspect the site to ensure 100% treatment coverage of the initial treatment has been achieved and that the effects of the herbicide are visible. A follow-up treatment shall be conducted, if needed, approximately 8-10 weeks after to insure coverage and efficacy of herbicide. At this time, the contractor shall search for missed vegetation, re-sprouting, in-effective treatments and re-treat accordingly.
- All search and destroy work shall be thorough and systematic. GPS tracks and treatment points shall be submitted as shape files for all search and destroy work.
- The field supervisor shall have a valid Florida Pesticide Applicators License for Natural Areas and must be onsite during all herbicide applications.
- District/FFS Project Manager shall be notified a minimum of one week prior to the contractor entering the project site.
- The contractor shall submit Daily Progress Reports (DPRs) to document the amount of herbicide used, species treated and location of treatments. This includes using GPS and aerial maps to identify and document area treated for each day worked.
- Contractor shall provide to the District as an addendum to the bid packet a detailed project treatment description, treatment schedule and herbicide types, rates and application methods.
- Contractor shall schedule a meeting with the District/FFS Project Manager with two weeks of the contract effective date to coordinate project activities and timelines. • Contractor shall provide all equipment necessary to successfully complete project.
- Contractor shall be responsible for removing all trash and debris associated with the project from the job site.
- Contractor shall be responsible for ensuring that all gates are closed, and locked, if applicable, upon each entry, exit and at the end of each working day to ensure security on the property.
- Care should be taken by Contractor to ensure parked equipment and vehicles do not block roadways.
- Work area shall be kept clear of rubbish. Discharge of petroleum products or other harmful material shall be prohibited on the treatment site and all Florida Forest Service property. Should any harmful material be discharged, the District/FFS's Project Manager shall be immediately notified. Contractor shall be solely responsible for any and all costs associated with any resulting clean up and remediation.
- Due care shall be exercised against starting and spreading fires during operations by Contractor, and/or its employees. Contractor shall be held liable for all damage caused by such fires.
- Contractor shall repair or replace at his cost any damage to fences, cattle guards, gates, power lines, or other improvements.
- Contractor shall inform crew that this area is open to, and used by, the public. Care will be taken to ensure vehicles are operated at a safe speed while on the property.
- Contract shall be responsible for complying with all federal, state, and local laws pertaining to project or project activities.
- District's Project Manager will evaluate site treatments prior to billing. If work is found to be unsatisfactory, Contractor will be notified and has 45 days to resolve. If problems are not resolved within 45 days of notification, District Project Manager reserves right to offer remainder of contract to next lowest bidder.
- Contractor shall provide the District's Project Manager advance notice of at least 24 hours to inspect all completed work.

District Responsibilities:

- District's Project Manager or representative will make inspections of work accomplished and equipment to ensure compliance to job specifications and evaluate performance.
- District shall be notified a minimum of one week prior to the Contractor entering the project site.
- District's Project Manager will provide a site treatment Avenza map prior to start of the work, determining the priority of treatment areas based on the total acreage found in Exhibit 2 – Cost Schedule.
- District's Project Manager will evaluate site treatments prior to billing. If work is found to be unsatisfactory, Contractor will be notified and has 30 days to resolve. If problems are not resolved within 30 days of notification, District Project Manager reserves right to offer remainder of contract to next lowest bidder. An Avenza map will be provided to the awarded contract showing the map of the areas to be treated.

V. BUDGET

The District has allocated \$89,660.84 in the Fiscal Year 2020-2021 budget for this project. This contract shall be awarded based on the overall lowest cost per acre that aligns with the District's anticipated budget for this herbicide application.

VI. TIMEFRAMES AND DELIVERABLES

The expiration date of this agreement is September 30, 2021. Invoicing shall be no more frequent than monthly, and invoices shall be submitted to Accounts Payable at acctpay@sjrwmd.com, preferably in PDF format.

