

**THE GOVERNING BOARD OF THE
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
SECOND CALL – LAKE APOPKA SUBMERGED AQUATIC VEGETATION PLANTING
INVITATION FOR BID 35541-1**

The Governing Board of the St. Johns River Water Management District (the “District”), requests that interested parties respond to the solicitation below by 2:15 p.m., Thursday, June 25, 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 Amy Lucey, Procurement Specialist, at 321-409-2156 or ALucey@sjrwmd.com. Responses will be opened at the Palm Bay Service Center, 525 Community College Parkway, Palm Bay, FL 32909.

Successful applicants will plant submerged aquatic vegetation in designated areas of Lake Apopka. Locations will be targeted to either supplement or expand existing SAV meadows (plant adjacent to existing beds) or to establish new dense SAV meadows in bare or sparse areas. Potential planting locations will be provided by the District at the start of contract and may be located along any portion of the Lake Apopka shoreline.

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

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

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 888-585-9008 (if unavailable, call 657-220-3242) and entering the conference room number 850427670#.

NOTE: Because the Palm Bay Service Center is currently closed to the public, please contact Amy Lucey at 321-409-2156, if you intend to hand deliver the package.

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INSTRUCTIONS TO RESPONDENTS

1. DEFINITIONS

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

2. CONTRACT ADMINISTRATION

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

Amy Lucey, Procurement Specialist
Phone: 321-409-2156
Fax: 321-722-5357
Email: ALucey@sjrwm.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 BID

The Bid must be submitted in a sealed envelope to:

Amy Lucey, Procurement Specialist
St. Johns River Water Management District
Palm Bay Service Center
525 Community College Parkway, Palm Bay, FL 32909

Respondents must clearly label the Bid envelope with **large bold, and/or colored lettering (place label on inner envelope if double sealed)** as follows:

SEALED BID — DO NOT OPEN
Respondent’s Name: _____
Invitation for Bid: 35541-1
Opening Time: 2:15 p.m.
Opening Date: Thursday, June 25, 2020

4. OPENING OF BIDS

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

2:15PM, Thursday, June 25, 2020
St. Johns River Water Management District
Palm Bay Service Center
525 Community College Parkway
Palm Bay, FL 32909

NOTE: Because the Palm Bay Service Center is currently closed to the public, please contact Amy Lucey at 321-409-2156, if you intend to hand deliver the package.

The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts sealed Bids 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 Bids.

Unless otherwise exempt, Respondent's Bid is a public record subject to disclosure upon expiration of the above exemption period. If any information submitted with the Bid 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 Bid and explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a Bid for excessive or unwarranted assertion of trade secret confidentiality and return the Bid to Respondent.

5. **PREPARATION AND ORGANIZATION OF BID DOCUMENTS**

Respondent must submit its Bid in "digital" format. Instructions for submitting are provided below.

1. Respondents must submit the following fully executed documents on reproduced copies of the attached forms provided in FORMS:
 - a. Bid Form
 - b. Cost Schedule
 - c. Certificate as to Corporation
 - d. Affidavit as to Non-collusion and Certification of Material Conformance with Specifications
 - e. Qualifications (General, Similar Projects, Client References, Subcontractors, and other required qualification forms)
 - f. Additional Information Qualification Form
 - g. Drug-Free Workplace Form (not required unless there is a tie bid)
2. Respondents must submit the original bid package in the form and manner specified herein. All blank spaces on the bid documents must be typewritten or legibly printed in ink. Respondent must specify the cost for any one complete bid item or the entire work described in the Agreement (the "Work") in figures as indicated by the spaces provided. In the event you decline to submit a bid, 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 bid.
3. Respondent must follow all procedures for digital submission or the Respondent's Bid may be determined as "non-responsive" and rejected.
4. Unless directed otherwise, all information required by the solicitation, including the forms and questionnaires listed under "1" 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)).
5. The file-naming conventions for the bid shall include:
 - h. Bid: IFB # Respondent's name (abbreviated) Due Date
(Example: IFB 12345 ABC Company 01-15-16)
6. All digitally submitted files shall be saved to a single CD or pin/thumb/jump drive. The CD or pin/thumb/jump drive MUST be placed in a sealed envelope pursuant to the instructions under Item 3 for sealed Bid – DO NOT SUBMIT YOUR BID BY EMAIL — THIS WILL RESULT IN THE BID BEING REJECTED AS NON-RESPONSIVE.
7. 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.

All of the forms and questionnaires in the Invitation for Bids package are available upon request in Microsoft® Word to aid the Respondent in submitting its Bid.

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

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 Invitation for Bids documents, but the Respondent is ultimately responsible for submitting the Bid 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 Bids in order to be considered. Requests may be submitted by fax at 321-722-5357 or by email at ALucey@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by 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 Bids.

Submission of a Bid constitutes acknowledgment of receipt of all addenda. Bids 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 Bid, as submitted. All addenda become part of the Agreement.

7. BUDGET

The estimated budget for the Work is \$300,000.00. The above amount is an estimate only and does not limit the District in awarding the Agreement. Respondents are cautioned to not make any assumptions from the budget estimate about the total funds available for the Work. The District retains the right to adjust the estimate in awarding the Agreement. The District also reserves the right to reject all Bids if subsequent negotiations with qualified Respondents result in costs over this estimated budget amount. In addition, the District reserves the right to increase, decrease, or delete any class, item, or part of the Work in order to reduce costs for any reason. The District may discuss alternatives for reducing the cost of the Work with Respondents and make such modifications as it determines to be in its best interest.

8. MINIMUM QUALIFICATIONS

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

- a. Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least three projects of a similar nature (Submerged planting projects) within the five years immediately preceding the date for receipt of Bids. Each project must have had a project value of at least \$50,000.00.
- b. Respondent must have no less than three years of experience on projects of the nature specified above.
- c. Respondent must provide three client references. Up to two of the client references may be from the similar projects listed in response to subparagraph (a), above. No more than one of the references

may be from completed District projects. If a District project is cited, do not request a letter from District staff.

d. **Additional Information Qualification Form**

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 Bid 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. BID GUARANTY

For the purposes of this bid, a bid guaranty is not required

10. SUBCONTRACTS

Respondent must identify all portions of the Work Respondent intends to perform through subcontractors for each portion of the Work exceeding ten percent of the Work on the attached "Proposed Subcontractors" form. Respondent must submit with its Bid a list of all known subcontractors who will participate in more than ten percent of the Work. Acceptance of the Bid does not constitute approval of the subcontractors identified with the Bid.

11. SIGNATURE AND CERTIFICATION REQUIREMENTS

An individual submitting a Bid must sign his/her name therein and state his/her address and the name and address of every other person interested in the Bid as principal. If a firm or partnership submits the Bid, state the name and address of each member of the firm or partnership. If a corporation submits the Bid, an authorized officer or agent must sign the Bid, 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 Bid or in substantial performance of the Work have been identified in the Bid forms.

12. DISQUALIFICATION OF RESPONDENTS

Any of the following causes will be considered as sufficient grounds for disqualification of a Respondent and rejection of the Bid:

- 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 Bid 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 Bid;
- 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.

13. REJECTION OF BID

Bids must be delivered to the specified location and received before the Bid opening in order to be considered. Untimely Bids will be returned to the Respondent unopened. Bids 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 Bid 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 Bid.

The District reserves the right to reject any and all Bids 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.

14. WITHDRAWAL OF BIDS

Respondent may withdraw its Bid if it submits such a written request to the District prior to the designated date and hour of opening of Bids. Respondent may be permitted to withdraw its Bid no later than 72 hours after the Bid opening for good cause, as determined by the District in its sole judgment and discretion.

15. AWARDING THE AGREEMENT

- a. The Agreement will be awarded to the lowest responsive, responsible Respondent, being the Respondent with the lowest total price per acre who demonstrates, in accordance with the requirements of the bid documents, a verifiable history of the skill, ability, integrity, and reliability necessary for the faithful performance of the Agreement (the "Successful Respondent"). The District reserves the right to make award(s) by individual plant species, and to issue multiple awards based on any combination of the plant species listed on the Cost Schedule. Maximum acres to be planted are for informational purposes and are not guaranteed. The District expressly reserves the right to increase or decrease any plant species or part of the product including the right of the District to delete any species. The Agreement may be modified based on the District's acceptance of any alternatives listed in the bid that the District deems in its best interest.
- 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 bids 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 bids.

- d. If two or more bids 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.; (3) to a Respondent whose bid contains commodities manufactured, grown, or produced within the State of Florida pursuant to §287.082 Fla. Stat.; or (4) by lot.
- e. For 60 days after the designated date and hour of the opening of bids, the Respondent will not be permitted to increase its bid cost.
- f. The District reserves the right to award the Agreement to the next lowest available bidder 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.
- g. All Respondents will be notified of the District's intent to award or decision to award the Agreement. For the purpose of filing a bid protest under §120.57(3), Fla. Stat., the time period will commence as provided in "NOTICES AND SERVICES THEREOF."

