



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.

November 16, 2020

Interested Firms

Re: 36353 Rice Creek-Nine Mile Trail Road Trimming

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 Monday, November 30, 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 #36353 and project name 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.)

Award of this quote shall be based on the lowest cost per linear foot that meets all requirements of this quote request. All respondents must complete the Cost Schedule in Exhibit 2.

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

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
RICE CREEK-NINE MILE TRAIL AND ROAD TRIMMING
FOR SJ-27 WEST REGION RICE CREEK, NINE MILE
FDOT MITIGATION PROGRAM
FISCAL YEAR 2020/2021**

I. INTRODUCTION/BACKGROUND

The Rice Creek/Nine Mile Mitigation Area is located on the southside of SR 100 west of Palatka, Florida in Putnam County (Figure 1). There is a gated trail road with access to the property on both FL 100 and 20. The mitigation plan for SJ27 group includes over 5914 acres of land that are being managed and enhanced for mitigation for six FDOT roadway projects. Three areas make up this mitigation group Rice Creek, Murphy Island and Nine Mile Mitigation Area. They are all located in Regulatory Basin 8 – St. Johns River (Welaka to Bayard). The site is currently managed by the St. Johns River Water Management District land managers. The wetland and upland enhancement required by these permits will be achieved through implementation of fire and/or mechanical management and establishment of appropriate canopy densities. Trail work maintenance and trimming on the Rice Creek Tract is proposed to complete the mitigation plan. The purpose for this project is to eliminate side and overhead vegetative obstructions to facilitate operations and maintain infrastructure. This work will maintain the current trail road system of the project and help ensure that site can be managed long term for fire management.

II. OBJECTIVES

The overall goal of this project is to trim and remove excess limbs, trees, and associated debris within the project area to maintain the trail road(s). This project consists of trimming a total +/- 17,280 linear feet (Figure 2). Some fire lines, trails, and roads will only be trimmed along one side, such as along a property boundary. Other fire lines, trails, and roads will be trimmed on both sides. All debris shall be mulched, chipped, and/or dragged from the fire line, trail, or road into adjacent District lands.

III. PROJECT DESCRIPTION

Contractor will cut down small trees (less than 4 inches in diameter) and trim overhanging tree limbs and brush to a height of 12 feet above the road as well as a width of 6 feet along the side of the fire line, trail, or road (Figure 3). This maintenance is required to be able to manage the property long term.

It is the Contractor's responsibility to coordinate their schedule with the District. A site meeting with the District, the Contractor, and the Contractor's operator shall be scheduled prior to the commencement of the work. Contractor shall maintain adequate protection of Contractor's work and equipment from damage and shall protect public and privately-owned property, structures, utilities, and work of any kind against damage or interruptions of service, which may result from the operations of the Contractor. Contractor shall repair and restore any such damage, injury, or loss at Contractor's expense. Contractor shall maintain a clean and safe work environment.

The Contractor shall be responsible for carefully examining the general area of the Work, the requirements of the request and site conditions related to the Work, the time in which the Work must be completed, and any other details of the Work. The Contractor 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.

IV. TASKS

- a. Trimming a maximum linear footage of 17,280 feet – the linear feet will be adjusted based on the overall total budget and cost per linear foot outlined in the Cost Schedule (Exhibit 2). All responses must include a completed Cost Schedule.
- b. Trim all overhanging limbs along identified fire lines, trails, and roads to a minimum height of 12 feet. Trimming details shown on Figure 3.
- c. Trim all limbs encroaching the side of identified fire lines, trails, and roads to 6 feet back from edge of fire lines, trails, and roads.
- d. Cut down all trees less the 4” in diameter within 6 feet of edge of fire lines, trails, and roads. Care should be taken not to damage the bole of all trees within or adjacent to work area that exceed 4” in diameter.
- e. All debris shall be mulched, chipped, or dragged off the fire lines, trails, and roads.
- f. Work will begin on at Rice Creek Conservation Area beginning off of State Road 100 in Putnam County (Figure 2).
- g. GPS tracking of the areas trimmed to verify the amount of linear feet completed.

