



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.

December 8, 2020

Interested Firms

Re: 36398 Lake Jesup Conservation Area Planting 2021

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, January 4, 2021**. 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 #36398 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 *most* trees/shrubs that can be provided based on the total budget of \$13,965.00 within the percentages provided. 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
LAKE JESUP CONSERVATION AREA TREE PLANTING
DITCH BLOCK A, B & C AND AREAS 1, 2 & 3
FDOT MITIGATION PROGRAM**

I. INTRODUCTION/BACKGROUND

The Lake Jesup Conservation Area (LJCA) Hydrologic and Wetland Restoration project is in Seminole County on the east side of Lake Jesup and entirely within the LJCA owned by the St. Johns River Water Management District (Figure 1). The mitigation plan consists of plugging three ditches and removing old fill piles from three wetland depressions and replanting and maintaining the areas in perpetuity. The wetland depressions are within a mosaic of hydric and mesic hammock within the LJCA along the east side of Lake Jesup. The minor ditches were constructed circa 1970 when an attempt was made to convert this area to agricultural use. The fill piles in the wetland depressions come from the land clearing that took place during the conversion to agricultural use. The larger east-west ditch was constructed prior to 1900 as part of a historic railroad grade. This mitigation project is to offset adverse wetland impacts associated with Florida Department of Transportation (FDOT) roadway permits from the Florida Department of Environmental Protection (FDEP) permit Environmental Resource Permit 59-274533-004-EI and U.S. Army Corps of Engineers (USACOE) permit SAJ-2009-03805 (SP-TLO). The proposed mitigation work at Lake Jesup has been permitted by both the FDEP General permit 0352151-001-EG and Nationwide USACOE permit SAJ-01076 (NW-27). To date the mitigation work completed includes restoration and planting of Wetlands 1-3 and the construction of ditch plugs A and B (Figure 1).

II. OBJECTIVES

The overall goal of this project is for the purchase of trees and the installation of the purchased trees within Restoration Areas 1, 2 and 3 and in Ditch Blocks areas A, B and C consistent with Figure 2 (approximate acreage – 2.0 acres). These ditch block areas were filled in 2017-2018 and sodded with St. Augustine grass and some tree planting in 2019. Restoration Areas 1 and 3 were planted with both trees and herbaceous vegetation in 2018. Please review and complete the Cost Schedule in the pages below, which includes a list of the tree species to be provided.

III. PROJECT DESCRIPTION

Contractor shall supply healthy tree plants per the provided species listed in the Cost Schedule. Plants are to be 1- 3-gallon size, approximate 1 -inch caliper trees, 2-5 feet tall. They will need to be delivered to the project location staged in identified areas and planted generally following the plantings areas to be field identified with Project Manager. This contract will be awarded to the contractor who can provide and plant the most 1-3-gallon tree species in the four specified areas (Ditch Block A , B & C and Areas 1, 2 & 3 – 2.0 acres).

IV. TASKS

- a. Furnish a schedule providing start and end dates prior to commencement of delivery and planting of tree species specified in Cost Schedule, agreed upon by the Contractor and Project Manager.
- b. All trees shall be planted within 2 weeks of delivery.
- c. Provide all incidental materials and labor necessary for the delivery and planting of healthy trees, without damaging the trees or surrounding areas.
- d. Contractor will begin work after schedule is reviewed and approved by the District Project Manager and notification to proceed has been issued. Work must be completed within 30 days of the approved start date provided by the schedule