16. EXECUTION OF AGREEMENT

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

Unless all Bids are rejected, a contract substantially in the form included in these documents will be provided to the Successful Respondent, who must execute and return the Agreement to the District within ten days of the date of receipt, along with the following:

- a. A completed Internal Revenue Service Form W-9
- b. Satisfactory evidence of all required insurance coverage
- c. Proof satisfactory to the District of the authority of the person or persons executing the Agreement on behalf of Respondent
- d. All other information and documentation required by the Agreement

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

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

17. 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 Bid. 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.

If awarded to a University, a separate University Agreement will be issued.

18. 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.

19. 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 Invitation for Bids is intended to remain tangible personal property and not become part of a public work owned by the District.

20. 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.

21. USE BY OTHER FLORIDA GOVERNMENTAL ENTITIES

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

22. NOTICES AND SERVICES THEREOF

The District will publish notice of specifications and criteria, including addenda, intended agency decisions, or other matters pertinent to this solicitation on Onvia DemandStar at *DemandStar.com* and

Vendor Registry at *vendorregistry.com*. Onvia DemandStar and Vendor Registry may also be accessed through the District's web site at *sjrwm.com*. In addition, the District will post notices of intended agency decisions at the District's headquarters, 4049 Reid Street, Palatka, Florida, Administration Building, Procurement Bulletin Board, on the date the publication is posted on Onvia DemandStar.

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

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

23. **PROTEST PROCEDURES**

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

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

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

FORMS

BID 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 bid 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 bid or in the Agreement to be entered into; that this bid is made without connection with any other person, company, or parties making a bid; and that this bid 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 bid 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 bid 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

COST SCHEDULE

Include this form in the response

Bid to be opened at 2:15 p.m., Thursday, June 25, 2020

To: ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

In accordance with the advertisement requesting bids for the Lake Apopka Submerged Aquatic Vegetation Planting, subject to the terms and conditions of the Agreement, the undersigned proposes to perform the Work for the price contained in the following schedule (fill in all blanks).

If said bid exceeds the estimated amount previously provided, the District expressly reserves the right to increase, decrease, or delete any class, item, or part of the Work, as may be determined by the District.

Respondents are reminded to refer to “PREPARATION AND ORGANIZATION OF BID DOCUMENTS” for information to be included with the bid package.

RESPONDENTS ARE INVITED TO SUBMIT A BID ON ANY OR ALL TASKS. Costs must include, but not be limited to, equipment, labor, supervision, and incidentals necessary to complete all activities specified.

For award purposes only, Respondents must provide the price per acre, maximum acres to be planted and the total cost for BOTH plant species listed below. The District does not guarantee any number of acres planted or the purchase of any amount of plant species.

Maximum acres to be planted are for informational purposes and are not part of the award process.

Plant Species (5000 plants per acre)	Price per Acre	Maximum Acres to be planted
<i>Vallisneria americana</i> (3 different cultivars or field types)	\$	
<i>Potamogeton illinoensis</i> (2 different cultivars or field types)	\$	
TOTAL PRICE PER ACRE (for award purposes only)	\$	

Cost schedule continued on the next page.

IFB 35541-1: Second Call- Lake Apopka Submerged Aquatic Vegetation Planting

Pursuant to §287.084(2) Fla. Stat., a vendor whose principal place of business is outside the State of Florida must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

I HEREBY ACKNOWLEDGE, as Respondent's authorized representative, that I have fully read and understand all terms and conditions as set forth in this bid and upon award of such bid, shall fully comply with such terms and conditions.

Date

Respondent (firm name)

Address

E-mail address

Signature

Telephone number

Typed name and title

Fax number

PROPOSED SUBCONTRACTORS

Include this form in the response

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

1. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

2. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

3. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

4. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

5. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

6. Name and address of subcontractor: _____

Description of work: _____

Estimated value of Work: _____

CERTIFICATE AS TO CORPORATION

Include this form in the response

The below Corporation is organized under the laws of the State of _____; is authorized by law to respond to this Invitation for Bids 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 bid 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 bid.

2. The attached bid is genuine. It is not a collusive or sham bid.

3. I am fully informed respecting the preparation and contents of, and knowledgeable of all pertinent circumstances respecting the attached bid.

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 bid in connection with the Agreement for which the attached bid has been submitted, or to refrain from bidding 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 bid of any other Respondent, or to fix any overhead, profit, or cost element of the bid prices or the bid 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 price(s) quoted in the attached bid are 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 bid, 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 bid, 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 Submerged planting projects work described in the INSTRUCTIONS TO RESPONDENTS: _____

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

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this 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 PROJECTS

Include this form in the response

Respondent (or a combination of the firm, individual, or project manager assigned to the work) must have successfully completed at least three similar projects within the five years immediately preceding the date set for receipt of the response, as described in the INSTRUCTIONS TO RESPONDENTS. Each project shall have had a project value of at least \$50,000.00. (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: _____

Completed Project 3:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ Email: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____
(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____

Others: _____

QUALIFICATIONS — CLIENT REFERENCE

Include this form in the response

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

Client Reference 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description: _____

Project value: _____ Project manager: _____

Client Reference 2:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description: _____

Project value: _____ Project manager: _____

Client Reference 3:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Agency/Company Address: _____

Name of project: _____

Description: _____

Project value: _____ Project manager: _____

QUALIFICATIONS FORM – ADDITIONAL DOCUMENTATION

(This form to be included in bid submittal)

Respondent must document that it will complete the work as defined in the attached Statement of Work Attachment A and shall complete the form below for each cultivar/ecotype/field type that it proposes to use under this contract (make additional copies as necessary). **(Respondent may use multiple forms for reporting all the plant cultivar/ecotype/field types to be utilized.)**

Name of Respondent (Firm): _____

- 1. Species: *Vallisneria americana* (Requires a minimum response of three unique cultivar/ecotype/field types. If multiple sources exist for a cultivar/ecotype/field type, then multiple lines should be filled out. Use an additional sheet to report all proposed plants, if necessary.)**

List names of all proposed Cultivars/Ecotypes/Field Types of <i>Vallisneria americana</i> to be planted (minimum three unique)	List Source(s) for the proposed Cultivar/Ecotype/Field Type (i.e., nursery, propagation facility, or field harvest site/location)	Source Method (specify field harvest/transplant, field harvest/propagation or nursery stock propagation)

- 2. Species: *Potamogeton illinoensis* (Requires a minimum response of two unique cultivar/ecotype/field types. If multiple sources exist for a cultivar/ecotype/field type, then multiple lines should be filled out. Use an additional sheet to report all proposed plants, if necessary.)**

List names of all proposed Cultivars/Ecotypes/Field Types of <i>Potamogeton illinoensis</i> to be planted (minimum 2 unique)	List Source(s) for the proposed Cultivar/Ecotype/Field Type (specify nursery, propagation facility, or field harvest site/location)	Source Method (specify field harvest/transplant, field harvest/propagation or nursery stock propagation)

3. List the names and addresses/locations of the nurseries, propagation facilities, or field harvest locations listed above and proposed as plant sources during this project. If field harvest is selected, please list the contact information for the permit holder responsible for harvest. (Use an additional sheet to report all proposed nurseries, propagation facilities, or field harvest sources, if necessary.)

a.

Source Type (choose one): nursery propagation facility field harvest

Source Name: _____

Source Street Address: _____

Source City, State Zip Code: _____

Source Phone Number: _____

b.

Source Type (choose one): nursery propagation facility field harvest

Source Name: _____

Source Street Address: _____

Source City, State Zip Code: _____

Source Phone Number: _____

c.

Source Type (choose one): nursery propagation facility field harvest

Source Name: _____

Source Street Address: _____

Source City, State Zip Code: _____

Source Phone Number: _____

d.

Source Type (choose one): nursery propagation facility field harvest

Source Name: _____

Source Street Address: _____

Source City, State Zip Code: _____

Source Phone Number: _____

e.

Source Type (choose one): nursery propagation facility field harvest

Source Name: _____

Source Street Address: _____

Source City, State Zip Code: _____

Source Phone Number: _____

RESPONDENT SHALL CONFIRM THE BELOW STATEMENTS BY CHECKING EACH OF THE BOXES.