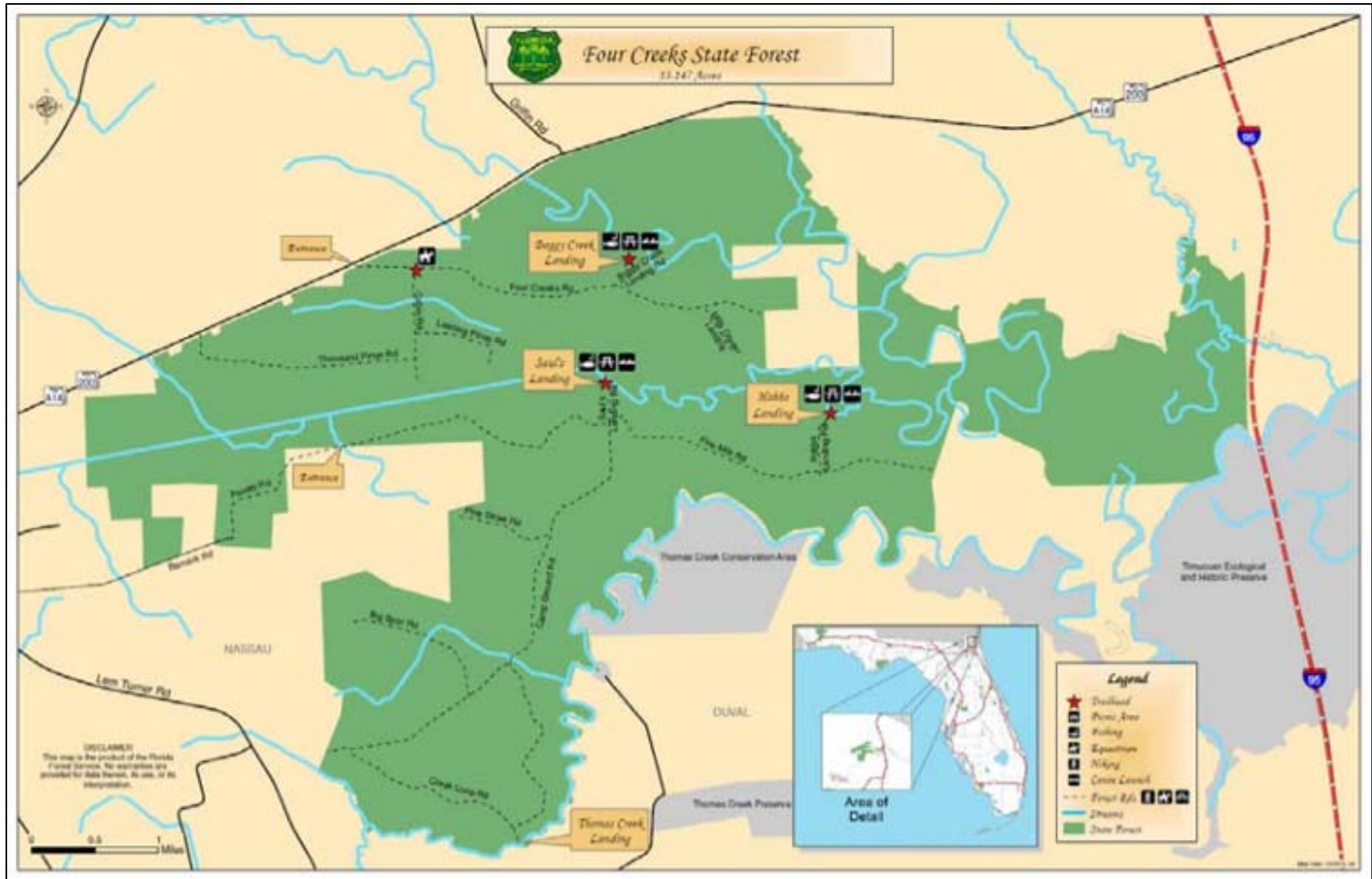


Figure 1. General Location of Four Creeks State Forest

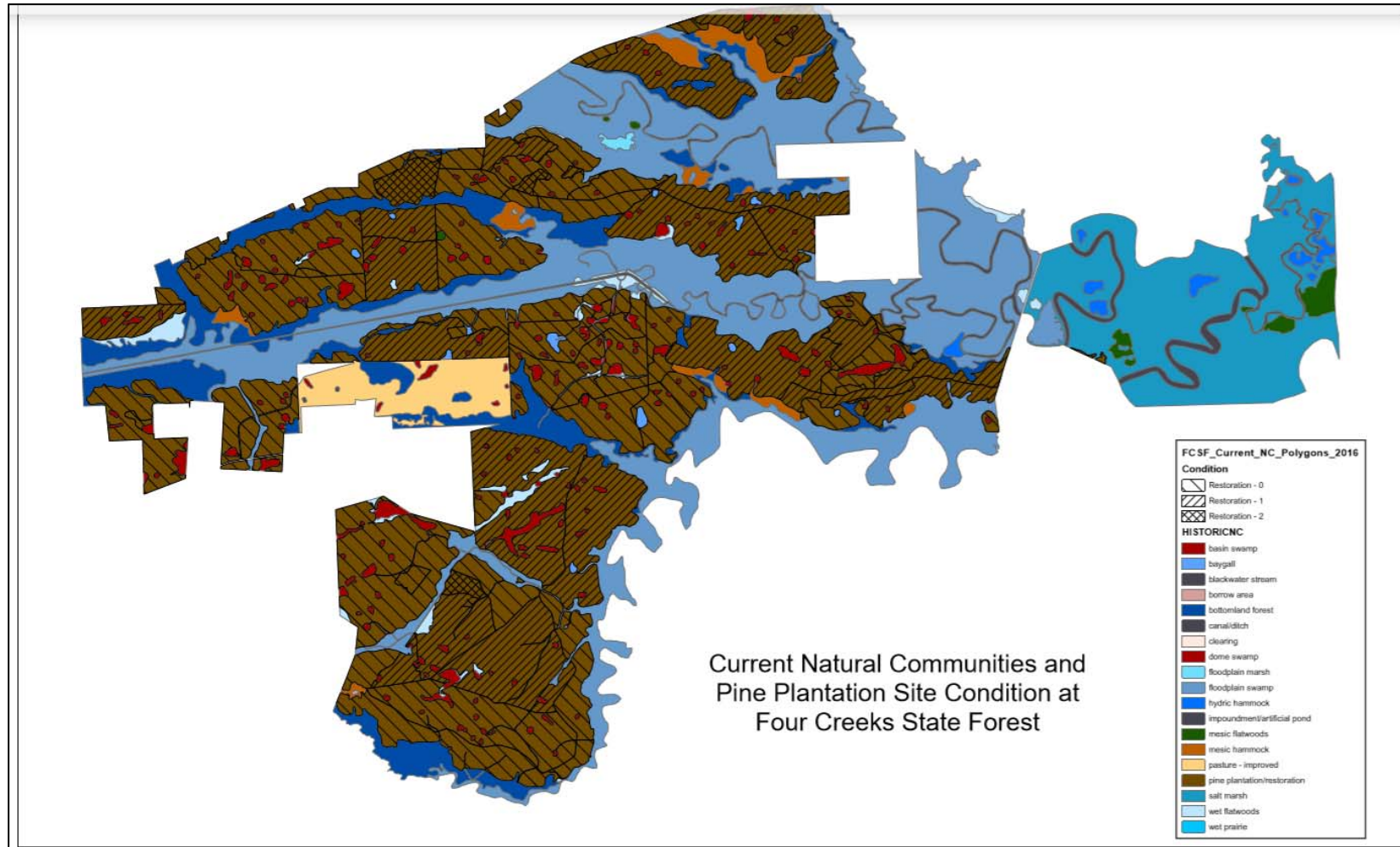


Figure 2. Four Creeks Natural Communities

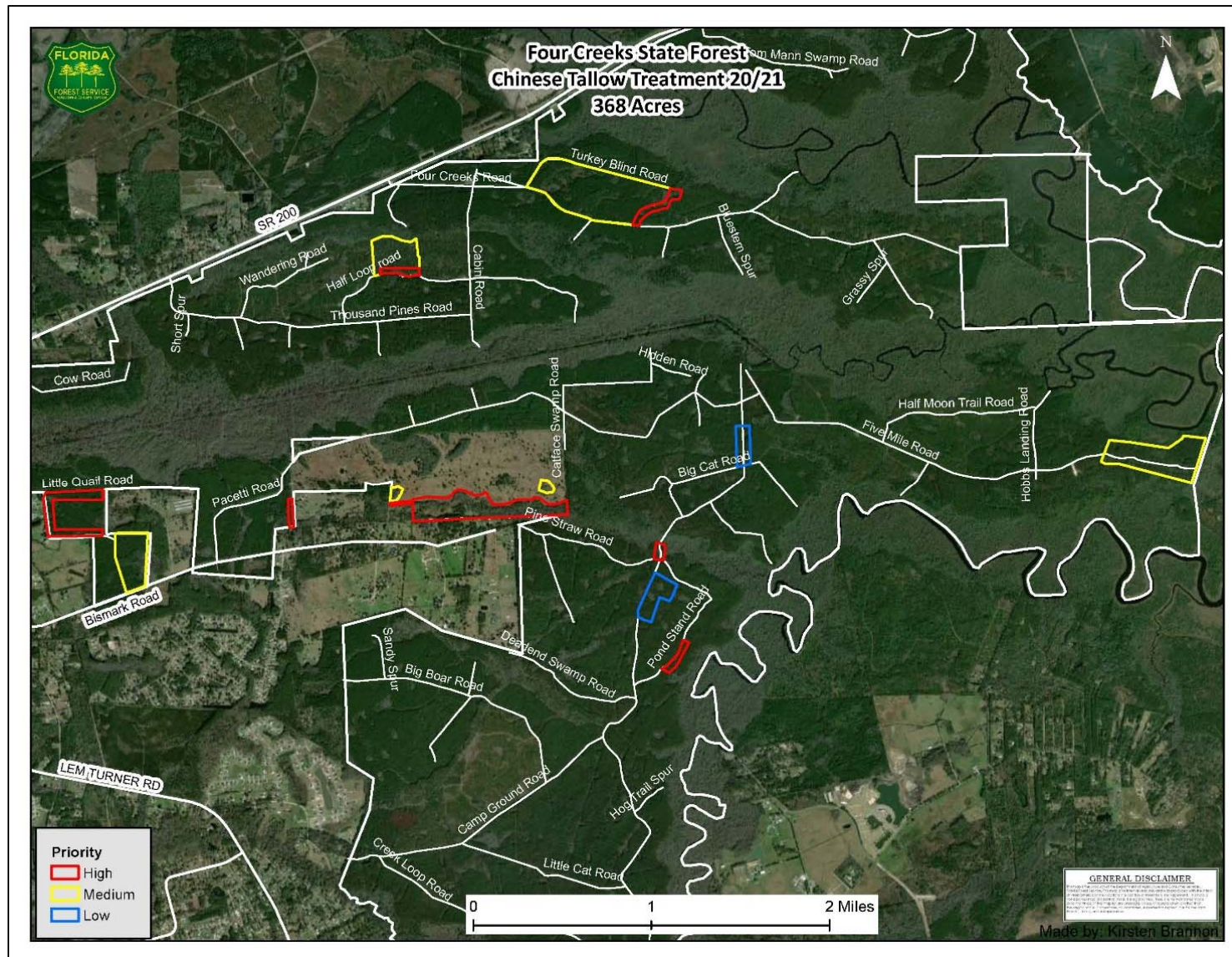


Figure 3. Four Creeks Tallow Priority Areas

EXHIBIT 2 — COST SCHEDULE

DUE BY NO LATER THAN 3:00 PM, FRIDAY, OCTOBER 9, 2020
RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED
ON THE FIRST PAGE OF THIS REQUEST.

FOUR CREEKS – HERBICIDE APPLICATION		
Respondent Name: _____		
SPECIES TO BE TREATED	COST PER ACRE	TOTAL COST
SAPIM SEBIFERUM (CHINESE TALLOW)	\$ _____ /acre	\$89,660.84*

*Award of this quote shall be based on the overall lowest cost per acre that aligns with the District’s anticipated budget for this herbicide application.

I hereby acknowledge, as Authorized Representative for the Respondent, that I have fully read and understand all terms and conditions as set forth in this quotation, and upon award of such quotation, shall fully comply with such terms and conditions.

RESPONDENT (FIRM NAME)

ADDRESS

SIGNATURE

TYPED NAME & TITLE

TELEPHONE NUMBER

EMAIL ADDRESS

EXHIBIT 3 — INSURANCE

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

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor 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 worker's compensation, if applicable, in not less than the minimum limits required by Florida law. If an exemption from workers' compensation is declared, an exemption letter issued by Florida Department of Financial Services, Division of Workers' Compensation, shall be submitted to the District.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) broad form property damage. Extensions shall be added, or exclusions deleted to provide the necessary coverage. "Claims made" coverage will be accepted only after verification that "occurrence" coverage is not available.
- (c) **Automobile Liability.** Minimum requirements per Florida law.

EXHIBIT 4 — QUALIFICATIONS DOCUMENTATION FORMS
(This form to be included with quote submittal)

As part of the quote request, 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 work described in quote request of the Instructions to Respondents: _____

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

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this bid 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 bid. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

QUALIFICATIONS – SIMILAR PROJECT
(This form to be included with quote submittal)

Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or project manager assigned to the project. (Documentation must be provided on this form and must be included with quote response.)

Completed Project 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Start date: _____ Completion date: _____

(month/year)

(month/year)