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 install trees in specified locations, using 5-10 foot on center spacing for all canopy species.
- Contractor shall install all trees by excavation of appropriate soil material and 6-inch layer of mulch material, seating the potted tree so that the potted soil is flush with the ground surface, and back filling the excavated soil material so that the tree roots make good contact with the adjacent soil material.
- All pots shall be returned to the pre-identified staging area(s), neatly stacked, and removed from site upon completion of the project.
- Contractor shall use care to minimize rutting or other alterations within the wetlands.
- Contractor shall ensure that all equipment is clean and free of invasive species seeds and spores prior to entering the property.
- Contractor shall remove all containers, trash, and debris generated during this project from the job site as necessary and repair any grading/elevations if rutting or other alterations occur in wetlands that is beyond normal or expected.
- Contractor shall provide all equipment necessary to successfully complete project. o Contractor will begin work after schedule is reviewed and approved by the District Project Manager and notification to proceed has been issued.
- 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.
- Contractor should take care 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 planting sites and all Florida Forest Service property. Should any harmful material be discharged, the District 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. o Contractor shall repair or replace at their 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.
- Contractor shall be responsible for complying with all federal, state, and local laws pertaining to project or project activities.

District's Responsibilities

- District shall be notified a minimum of one week prior to the contractor entering the project site.
- The District reserves the right to award portions of the contract to multiple vendors if needed to meet the planting list and installation in a timely and cost-effective manner.
- The District's Project Manager will review the planting areas to ensure that plants have been installed appropriately prior to payment for services. Provide the Project Manager with at least 24 hours' notice to inspect completed work. o 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 the right to offer remainder of contract to next lowest bidder. If this occurs within the end of the District's fiscal year, contractor will have 30 days to resolve any issues.

V. TIME FRAME AND DELIVERABLES

The expiration date of this agreement is June 1, 2021. It is anticipated that the planting will occur between early March and April 2020. Invoice will be submitted upon successful completion of the delivery and planting and approval by the District Project Manager. Invoice shall be submitted to Accounts Payable at acctpay@sjrwmd.com, preferably in PDF format.

VI. BUDGET

The contract shall be awarded based on the most trees/shrubs that can be provided as consistent with specifications on the Cost Schedule. The District has budgeted \$13,965.00 for the plants and installation.