By checking the following box, the Respondent confirms that Respondent is able to complete the work as identified in the Statement of Work, Attachment A: **Confirmed**

By checking the following box, the Respondent confirms that the submitted bid includes the use of all material, equipment, fees and staff required to complete all work outlined in the Statement of Work Attachment A, including all Tasks and Reporting: **Confirmed**

By checking the following box, the Respondent confirms that the Respondent can obtain the required minimum number of cultivars/ecotypes/field types of *Vallisneria americana*: **Confirmed**

By checking the following box, the Respondent confirms that the Respondent can obtain the required minimum number of cultivars/ecotypes/field types of *Potamogeton illinoensis*: **Confirmed**

By checking the following box, the Respondent shall currently possess or has the ability to obtain the required cultivars/ecotypes/field types in order to begin the work identified in the Statement of Work, Attachment A within 30 days of the effective date of the agreement. **Confirmed**

Additional Comments (if any): _____

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 35541-1

Your reasons for not responding to this Invitation for Bids 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 bids. Thank you for your cooperation.

Please check (as applicable):

- Specifications too "general" (explain below)
- Insufficient time to respond to the Invitation for Bids
- Do not provide this type of work for this project
- Schedule would not permit us to perform
- Unable to meet bid specifications
- Specifications unclear (explain below)
- Disagree with solicitation or Agreement terms and conditions (explain below)
- Other (specify below)

Remarks: _____

DATE _____

RESPONDENT (FIRM NAME) _____

ADDRESS _____

E-MAIL ADDRESS _____

SIGNATURE _____

TYPED NAME AND TITLE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

**AGREEMENT
BETWEEN THE
ST. JOHNS RIVER WATER MANAGEMENT DISTRICT
AND _____ TO/FOR
LAKE APOPKA SUBMERGED AQUATIC VEGETATION PLANTING**

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 _____ ("Contractor"), 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, Contractor agrees to furnish and deliver all materials and perform all labor required for 355411-1, Lake Apopka Submerged Aquatic Vegetation Planting (the "Work"). In accordance with IFB 3541-1, Contractor shall complete the Work in conformity with this Agreement, which consists of and incorporates all of the following documents: (1) advertisement for bids, proposals, or qualifications; (2) Instructions to Respondents; (3) addenda; certifications, and affidavits; (4) bid, proposal, or qualifications submittals; (5) Agreement, including the Statement of Work, and any Special Conditions or other attachments. If any provision in the body of this Agreement conflicts with any attachment hereto, the body of this Agreement shall prevail. This Agreement, including attachments, shall take precedence over all solicitation documents (items 1 – 4). The parties hereby agree to the following terms and conditions.

1. TERM

- (a) The term of this Agreement shall be from the Effective Date to the Completion Date. Time is of the essence for each and every aspect of this Agreement. Where additional time is allowed to complete the Work, the new time limit shall also be of the essence. All provisions of this Agreement that by their nature extend beyond the Completion Date survive termination or expiration hereof.
- (b) **Effective Date.** The Effective Date is the date upon which the last party to this Agreement has dated and executed the same.
- (c) **Completion Date.** The Completion Date of this Agreement is _____, unless extended by mutual written agreement of the parties. The Work shall be completed for use no later than said date.
- (d) This Agreement may be renewed for one additional 12-month term by the mutual and written consent of each party.

2. LIQUIDATED DAMAGES

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

and are not a substitute for any other consequential damages incurred by the District, such as the cost of finding a replacement Contractor for completion of the Work if this Agreement is terminated by the District for non-performance.

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

3. DELIVERABLES

- (a) The Work is specified in the Statement of Work, Attachment A. Contractor shall deliver all products and deliverables as stated therein. Contractor is responsible for the professional quality, technical accuracy, and timely completion of the Work. Both workmanship and materials shall be of good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials provided. Unless otherwise specifically provided for herein, Contractor 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.
- (b) If not otherwise addressed in the Statement of Work, upon written request, Contractor shall submit written progress reports to the District's Project Manager at the frequency requested in the form approved by the Project Manager at no additional cost to the District. The progress report shall provide an updated progress schedule, taking into account all delays and approved changes in the Work. Failure to provide a progress report will be cause to withhold payment.

- 4. **OWNERSHIP OF DELIVERABLES.** All deliverables, including Work not accepted by the District, are District property when Contractor has received compensation therefor, in whole or in part. 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 a 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.

5. FUNDING OF AGREEMENT

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

6. PAYMENT OF INVOICES

- (a) Contractor shall submit itemized invoices on a quarterly basis for the work 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, Contractor 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, Contractor 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, Contractor 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. Contractor 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) Contractor's name and address (include remit address, if necessary); (3) Contractor's invoice number and date of invoice; (4) District Project Manager; (5) Contractor'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 Contractor 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, Contractor 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) **Retainage.** The District shall pay Contractor 95% of each approved invoice and retain five percent as retainage, to be paid upon completion of the Work. Contractor may present the District with a payment request for part or all of the retainage as provided by §218.735(7)(e), Fla. Stat.
7. **PAYMENT AND RELEASE.** Upon satisfactory completion of the Work, the District will provide Contractor a written statement accepting all deliverables. Contractor's acceptance of final payment shall constitute a release in full of all Contractor claims against the District arising from the

performance of this Agreement, with the exception of any pending claims for additional compensation that have been documented and filed as required by this Agreement.

8. **INDEMNIFICATION.** Contractor 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 Contractor, its employees or subcontractors, in the performance of the Work. Contractor 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 Contractor-employees performing under this contract.
9. **INSURANCE.** Contractor 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. Contractor waives its right of recovery against the District to the extent permitted by its insurance policies. Contractor's insurance shall be considered primary, and District insurance shall be considered excess, as may be applicable to Contractor's obligation to provide insurance.
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 Contractor 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.

DISTRICT

Jodi Slater, Project Manager
St. Johns River Water Management District
4049 Reid Street
Palatka, FL 32177-2571
Phone: 386-329-4536
Email: JSlater@sjrwmd.com

CONTRACTOR

TBD, Project Manager
TBD
TBD
TBD
Phone: TBD
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) Contractor shall provide efficient supervision of the Work, using its best skill and attention. Contractor 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 Contractor and/or ceases to be in its employ. The superintendent shall represent Contractor in the absence of Contractor's Project Manager. All directions given to him shall be as binding as if given to Contractor. If the District produces documented evidence and informs the Contractor 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 Contractor 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) Contractor shall maintain an adequate and competent professional staff. Contractor'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, Contractor shall furnish proof thereof.

12. SCHEDULING AND WORK PLANNING; PROGRESS REPORTING

- (a) **Progress Reports.** Contractor 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 Contractor, and may include emails, memos, and letters.
 - 1. **Progress Meetings.** The District may conduct progress meetings with Contractor on a frequency to be determined by the District. In such event, Contractor 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, Contractor 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 Contractor 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.** Contractor 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 Contractor:
 - (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.** Contractor shall not be compensated for delays caused by Contractor's inefficiency, rework made necessary by Contractor'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, Contractor 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. **MODIFICATION OF SPECIFICATIONS; CHANGE ORDERS; EMERGENCY CHANGES IN WORK**

- (a) **Modification of Specifications.** No verbal agreement or conversation with any officer, agent, or employee of the District after execution of this Agreement shall affect or modify any of its terms. No one is authorized to change any provision of the specifications without written authorization of the District. The presence or absence of a District inspector shall not relieve Contractor from any requirements of this Agreement. 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. 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. The DSI shall indicate that both parties agree the adjustments to the Work do not affect the Total Compensation or the Completion Date. Both parties must sign the DSI. If Contractor believes that the proposed supplemental instructions will involve extra cost or extend the Completion Date and the District continues to direct that the DSI be implemented, Contractor shall implement said instructions and may submit a Change Order, subject to the dispute resolution procedure. In an emergency condition, the parties shall follow the procedure for "Emergency Changes in the Work."

(b) **Change Orders**

- (i) The District may alter, add to, or deduct from the Work by executing a Change Order without liability to Contractor, except for the reasonable cost of any additional Work. All such Work within Contractor's capacity to perform shall be performed pursuant to the Change Order. Any associated claim for extension of time will be adjusted when the Change Order is issued. The parties shall negotiate the cost of the Change Order on an equitable basis, which may be determined in one or more of the following ways: (1) estimate and acceptance of a lump sum, (2) unit prices named in the contract or subsequently agreed upon, (3) costs and percentage or by (4) cost and a fixed fee. If the parties cannot agree upon cost, Contractor shall implement the Change Order and shall maintain and present in such form as the District Project Manager may direct the correct amount of the net cost of labor and materials, together with vouchers. The Project Manager will certify the amount due Contractor, including reasonable allowances for overhead and

profit. Pending a final determination of value, payments will be based upon the District Project Manager's certification. Final resolution of the amount due to Contractor shall be pursuant to the dispute resolution procedure.