Contractors Responsibilities:

- District Project Manager shall be notified a minimum of one week prior to the contractor beginning the work on the project site.
- Contractor shall provide all equipment, personal protection equipment (PPE), and any associated transportation as necessary to complete the project.
- If route(s) go through gate(s), the Contractor shall close, and lock, if applicable, any and all gate(s) at the end of each working day.
- Contractor shall repair or replace, at Contractor’s cost, any damage to fences, cattle guards, gates, power lines, or other improvements. Any repairs necessary after the operations are complete shall be the responsibility of the contractor.
- The Contractor shall take due care in avoiding gopher tortoises and burrows.
- Contractor shall ensure that work area be kept clear of rubbish. Discharge of oil, diesel, or hydraulic fluid shall be prohibited on the project area and all District property.
- Contractor shall exercise due care against starting fires during operations.
- Contractor shall be held liable for all damage caused by such fires.
- Contractor will replace unsatisfactory equipment within 48 hours.
- Contractor shall prevent the introduction of non-native vegetation by following the procedures for equipment inspection and cleaning as outlined in the publication: U.S. Department of the Interior, Bureau of Reclamation, Denver, Colorado, Technical Memorandum No. 86-68220-07-05, Inspection and Cleaning Manual for Equipment and Vehicles to Prevent the Spread of Invasive Species, May 2010.
- Contractor should take care to ensure parked equipment and vehicles do not block roadways and are parked on state property.
- Work area shall be kept clear of rubbish. Discharge of petroleum product or other harmful material shall be prohibited on the mitigation site. Should any harmful material be discharged, the District Project Manager or the District Land Manager must 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 operation by Contractor and/or its employees.
- Contractor shall be held liable for all damages caused by such fires.
- Contractor shall repair or replace at their cost any damages to fences, gates, powerlines or other improvements.

- Contractor shall be responsible for complying with all federal, state and local laws pertaining to the project or project activities.

District's Responsibilities

- District's Project Manager or his representative shall determine routes for ingress and egress to the property.
- District's Project Manager or his 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.
- Weekend work is allowed with prior approval from the District Project Manager
- If work is found to be unsatisfactory, Contractor will be notified and has 10 Days to resolve.

V. TIME FRAME AND DELIVERABLES

The expiration date of this contract is September 30, 2021. All work will need to be reviewed and approved by the District Project Manager prior to submittal of invoice(s). Invoices may be submitted no more frequently than monthly, and all invoices shall be submitted to Accounts Payable at acctpay@sjrwmd.com, preferably in PDF format.

VI. VEHICLES AND EQUIPMENT

The project specifies the use of either a four wheel drive rubber tire tractor and boom attached mower/cutter head or buzz bar (similar to Alamo Versa boom system) with appropriate PTO horsepower or 2 person crew with gas power pole pruner (similar to Stihl HT 101) or a four wheel pick-up truck or utility task vehicle (UTV) to complete trimming. Debris shall be eliminated by either mulching with a brush or tree cutter (similar to Davco BC 604SS or Fecon Bull Hog), chipping machine (similar to Vermeer BC 900XL), or manually dragged outside the project area within District lands. Material must land outside of the fire lines, trails, or roads. GPS tracking equipment to verify linear footage trimmed.

VII. BUDGET

The contract shall be awarded based on the overall lowest cost per linear foot to complete the most linear footage of trail road trimming as shown on the Cost Schedule (Exhibit 2). The contractor will need to provide GPS tracks to verify the linear foot completed with the final invoice. The project scope includes a total linear footage of 17,280. The linear feet can be adjusted based on the cost per linear foot provided in the quote as not to exceed the budget of \$27,515.15.

VIII. DISTRICT'S PROJECT MANAGER

Sandy Smith
Regulatory Scientist IV, FDOT Mitigation Program
Division of Regulatory Services
St. Johns River Water Management District
Jacksonville Service Center
7775 Baymeadows Way, Suite 102
Jacksonville, FL 32256
Cell: 904-222-1396
Email: ssmith@sjrwmd.com