FIGURE 1. GENERAL LOCATION OF LAKE JESUP CONSERVATION AREA

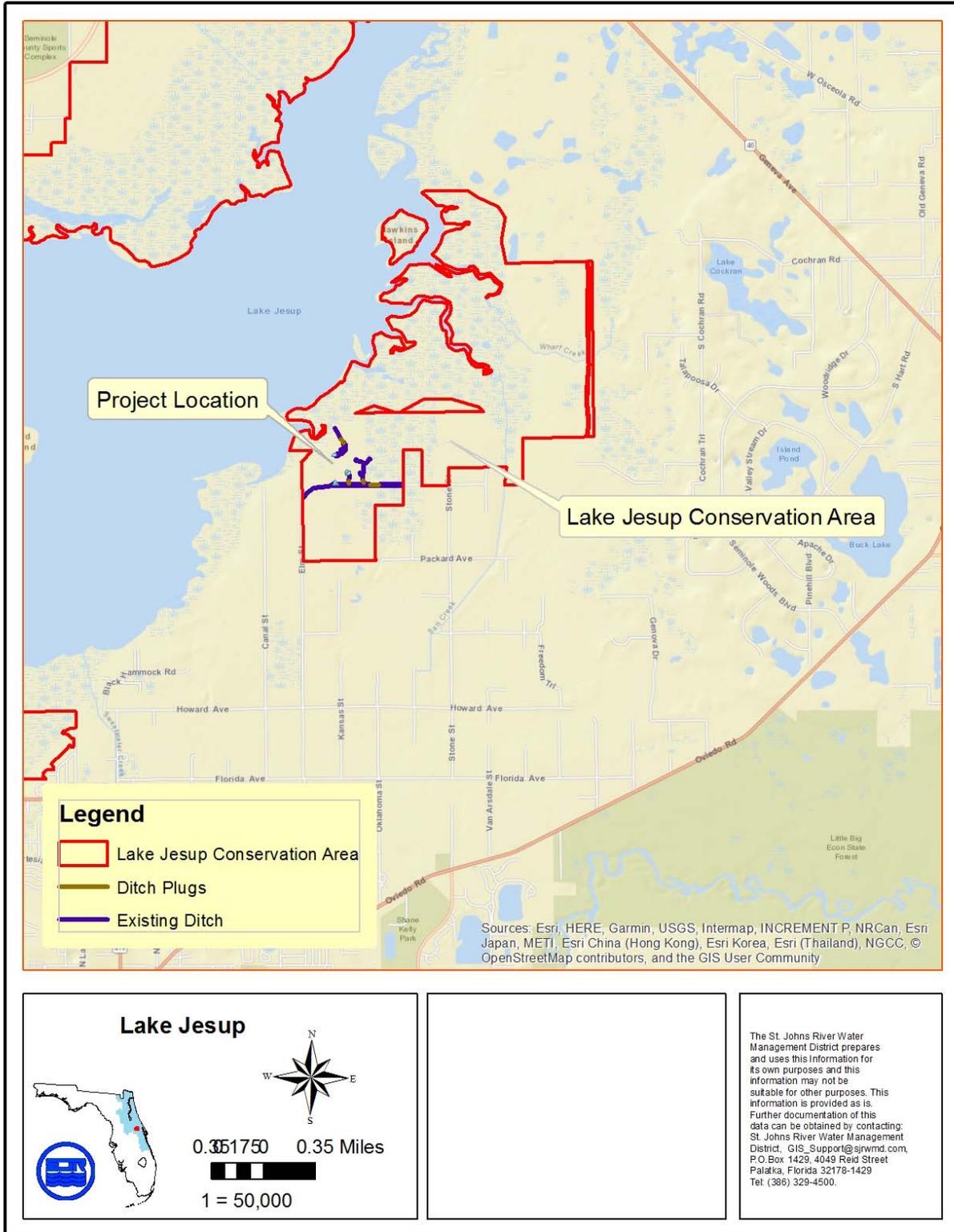


FIGURE 2. WETLAND RESTORATION AREAS 1, 2 & 3 AND DITCH BLOCKS A, B & C

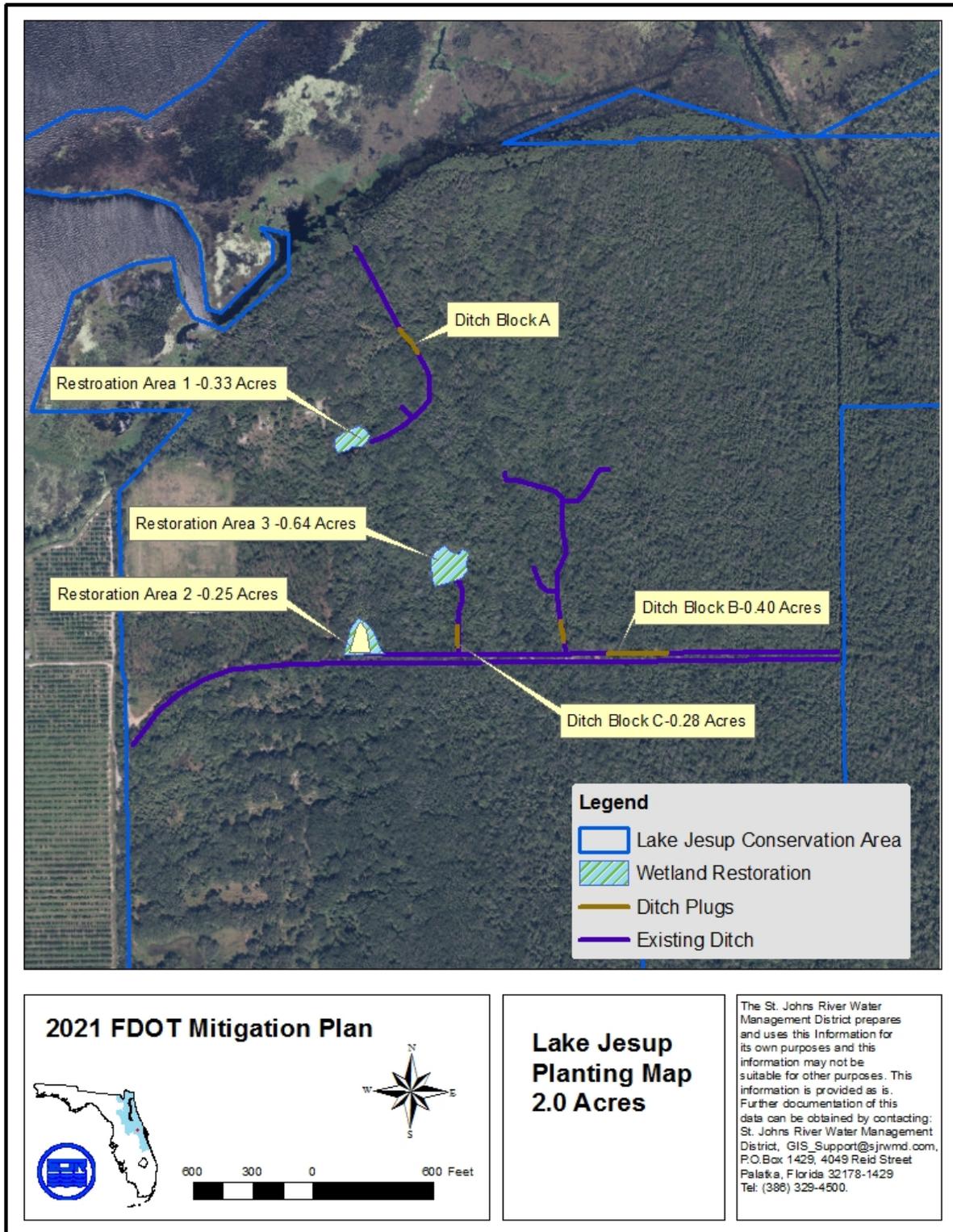


EXHIBIT 2 — COST SCHEDULE

Respondent's Name: _____								
QR 36398 – LAKE JESUP CONSERVATION AREA PLANTING 2021								
Plants	Scientific Name	Lake Jesup Wetlands 1.22 Acres – Number of Plants – Estimate and Actual		Lake Jesup Uplands 0.78 Acres - Number of Plants – Estimate and Actual		Approximate Percentage of Total Trees/Shrubs	Cost per Plant Installed	Total Cost for Plants
Canopy – 1-3 Gallon		5-10-foot centers		5-10-foot centers				
Bald cypress (OBL)	<i>Taxodium distichum</i>	500* Estimate	Actual _____			30%		
Red Maple (FACW)	<i>Acer rubrum</i>	200* Estimate	Actual _____			11%		
Southern magnolia (UP)	<i>Magnolia grandiflora</i>			233* Estimate	Actual _____	14%		
Southern red Cedar (UP)	<i>Juniperus virginiana</i>			233* Estimate	Actual _____	14%		
Live oak (UP)	<i>Quercus virginiana</i>			234* Estimate	Actual _____	14%		
Sub-Canopy – 1 Gallon								
Button Bush (OBL)	<i>Cephananthus occidentalis</i>	300* Estimate	Actual _____			17%		
TOTALS		1,000*		700*		100%		\$

*The provided totals above for Lake Jesup Wetlands and Uplands are plant estimates. The award of this project will be based on the *most* trees/shrubs that can be provided based on the total budget **\$13,965.00** within the percentages provided. Please complete the totals for the *Actual* _____ amount of plants to be provided as well as the cost per plant and total cost columns.

The numbers shown above are based on an average 5-10-foot center these numbers will need to be adjusted based on the overall number of trees that can be provided within the total budget. Plant size is not to be adjusted. The approximate percentage should also be maintained based on the total numbers of trees/shrubs provided in the quote.

I, HEREBY ACKNOWLEDGE, as an 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.

Acknowledgment is hereby made of the following addenda (identified by number) received:

Addendum No.	Date	Addendum No.	Date
1 _____	_____	4 _____	_____
2 _____	_____	5 _____	_____
3 _____	_____	6 _____	_____

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)