- (ii) For any Change Order requests submitted by Contractor, the District may determine that District instructions to correct deficient Work, to stop the Work due to deficiencies in the Work, or any other matters that impose additional costs upon Contractor, do not warrant an increase in the Total Compensation or extension of the Completion Date. If Contractor disputes this determination, final resolution shall be pursuant to the dispute resolution procedure.
- (c) **Emergency Changes in Work.** In the event an emergency endangering life or property requires immediate action, the District may give Contractor 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, Contractor 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 Contractor'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 Contractor 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, Contractor'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 Contractor 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 Contractor 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, Contractor shall not receive any further payment until the Work is completed by the District. Contractor 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 Contractor.
- (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 Contractor. In such event, Contractor 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, Contractor 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. Contractor shall also make every reasonable effort to cancel, upon terms satisfactory to the District, all orders or subcontracts related to the terminated Work. Contractor 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 Contractor 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 Contractor fails or refuses to comply with a Stop Work Notice.
- (d) **District Suspension for Convenience.** The District may direct Contractor 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 Contractor not less than five days' written notice, except in emergency circumstances. Contractor shall immediately comply with such notice. Should such stoppage increase Contractor'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) **Contractor's Right to Stop Work or Terminate Agreement**
 - (i) **Stop Work.** Contractor 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 Contractor or third persons; or (3) the District fails to pay Contractor when due any undisputed and adequately documented sum certified for payment by the District Project Manager. In such event, Contractor 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.** Contractor 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 Contractor, for a period of not less than three months; (2) the District fails to pay Contractor when due any undisputed and adequately documented sum certified for payment by the District Project Manager. In such event, Contractor 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, Contractor 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 Contractor 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.

BID: The written offer of Respondent (when submitted on the reproduced approved forms) to perform the Work and furnish the necessary materials in accordance with the provisions of this Agreement.

BID BOND: The security furnished with a Bid to guarantee that Respondent will enter into a contract and execute, deliver, and perform all other obligations described in the Invitation for Bids if Contractor receives a Notice of Intent to Award the contract from the District.

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.

CONTRACTOR: Contractor, its officers, employees, agents, successors, and assigns.

CONTRACTOR’S PROJECT MANAGER: The individual designated by the Contractor to be responsible for overall coordination, oversight, and management of the Work for Contractor.

INVITATION FOR BIDS: An advertised solicitation for sealed competitive Bids, with the title, date, and hour of the public opening designated. It includes a detailed description of the goods and/or services sought, the date for submittal of Bids, and all contractual terms and conditions.

PERFORMANCE AND PAYMENT BOND: The security furnished by Contractor and surety in either the form provided or in a form approved by the District as a guarantee that Contractor will perform all of its contractual obligations in accordance with the terms of the Agreement and pay in full all bills and accounts for material, labor, services, and supplies used directly or indirectly in the performing the Work.

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.

PRINCIPAL: When used in a bid, proposal, or Performance and Payment Bond, the word “principal” means the same as the word “Contractor.”

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 Contractor 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.

SURETY: The person bound by the Agreement bond with and for Contractor, and who is primarily liable and engages to be responsible for Contractor’s satisfactory performance of the Work and for its payment of all debts pertaining thereto.

TOTAL BID: The total cost to be paid to Contractor for completion of the Work.

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. ACCESS; WORK AREA; GATES

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

18. ASSIGNMENT AND SUBCONTRACTS

- (a) Contractor 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. As soon as practicable after signing this Agreement, but not less than seven business days prior to the effective date of any subcontracts, Contractor shall notify the District's Project Manager in writing of the name of any subcontractor that has not been previously disclosed in the procurement process. Within five business days the District shall indicate its approval or disapproval, which shall not be unreasonably withheld. Failure to timely provide such approval or disapproval shall constitute approval. Neither District approval of a subcontractor nor any other provision of this Agreement creates a contractual relationship between any subcontractor and the District.
- (b) Contractor is responsible for fulfilling all work elements in any subcontracts and payment of all monies due. Contractor 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.

19. **AUDIT; ACCESS TO RECORDS.** Contractor 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, Contractor must continue to maintain all required records until such audit has been completed and all questions arising from it are resolved. Contractor shall refund any payment(s) that are found to not constitute allowable costs based upon an audit examination.

20. **CIVIL RIGHTS.** Pursuant to chapter 760, Fla. Stat., Contractor 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.

21. **CLEANUP; EQUIPMENT REMOVAL.** Upon expiration or termination of this Agreement, Contractor shall restore the worksite to its original condition, except for replacement of vegetation, unless otherwise required by this Agreement. Contractor shall remove from District property and all public and private property all machinery, equipment, supplies, surplus materials, temporary

structures, rubbish, and waste materials resulting from its activities. After 20 days, the District may sell or dispose of any materials left at the worksite as it sees fit and deduct the cost of sale or disposal from any amounts due to Contractor. Any revenues obtained shall be applied toward costs incurred by the District, with excess revenues paid to Contractor.

22. COOPERATION WITH THE INSPECTOR GENERAL, PURSUANT TO §20.055(5) FLA. STAT.

Contractor 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.

23. 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 Contractor's Work, the respective rights of the various interests shall be established by the District so as to secure completion of the Work. Contractor 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. Contractor shall perform its Work in the proper sequence in relation to that of other District contractors, as may be directed by the District. Contractor 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. Contractor 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. Contractor 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, Contractor shall inspect and promptly report any defects in the other contractors' work that render it unsuitable for Contractor'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.

24. 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 Contractor in the successful performance of the Work and to respond in a timely manner to questions or issues that arise. Contractor 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.

25. DISPUTE RESOLUTION

(a) **During the course of work.** In the event any dispute arises during the course of the Work, Contractor shall fully perform the Work in accordance with the District's written instructions and may claim additional compensation. Contractor 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. **Contractor shall proceed with the Work in accordance with said determination. This shall not waive Contractor's position regarding the matter in dispute.**

- (b) **Invoices.** In the event the District rejects an invoice as improper, and the Contractor declines to modify the invoice, the Contractor must notify the District in writing within ten days of receipt of notice of rejection that the Contractor 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 Contractor's written response to the District's Office of General Counsel. The matter shall then proceed as described in subsection (a), above.

26. **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 Contractor by sharing information on W/MBEs. Contractor 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.

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

- (a) For any Work that is dependent upon conditions at the worksite, Contractor's acceptance of contract award represents and warrants that Contractor 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. Contractor'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 Contractor or is available upon request. Contractor must either seek clarification concerning the data or assume the responsibility for its interpretation.
- (b) If Contractor discovers hidden or subsurface conditions that differ materially from those normally expected or indicated in the technical specifications, Contractor 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 Contractor's cost. Where the differing site conditions materially impact Contractor's cost, an equitable adjustment shall be made and the Agreement modified accordingly. No claim will be allowed if Contractor fails to provide the required notice.

(c) If Contractor 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 Contractor's risk as to cost overruns and modifications necessary to correct deficiencies in the Work. To ensure the proper execution of its subsequent Work, Contractor shall measure Work already in place or completed and shall immediately report any discrepancy between the executed Work and the drawings or other specifications.

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 Orange County; (2) each party shall bear its own attorney's fees, including appeals; (3) for civil proceedings, the parties hereby consent to trial by the court and waive the right to jury trial.
29. **INTEREST IN THE BUSINESS OF CONTRACTOR; NON-LOBBYING.** Contractor 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 Contractor 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.** Contractor is an independent contractor. Neither Contractor nor Contractor's employees are employees or agents of the District. Contractor controls and directs the means and methods by which the Work is accomplished. Contractor 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. Contractor'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 Contractor's duties hereunder or alter Contractor's status as an independent contractor. This paragraph does not create an affirmative obligation to provide any employee benefits not required by law.
31. **LAND AND WATER RESOURCES.** Contractor shall not discharge or permit the discharge, directly or indirectly, of any fuels, oils, calcium chloride, acids, insecticides, herbicides, wastes, toxic or hazardous substances, or other pollutants or harmful materials, onto any lands or into any surface or ground waters, including, but not limited to, streams, lakes, rivers, canals, ditches, or reservoirs. Contractor shall investigate and comply with all applicable federal, state, county, and municipal laws concerning toxic wastes, hazardous substances, and pollution of surface and ground waters. If any

waste, toxic or hazardous substance, or other material that can cause pollution, as defined in §403.031, Fla. Stat., is dumped or spilled in unauthorized areas, Contractor shall notify the District thereof within one workday and thereafter shall remove the material and restore the area to its original condition. If necessary, contaminated ground shall be excavated and disposed of as directed by the District and replaced with suitable fill material, compacted and finished with topsoil, and planted as required to re-establish vegetation. All cleanup and disposal costs shall be borne by Contractor.