FIGURE 1: WEST REGION RICE CREEK/NINE MILE LOCATION MAP

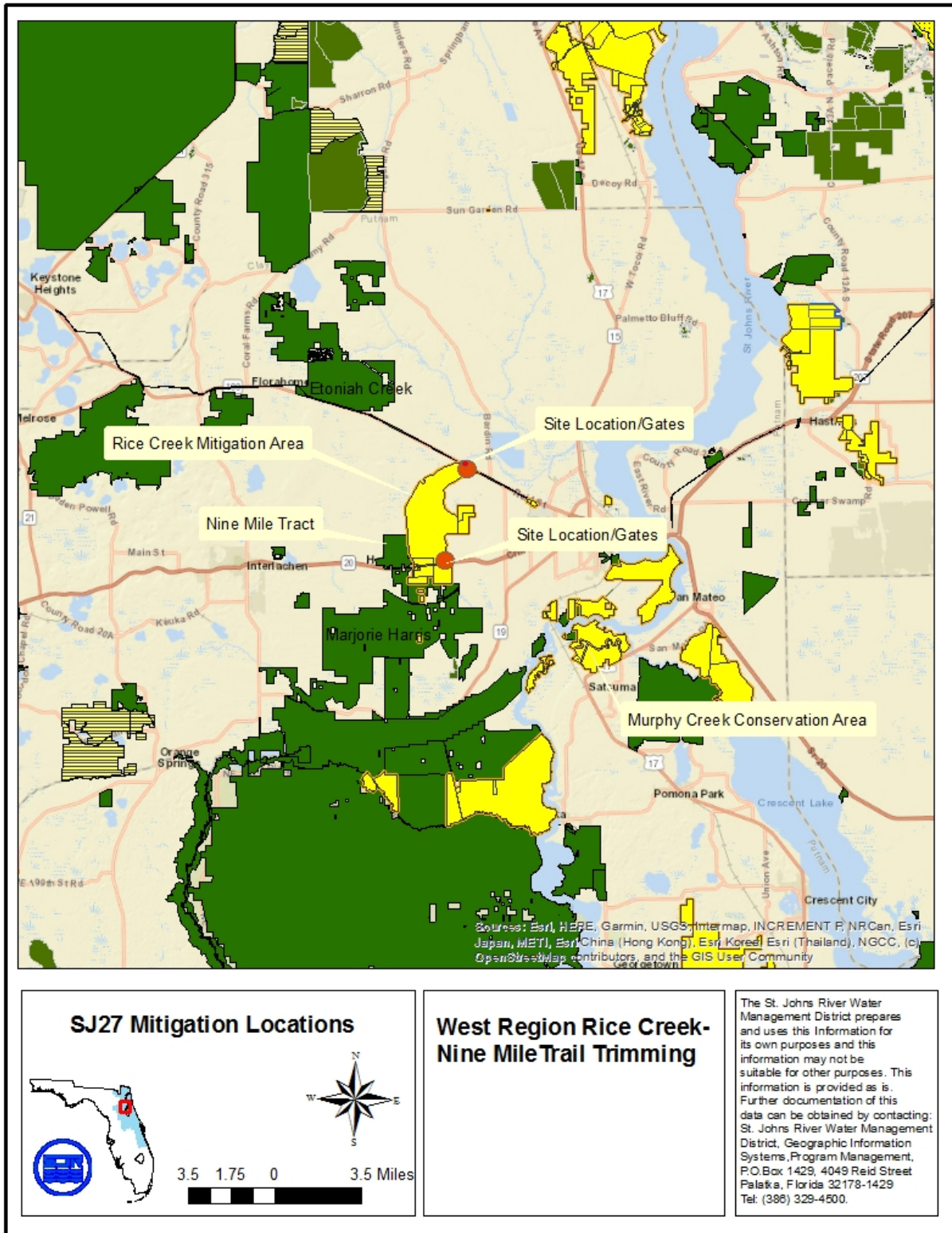


FIGURE 2: WEST REGION RICE CREEK/NINE MILE TRAIL ROAD IMPROVEMENTS

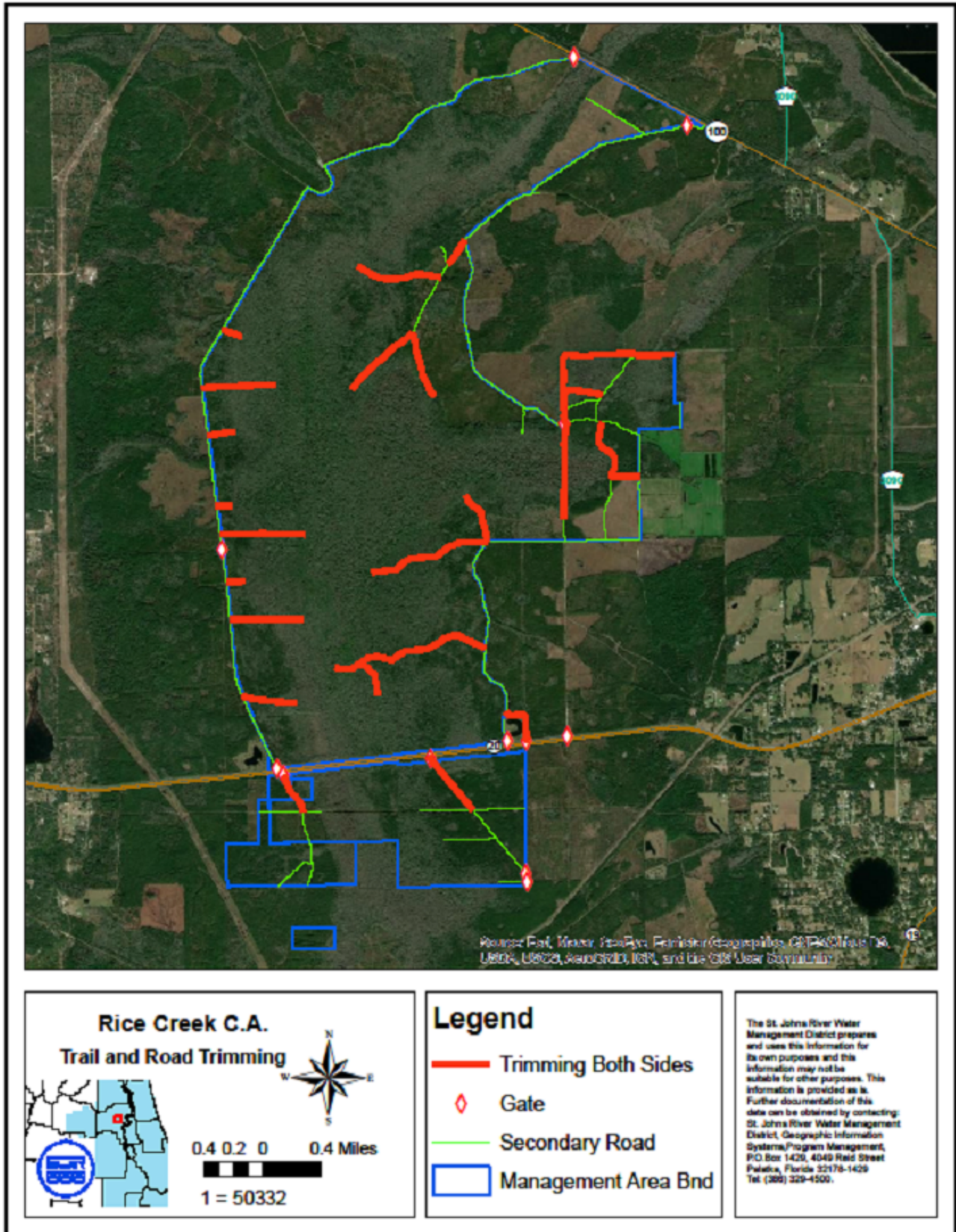


FIGURE 3: WEST REGION RICE CREEK/NINE MILE TRAIL TRIMMING DETAILS

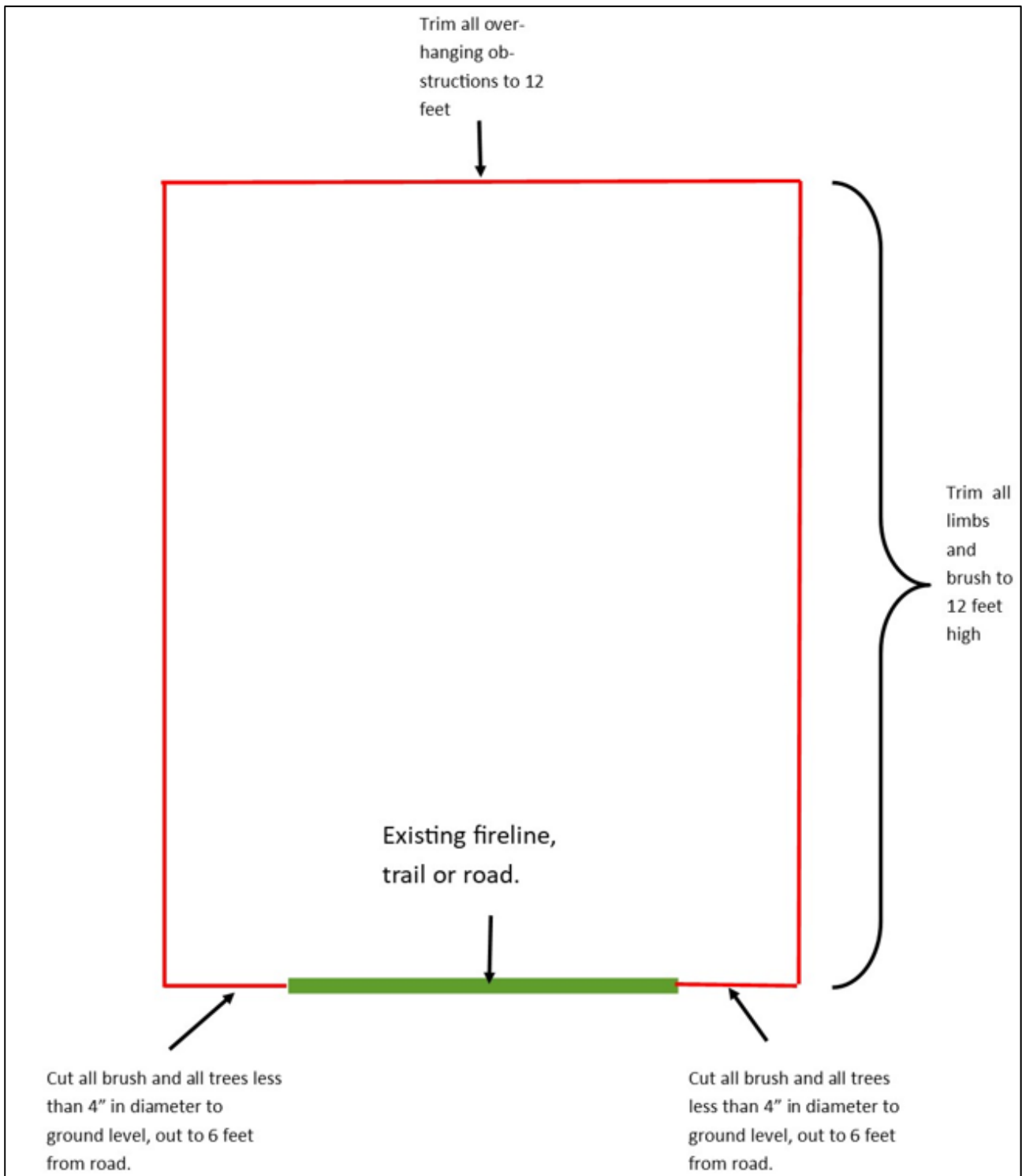


EXHIBIT 2 — COST SCHEDULE

DUE BY NO LATER THAN 3:00 PM, MONDAY, NOVEMBER 30, 2020
RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED
ON THE FIRST PAGE OF THIS REQUEST.

Respondent's Name: _____ <p style="text-align: center;">QR 36353 – RICE CREEK-NINE MILE TRAIL ROAD TRIMMING</p>			
MAXIMUM LINEAR FOOT*	COST PER LINEAR FOOT	ADJUSTED LINEAR FOOT TO BE TRIMMED**	TOTAL COST*
17,280 FT	\$ _____ /FT	_____	\$27,515.15

*Contract will be awarded based on the lowest cost per linear foot that aligns with the District's not to exceed budgeted amount of **\$27,515.15**.

**Vendor to also provide the *Adjusted Linear Foot to be Trimmed* column based on Vendor's *Cost per Linear Foot* amount provided. This will determine the amount of linear footage that will be completed, based on the cost per linear foot, i.e., a cost of \$2.00 per linear foot would result in a maximum of 13,757.58 linear footage to be trimmed for this project.

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)