32. **LIENS.** Neither final payment nor payment of any part of the retainage shall become due until Contractor delivers to the District releases of all labor and material cost liens arising from Contractor's performance of the Work, including Contractor and any subcontractor(s), and an affidavit by Contractor 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 Contractor a release or a receipt in full, Contractor 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 Contractor. In the event Contractor has been fully paid or the amount of such lien exceeds the amount due to Contractor, Contractor 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 or defenses that Contractor may have against the lienor.
33. **NUISANCE.** Contractor 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.
34. **ORGANOCHLORINE PESTICIDES.** The Lake Apopka North Shore Restoration Area (NSRA) is former agricultural property. Soil samples from the NSRA indicate organochlorine pesticide levels that exceed Florida Department of Environmental Protection's Industrial/Commercial soil cleanup target levels. Contractors working in the NSRA are responsible for taking all appropriate measures to provide for the safety of their employees. Recommended measures should be designed to minimize contact with the soil through engineering controls, which may include: (1) wearing waders or rubber boots and gloves to minimize contact with soil and sediments, (2) washing thoroughly with soap and water after contact with soils or sediments, (3) decontaminating any equipment in contact with soil or sediment through washing with soap and water and (4) using enclosed cabs or dust masks to minimize exposure to dust created by Contractor's activities.
35. **PERMITS AND LICENSES; COMPLIANCE WITH LAW.** Contractor 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. Contractor 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, Contractor 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. Contractor is responsible for the resolution of any issues resulting from a finding of noncompliance by any regulatory agencies, due to the Contractor's failure to comply with applicable regulatory requirements, including all costs for delays, litigation, fines, or other costs.

36. **PETROLEUM STORAGE TANKS.** Any petroleum storage tanks with a capacity of 55 gallons or greater that Contractor brings onto District property must be either double-walled or kept within secondary containment that will contain 110% of the tank volume.

37. **PUBLIC RECORDS**

- (a) Contractor 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 Contractor 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 Contractor, 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, Contractor 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) Contractor 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. Contractor shall keep and maintain public records required by the District to perform the services under this Agreement.
- (c) If Contractor 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 Contractor of the request, and the Contractor must provide the records to the District or allow the records to be inspected or copied within a reasonable time. If Contractor fails to provide the public records to the District within a reasonable time, the Contractor may be subject to penalties under s. 119.10, Fla. Stat.
 - (ii) Upon request from the District's custodian of public records, Contractor 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) Contractor 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 Contractor does not transfer the records to the District.
 - (iv) Upon completion of the Agreement, Contractor shall transfer, at no cost to District, all public records in possession of Contractor or keep and maintain public records required by the District to perform the services under this Agreement. If the Contractor transfers all public records to the District upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor 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 CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLA. STAT., TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS AT:

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

38. **RELEASE OF INFORMATION.** Contractor 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.

39. 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 Contractor 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) **Contractor Correction of Deficiencies.** The District shall provide Contractor 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 Contractor disputes that a failure of performance has occurred, Contractor 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. Contractor 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 Contractor to correct incomplete or damaged Work caused by Contractor'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 Contractor in order to complete satisfactory performance of the Work. If the District is performing a function that Contractor 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 Contractor 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. Contractor shall not be entitled to reject technical assistance when the District determines that such assistance is necessary to complete the Work.
40. **ROYALTIES AND PATENTS.** Contractor certifies that, to the best of its information and belief, the Work does not infringe on any patent rights. Unless provided otherwise herein, Contractor 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 Contractor 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.
41. **SAFETY.** For any Work that is to be performed on premises that are owned or controlled by the District (the Premises), Contractor has the sole and exclusive duty for the safety of the premises. Contractor 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. Contractor 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 Contractor 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. Contractor 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. Contractor 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 Contractor.
42. **SCRUTINIZED COMPANIES.** Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to §287.135, Fla. Stat., the District may terminate this Agreement at its sole option if the Contractor is found to have submitted a false certification; or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
43. **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, Contractor 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.
44. **WARRANTY**
- (a) Contractor warrants that the Work, workmanship and material furnished by Contractor shall be new and of specified quality, shall conform to the requirements of this Agreement, shall be free from defects, and shall be free from any security interest, lien, or other encumbrances. This

warranty shall remain in effect for a period of 12 months after completion of the Work, unless otherwise specified herein. Any defective Work, workmanship, or material corrected during the warranty period shall be similarly warranted for 12 months following its correction or for such other period as specified herein. The express warranty set forth herein shall not be exclusive and shall not act as a limitation upon any statutory or other warranty of any kind, express or implied, including any implied warranty of merchantability or fitness for a particular purpose.

(b) In the event of breach of this warranty, Contractor shall take the necessary actions to correct the breach in the most expedient manner as dictated by then-existing circumstances. All costs incidental to the repair, replacement, redesign, and testing incurred as a result thereof, including the removal, replacement, and reinstallation of equipment in place when the Work was started, shall be Contractor’s responsibility. Upon written notification of a breach, Contractor shall promptly send the necessary personnel to the project site to assume responsibility for corrective action. Time is of the essence. Contractor shall be afforded necessary and reasonable access to perform warranty work. If Contractor fails to promptly correct the breach, the District may take corrective action without waiving any other rights or remedies it may have, and Contractor shall reimburse the District for all expenses reasonably incurred in performing such corrective action.

45. **WORK SCHEDULE.** For construction or other services upon District property, no Work shall be accomplished on official holidays or weekends unless approved in advance by the District Project Manager. Unless otherwise approved by the District Project Manager, Contractor’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 Contractor 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

CONTRACTOR

By: _____
Ann B. Shortelle, Ph.D., Executive Director

By: _____

Typed Name and Title

Date: _____

Date: _____

Attest: _____

Typed Name and Title

IFB 35541-1: Second Call- Lake Apopka Submerged Aquatic Vegetation Planting

Attachments:

Attachment A — Statement of Work/Technical Specifications

Attachment B — Insurance Requirements

Attachment C — District's Supplemental Instructions (sample)

Attachment E — Contract Payment Requirement for State-Funded Cost Reimbursement Contracts

Please note that if a University is awarded the bid, a separate University Agreement will be issued.

ATTACHMENT A — STATEMENT OF WORK

A. Introduction

Historically, Lake Apopka was characterized by clear water, dense submerged aquatic vegetation (SAV), and a thriving largemouth bass population. High nutrient loading has sustained algal blooms in the lake for decades, resulting in the loss of the SAV and a decline in bass populations. The lake is now characterized by eutrophic conditions, low SAV coverage, high amounts of unconsolidated sediments, and reduced light penetration. A primary goal for restoring a healthy lake is re-establishing dense, expansive SAV beds that will stabilize sediments, improve water clarity, and provide habitat for fish, turtles, and benthic organisms. The overall goal of this project is to re-establish and expand viable beds of SAV, specifically *Vallisneria americana* and *Potamogeton illinoensis*, within the nearshore areas of Lake Apopka. This project will utilize the most effective planting techniques and restoration strategies at locations in Lake Apopka, as determined by from previous studies and recommendations from a previous contract (Contract 31945).

B. Objectives

Successful applicants will plant submerged aquatic vegetation in designated areas of Lake Apopka. Locations will be targeted to either supplement or expand existing SAV meadows (plant adjacent to existing beds) or to establish new dense SAV meadows in bare or sparse areas. Potential planting locations will be provided by the District at the start of contract and may be located along any portion of the Lake Apopka shoreline.

Objectives of restoration planting of SAV in Lake Apopka littoral zone:

1. Re-establish extirpated or expand existing or sparse meadows of *Vallisneria americana*
2. Re-establish extirpated meadows of *Potamogeton illinoensis*
3. Contribute to the improvement of Lake Apopka water quality, including improving water clarity and reducing nutrients
4. Stabilize and reduce the resuspension of sediments
5. Increase habitat available for fish, turtles, and benthic organisms

In order to maximize the success of the restoration planting effort, the District is requiring the implementation of recommendations from previous pilot studies in Lake Apopka, specifically the types of plants, planting methods, planting density, and site location selection detailed in the following Scope (section C below).

Respondents shall provide the following information per the specifications described in the Scope below:

- Provide a bid as an all-inclusive price per acre to plant SAV at a density of at least 5,000 plants per acre using at least 3 different cultivars or field types of *Vallisneria americana* and at least two planting methods. A bid should include the use of all material,

equipment, and fees staff required to complete this work as well as reporting requirements of the contract.

- Provide a bid as an all-inclusive price per acre to plant SAV at a density of at least 5,000 plants per acre using at least 2 different cultivars or field types of *Potamogeton illinoensis* and at least two planting methods. A bid should include the use of all material, equipment, fees and staff required to complete this work as well as reporting requirements of the contract.
- Provide the maximum number of acres per species that can be planted by the Respondent (Oct 2020 – Sept 2021). Additional explanation may be provided by the respondent, such as an appropriate time necessary for growing a supply of plants or a tentative planting schedule specifying anticipated acres to be planted. A more detailed explanation and potential schedule is preferred.
- Provide documentation of the Respondent's ability to obtain adequate numbers of SAV (*Potamogeton illinoensis* and *Vallisneria americana*) and multiple cultivars or field types to supply the maximum number of acres per species submitted above. This documentation shall be submitted in the Qualifications section of the bid package.

The Successful Respondent(s) will be determined from the information provided. Preference shall be given to the bid that maximizes the aquatic area that can be planted with SAV in Lake Apopka within the contract timeframe and project budget.

C. Scope

The Successful Respondent(s) shall be responsible for obtaining any remaining permits necessary, planting SAV, specifically *Vallisneria americana* and/or *Potamogeton illinoensis*, (within criteria specifications below and at District direction). The Successful Respondent(s) shall be responsible for providing all oversight and shall provide all materials and services required to complete all aspects of this restoration project.

The District shall be responsible for obtaining and complying with the following required permits and regulatory approvals: the U.S. Army Corps of Engineers (USACOE), Florida Department of Environmental Protection (FDEP), Florida Fish and Wildlife Conservation Commission (FFWCC), and local counties (Orange). The Florida Department of Agriculture and Consumer Services (FDACS) permitting is solely the responsibility of the Successful Respondent(s) and a copy must be provided to the District PM prior to commencement of work.

Plants will be counted as the number of plant units as specified below for each species. Some allowable methods (described below) can plant more than one plant unit at a time. When reporting to the District PM, each plant unit needs to be tallied and classified as to plant species, cultivar or field type, and planting method. The project density of 5000 plant units per planted acre is recommended based on current ongoing studies in Lake Apopka. All planting must occur from the deck of a shallow draft motorboat or airboat in order to not damage existing SAV beds.

Vallisneria americana from at least three different nursery cultivars, field harvested plants, or plants propagated from different field harvested locations are required to be planted in each acre of SAV plantings. Field types or cultivars that are fast growing and/or successful in situations

similar to Lake Apopka (high nutrient, low light conditions) are preferred. Three cultivars or field types must compose at least 45% of the number of SAV plants planted per acre (minimum 15% of the plants planted per acre per each cultivar/ecotype/field type).

For example, below is a hypothetical acre planting of *Vallisneria americana*. There are three different cultivar (Rockstar) or field types (Apopka – propagated from field harvested Lake Apopka plants, Dora – transplanted from Lake Dora) to be planted within this example acre. Of those three, each comprised at least 15% or more of the number of plants being planted (750 or more plant units). The cultivar, Rockstar, will make up 70% of this acre and the other two field types will make up the remaining 30%. More than three cultivars or field types may be planted within each acre so long as three have at least 750 plant units per acre. The same cultivars or field types or composition of cultivars or field types do not need to be planted within each planted acre.

SAV Nursery Cultivar or Field Type:	Percentage of Plants per Acre (# plants)
1. Apopka	15 (750)
2. Dora	15 (750)
3. Rockstar	70 (3,500)

Each *Vallisneria americana* plant unit must have at least 6 or more inches in blade length, with at least 3 or more blades present with healthy roots.

Potamogeton illinoensis from at least two different nursery cultivars or field harvested or propagated from different locations are required to be planted in each acre of SAV plantings. Field types or cultivars that are fast growing and/or successful in situations similar to Lake Apopka (high nutrient, low light conditions) are preferred. At least two cultivars or field types must be planted within each acre. Each of the two required cultivars or field types must compose at least 30% of the number of SAV plant units planted per acre (at least 1500 plant units for each cultivar or field type). More than two cultivars or field types may be planted within each acre, so long as at least two meet the above specifications. More than two cultivars or field types may be planted within each acre so long as two have at least 1500 plant units per acre. The same cultivars or field types or composition of cultivars or field types do not need to be planted within each planted acre. Each *Potamogeton illinoensis* plant unit must have at least 6 or more inches in shoot height, with at least 3 or more blades present with healthy roots.

The SAV plant unit specifications are required due to the light limited conditions of Lake Apopka as well as the large amount of flocculant sediment. The blade height minimum criterion was derived from field measurements of visibility, light penetration, water clarity, professional judgement, and current in-lake test site results from the current University of Florida research project. In Lake Apopka, longer blade length or quick growth is advantageous to offset the issues of low light penetration and potential smothering of smaller plants by flocculent sediments.

The Successful Respondent(s) must use at least, but not limited to, two of the following SAV planting methods within each acre planted [*See attached Methods draft for more information*]:

- bare root plants with environmentally friendly (non-lead) fishing weights or plaster-of-paris blocks with natural twine tied to base of plants sufficiently weighted to sink roots
- peat pots (4 inch diameter) with 2-3 plant units acclimated for at least 1 month in the pots with soil
- ‘burritos’ (burlap fabric with roots of 2-3 plants embedded in soil, tied with natural twine with no acclimation necessary)

Lake Apopka has an excess of flocculant sediment as well as strong wave action during storms. Coir mats would be logistically difficult to transport/install and would require Respondent Staff to be immersed in low water quality high algal bloom Lake Apopka waters. Due to Lake Apopka conditions, coir mats would have difficulty staying sunk and staked in place. For these reasons, coir mats are NOT an approved planting method for this SAV planting project in Lake Apopka.

Bare root planting with environmentally friendly (non-lead) fishing weights and bare root plantings with natural twine and plaster-of-paris blocks have been planted and have been successfully established at a variety of sites around the lake. Although there are not metric specifications for the attached methods information, the aquatic plants need as much weight as necessary to weigh the plant unit down and not have it float up. In the provided additional information, a standard ice cube tray was used for creating plaster-of-paris sinkers which should provide enough weight to sink one plant unit. There are pictures in the supplemental info.

Four inch peat pot plantings and ‘burritos’ have been planted and have had similar successful establishment within Lake Apopka. The burlap mats have not yet been tested at Lake Apopka but it is thought that they would establish well in the lake. However, due to the concentration of plants in a burlap mat and the potential for it to flip when being planted from a boat, burlap mats are NOT an approved planting technique for this project.

Recommended and approved planting techniques are based on three years of University of Florida research in Lake Apopka reviewing the success of a broad range of potential SAV planting techniques. It is up to the Successful Respondent(s) to determine which of the approved planting methods to implement and what cultivars or field types are available for purchase, propagation, and/or transplanting.

Of the (at least) two planting methods required, these two methods must comprise a total of at least 60% of each acre planted with each method comprising a minimum of 30% of the acre (or at least 1,500 plant units per acre per method). More than two methods can be used when planting so long as at least two methods make up at least 30% of the plant density each. The same two methods do not need to be used for each planting acre.

A Chain-of-Custody form and pre-planting inspections of each plant (weighted) or group of plants (burrito, pot) are required to make sure no invasive or exotic species are being translocated to or planted in Lake Apopka. Chain-of-Custody forms will accompany plants from when they are acquired and transported until they are planted in the lake. Chain-of-custody sheets must be maintained and supplied to the District PM after planting to track the number of cultivars and their transport, as well as where and how (using which method) they are planted in the lake. The format of the Chain-of-Custody form will be agreed upon by the Successful Respondent(s) and the District Project Managers within the first two weeks after implementation of the contract.

Planting density for SAV is to be at least 5,000 plants per acre for each species, according to the specified criteria for *Vallisneria americana* (e.g., 6-inch blade length, 3 or more blades, healthy roots) and *Potamogeton illinoensis* (e.g., 6-inch shoot length, 3 or more blades, healthy roots) listed above. All plants will be planted from the deck of a shallow draft boat optimally driven to minimize impacts to existing SAV beds and there is no need for the Successful Respondent Staff to be in the water. SAV will be planted in areas designated by the District in water depths of less than four feet. Exact planting depths will be determined at the time of planting and will be dependent upon the lake level in relation to the lake regulation schedule. Planting depths will be determined by the District PM immediately prior to planting.

ESRI ArcGIS polygon shapefile(s) or global positioning system (GPS) boundary lines of coordinates of the areas planted will be provided by the Successful Respondent(s) to the District, along with the quantity of each species and cultivar planted, as well as the planting methods used for each by planting location. These will be provided to the District PM within 1 week of planting so the District PM can monitor the location.

Mechanical plantings are not recommended based on site conditions and University of Florida research results. Planting methods were specifically selected based on methods that have already been successfully tested in Lake Apopka that would allow planting to occur from a boat with minimal disturbance to the area. All plantings should be conducted from the deck of a boat with no need for Respondent Staff to be in the water. Lake Apopka's historic water quality, prevalence of soft flocculent sediments, and regular algal blooms are not supportive of the Respondent's Staff to be submerged in water for planting activities. There is no anticipated construction involved in this project, thus no need for extra insurance (i.e. no maritime longshoreman insurance requirement).

All SAV plants must be planted prior to September 10, 2021 in order to have full information available for the final planting report to be compiled by the Awarded Respondent and due by September 30, 2021.

Plantings will be monitored by District Staff in the future for establishment and persistence over time. Success is expected to be similar to test plantings conducted by the University of Florida using stipulated planting techniques.

If the Respondent's professional experience suggests that any of the objectives listed above or portions of this Statement of Work cannot be satisfactorily addressed within the budget or time frame proposed, the Respondent shall explain the relevant limitations and issues.

D. Task Identification

Task 1. The Successful Respondent(s) will create a draft planting and deliverable schedule based on sources of cultivars/field types and expected plant supplies. A list of planting sites will be provided by the District by October 10, 2020 with a priority classification for each. An adaptive schedule of potential planting times and expected capacity (acres that can be planted) for each quarter (based on the SAV plant supply available) will be developed to serve as a quarterly schedule for the contract. This draft planting and deliverable schedule will be provided to the District PM for review 3 business days prior to the Kick-off meeting (Task 2).

Task 2. The Successful Respondent(s) and the District shall conduct a 1-day Kick-off meeting within 3 weeks of the contract being awarded to visit potential planting sites in the lake, as well as review the proposed planting schedule and communication protocols. Discussion of the proposed sites and timeframes shall occur at this time. Changes to the draft schedule shall be agreed upon by the District PM and the Successful Respondent(s) PM.

Task 3. The Successful Respondent(s) shall incorporate written comments and discussed changes into the final planting schedule and submit the final document to the District PM for approval. A final planting schedule must be approved by the District Project Manager within 5 weeks of the issuance of the contract, prior to the commencement planting.

Task 4. Planting can commence in areas by priority ranking as soon as the planting schedule is approved, appropriate permitting is obtained with permit copies provided to the District PM, and plant cultivar/ecotype/field type sources have been obtained and provided to the District PM. Any changes to permitting or plant sources must be provided to the District PM as soon as possible (within 1 business day).

The Successful Respondent(s) field manager shall provide brief daily updates to the District PM or delegate when planting is occurring in Lake Apopka. Daily updates using a reporting form provided by the District. These reports shall be submitted via email and shall detail where the Successful Respondent(s) staff are working in the lake, the acreage planted that day, the number of plant units planted and where they intend to work the next day.

In addition, the Successful Respondent(s) will provide weekly summaries by email to the District PM that include a status report that details logistics issues, timeline updates, supply issues, detailed planting updates (including but not limited to the areas planted and types of cultivars/ecotypes/field types and numbers of plants of each, planting methods used for each), field issues or concerns, and any other pertinent information regarding the project. A planting plan for the following week will be included. Any issues shall be discussed with the District Project Manager and the Successful Respondent(s) Project Manager.

It is preferred that all plantings be completed by September 10, 2020. All plantings must be completed by September 20, 2021.

Tasks 5. An annual draft planting report is due September 1, 2021 for comment by the District PM. This draft planting report should summarize each site planted with the following information:

- Specifications of detailed planting information for each site, including but not limited to the date planted, cultivars or field types planted by planting method, specific coordinates/location of planting, and any additional noteworthy site information
- Planting coordinates or polygons should be included
- Supplemental maps, figures, or photos should be included as needed

Tasks 6. A final annual planting report incorporating District PM comments is due by September 22, 2021. All plantings from September 1 - September 20 shall be incorporated prior to the final annual report submittal. The District PM shall review the final report and, if no other comments or revisions are necessary, shall approve prior to September 30, 2021.

All deliverables are to be delivered on-time and in an electronic format to be specified by the District (i.e., email, Word, Google Earth KMZ, or ESRI ArcMap SHP). All deliverables shall remain the property of the District. Any publications generated from this contracted work should include pertinent District staff as co-authors.

E. Timeframes and Deliverables

The Successful Respondent(s) shall develop an adaptive planting schedule that includes timeframes and deliverables for all proposed work, including plant sourcing, plant rearing/growth (if applicable), quarterly planting estimations, and reporting requirements. The planting schedule/plan will be structured in stand-alone modules to be completed in each District fiscal year (Oct 1 – Sept 30). This document will establish the contract Timeframes.

Project deliverables shall include the following and follow the timeframes determined in this Statement of Work and the proposed schedule agreed upon by the District PM and Successful Respondent(s) PM(s):

- Initial planting schedule
- Kick-off meeting
- Final planting schedule
- Daily updates for where work is occurring within Lake Apopka and the staging area being used
- Weekly reports that detail planting progress by cultivar, method, and site to-date and outline projected timelines and issues going forward.
- Polygon shapefiles or GPS boundary lines of coordinates
- Draft annual planting report
- Final annual planting report

F. Budget

The District has allocated \$300,000 (not to exceed \$300,000) for this project with the option to renew for an additional year. The contract shall be awarded based on the lowest cost total for plants and plant installation represented as a price per acre of planting based on all-inclusive specifications provided, the maximum annual area that can reasonably be planted for that price, as well as having provided all requested information.

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 cost-effective manner. This project is to be funded with FDEP monies, and is associated with SJRWMD Resolution 2017-03 Exhibit A.

Attachments:

Planting techniques for planting submerged aquatic vegetation

A comparison of techniques for planting submerged aquatic vegetation

Laura Reynolds¹
Carrie Reinhardt Adams²
Enrique Latimer³
Charles W. Martin⁴
Christine Rohal^{1,2}
Jodi Slater⁵

- 1 UF/IFAS Soil and Water Sciences Department
- 2 UF/IFAS Environmental Horticulture Department
- 3 Duke Energy Mariculture Center
- 4 UF/IFAS Nature Coast Biological Station
- 5 St. John's River Water Management District

Summary

Submerged aquatic vegetation (SAV) supplies numerous benefits to waterbodies, from improving water quality to providing important habitat that supports a diverse food web. To improve functioning of a waterbody, managers may wish to install live plants. Though the degree of SAV established by plantings depends on many factors, selecting the most appropriate planting method can increase plant survival for any given project. This document describes the breadth of options available to managers who wish to plant SAV at new locations. Since all methods have both benefits and drawbacks and all locations have potentially unknown challenges for plant survival, managers may choose to try multiple planting methods to increase the likelihood for plant survival and establishment.

What is submerged aquatic vegetation? Why is it important?

Rooted, underwater plants of several species, often collectively called submerged aquatic vegetation (SAV), alter the environment in positive ways. The belowground structures (roots and rhizomes) stabilize and reduce the resuspension and erosion of sediment leading to increased water clarity. The aboveground structures (leaves) act as habitat and food for a variety of fish and invertebrates. Furthermore, SAV incorporate nutrients into their tissues which can reduce water column nutrient concentrations and potentially decrease algal growth (Orth et al, 2012, McGlathery et al. 2012, Gurbisz et al. 2017).

Because of these positive impacts on ecosystem functions, increasing SAV cover and density are a common management goal and a tool used to improve waterbody conditions (See Reynolds et al. 2016).

The positive impacts of SAV depend on the persistence of the plants and the size and density of the meadow. Ephemeral patches of SAV are not as valuable as habitat if animals live longer than the meadow. Likewise, once plants disappear, their benefits wane, as sediments can be re-suspended and decrease water clarity, which can limit colonization by new plants. Furthermore, smaller isolated meadows are less effective at trapping sediment and providing habitat (Hansen and Reidenbach 2012). Therefore, a goal of restoration is to create large patches of SAV that persist through time.



Figure 1 From left to right (a) SAV meadow in clear spring water. (b) pondweed seen from the surface of a dark lake. All photos were taken by authors.

Restoration considerations

In general, SAV restoration is a positive action; however, any decision to manipulate an ecosystem should be thoroughly considered. For example, large and dense patches of SAV can be considered a navigation hazard, since plants can clog propellers; therefore waterbodies or sections of waterbodies with high boat traffic may not be suitable for SAV establishment or restoration. In most cases, permits from the FL Department of Environmental Protection and the US Army Corps of Engineers are required before SAV planting.

It is important to note that many efforts to restore submerged vegetation fail for a variety of reasons that are not always known. The survival and spread of vegetation is dependent on many complex physical, chemical, and biological factors, and uncertainty exists when undertaking such efforts at novel locations. Environmental conditions also should be considered in any plan that involves planting. Newly established plants will not likely survive in

deep water with low light or sometimes in water with strong currents. A thorough site evaluation is required before restoration can begin, and plant quality, suitability of plant source, and season of planting also should be considered since these factors influence success.

The primary objective of this document is not to determine when, where, and what plants to plant, but to provide examples of different planting techniques that can be used once a decision to establish or restore SAV has been made. All of these planting techniques have been used by the authors in a natural setting with some degree of success. The following descriptions include the pros and cons of each planting technique.

Planting Methods

There are several options available when planting SAV, and some methods are better than others at overcoming limitations to survival of plants— including environmental conditions such as light and wave energy at the site or by transplant shock. Transplant shock is stress associated with environmental change or plant damage during transportation or planting and can result in reduced plant survival.

With all planting methods, environmental conditions at the restoration site will impact success. In addition, selection of appropriate donor sites and proper permitting or access to vendors may limit availability of plants, which typically necessitates additional planning and preparation for transplanting. Plant quality also will influence success. Using harvesting methods that ensure a large amount of undamaged root structure is likely to boost success with any of these methods of planting.

Here, we describe seven planting methods and discuss their advantages and disadvantages. Practitioners can use this factsheet to determine the best planting method for their situation. The best method for a restoration will differ depending on conditions at the planting site, as well as the availability of resources and constraints imposed by infrastructure.

1. Hand planting individual plants underwater

Individual, bare root plants can be placed in the ground and grown with success.



Figure 2 From left to right (a) growing *Vallisneria* (eelgrass) in tanks, (b) collected bare root *Vallisneria*, (c) wrapped *Vallisneria* to maintain moisture. All photos were taken by authors.



This method requires little infrastructure. Plants need to be kept moist during transport. An ideal method would be to wrap the plants in moist newsprint and plant as soon as possible after harvest.



This method requires planters to get wet, and in deeper water requires going underwater. This can be hazardous depending on water quality, physical ability of the planter and on the abundance of wildlife in the region. If you are hiring contractors, going underwater requires additional insurance and therefore increases costs.

This method is difficult to scale up and plant large areas because each plant must be carefully placed into the sediment, which is time consuming.

There is significant risk of transplant shock with this method.

]

2. Surface distribution using eco-friendly fishing weights

The goal of this method is to overcome the issue of scaling up associated with the time-consuming method of hand planting individuals. With this method, a non-lead fishing weight is attached to a bare root plant using a zip tie. These weighted plants can be tossed over the side of a boat and will sink to the bottom because of the weight. The weight will hold the plant in place until it can root.



Figure 3 Clockwise starting at top left (a) process of tying weights to plants, (b) Potamogeton (pondweed) with attached weights, (c) Vallisneria (eelgrass) with tied weights, (d) weighted Potamogeton being deployed from boat. All photos were taken by authors.



This method requires little infrastructure. Plants need to be kept moist during transport. An ideal method would be to wrap the plants in moist newsprint, and plant as soon as possible after harvest.

Using this method, planters can stay dry and avoid hazards associated with swimming.

This method can be used to plant a large number of plants in a small time period.



This method does require up-front prepping (tying of weights to plants).

With this method, there is an introduction of non-natural material to the system.

There is significant risk of transplant shock with this method.

High currents or wave action may limit the ability of weights to hold plants in place.

3. Surface planting using plaster of paris blocks

The goal of this method is to allow for large-scale plantings and to overcome the issue of introducing non-natural material to waterbodies, a disadvantage of the surface distribution using the eco-friendly weights method described above. With this method, plaster of paris, small silicone ice cube trays, and twine are used to create decomposable weights. Plaster of paris is mixed according to the instructions, poured into ice cube trays, and a piece of natural twine is inserted into the plaster before it cures. Once cured, the blocks can be popped out of the ice cube trays and tied to a bare root plant. Like surface planting using eco-friendly weights, these weighted plants can be tossed over the side of a boat and will sink to the bottom because of the weight. The weight will hold the plant in place until it can root. Unlike the planting methods described above, these weights will dissolve over time as the plants root themselves and leave only natural materials in the waterbody instead of introducing eco-friendly weights.

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Figure 4 Clockwise starting from the top left (a) process of creating plaster blocks (b) a hardened plaster block (c) plaster blocks being attached to Potamogeton,(pondweed) (d) Vallisneria (eelgrass) with plaster of paris blocks being deployed from boat. All photos were taken by authors.



This method requires little infrastructure. Plants need to be kept moist during transport. An ideal method would be to wrap the plants in moist newsprint, and plant as soon as possible after harvest.

Using this method, planters can stay dry and avoid hazards associated with swimming.

This method can be used to plant a large number of plants in a small time period.

The materials added to the environment are decomposable.



This method does require up-front prepping of blocks and tying of plants.

There is significant risk of transplant shock with this method.

High currents or wave action may limit the ability of weights to hold plants in place.

4. Coir mats

The goal of this method is to reduce transplant shock. Coir mats are large decomposable mats made of coconut fiber. Plants are woven into the mat and allowed to incubate and grow before the mats are rolled up, transported to the sites and anchored to the bottom. Because the roots are within the mat, they are less likely to be damaged during transport and theoretically transplant shock is reduced. Once anchored to the bottom, the SAV should grow laterally from the mat into the native sediment.



Figure 5 From left to right (a) coir mat grown out with *Vallisneria* (eelgrass) (b) rolling up the coir mat. All photos were taken by authors.



This method reduces the risk of transplant shock.

With the method, materials added to the environment are decomposable.

Each planting unit is large in size.



This method requires significant infrastructure. The mats are large and must be incubated for some time (typically at least three months) prior to planting, so you must have a pond or large tank available. Further, mats are large, heavy, and difficult to transport to the site. They also tend to float off of the bottom, making installation difficult.

This method requires planters to get wet, and in deeper water, requires going underwater. This can be hazardous depending on water quality and on the abundance of wildlife in the region. If you are hiring contractors, going underwater requires additional insurance and therefore increases costs.

Some growers report that plants do not appear to grow well in the coir mats and that the decomposition rate of the material is very slow (e.g. reports of no visible decomposition after 2 years.)

5. Peat and Coconut Coir Pots

Like coir mats, the goal of peat or coconut pots is to reduce transplant stress. Small decomposable pots made of either peat or coconut coir are filled with sand and placed into a similar size plastic pot. Typically, an individual bare root plant is planted into the pot, and the pots are allowed to incubate for at least a month.; however, this method is flexible and can be planted with multiple shoots or incubated longer. During that time, plants grow, and overcome any transplant shock within the controlled growing conditions of the tank. Those pots can then be transported to the field where the plastic pot is removed and re-used and the decomposable pot can either be placed on the sediment surface or dropped from the water surface. The weight of the sediment in the pot will cause the plants to sink, and the sediment environment will stay intact until the pot decomposes after which the plants can expand laterally.



Figure 6 From left to right (a) newly established *Vallisneria* (eelgrass) and *Potamogeton* (pondweed) peat pots, (b) incubating peat pots, and (c) transporting peat pots to the restoration site. All photos were taken by authors.



This method reduces the risk of transplant shock since the roots are not disturbed and the sediment environment is intact.

With this method, materials added to the environment are decomposable.

Using this method, planters can stay dry and avoid hazards associated with swimming.



This method requires significant infrastructure. The pots must be incubated for some time (typically at least a month) prior to planting, so you must have a pond or large tank available. Further, pots take up significant space and are difficult to transport to the site.

6. Burlap wraps

Like choir mats and peat pots, the goal of burlap wraps is to reduce transplant stress. Plants are collected with some attached sediment and the belowground tissue is wrapped in burlap and closed with twine. Additional sediment and/or fertilizer can also be added to the wrap to ensure good growing conditions and to make sure the burlap wrap ‘burrito’ is heavy enough to sink. The wraps are easily transported to the field and can be dropped from the water surface. The weight of the sediment will cause the plants to sink, and the sediment environment will stay intact until the wrap decomposes after which the plants can expand laterally.



Figure 7 From left to right (a) prepping burlap wraps, (b) transporting burlap wraps, and (c) deploying burlap wraps. All photos were taken by authors.



This method reduces the risk of transplant shock since the roots are not disturbed and the sediment environment is intact.

With this method, materials added to the environment are decomposable.

This method requires little infrastructure. Plants need to be kept moist during transport. An ideal method would be to wrap the plants in moist newsprint, and plant as soon as possible after harvest.

Using this method, planters can stay dry and avoid hazards associated with swimming.

This method can be used to plant a large number of plants in a small time period.



This method does require up-front prepping of wraps.

7. Burlap bag blocks

Like choir mats and peat pots, the goal of burlap blocks is to reduce transplant stress. These are smaller than choir mats and easier to handle. Burlap bags with small mesh are filled with appropriate sediment and fertilizer if needed. The bag is sewn shut and small slits are cut into the top of the bag. Individual plants are then inserted through the slits and planted in the sediment, and the bags are allowed to incubate in tanks. Initial plant density will shorten or lengthen the incubation time before field deployment, but at least one month is recommended. The planted SAV will start to grow laterally and vertically as leaves and root structures begin to find their way out of the mesh. A bag is ready for transplant to the field once the entire surface is covered with SAV and the bag is considered a solid piece of “sod”. Depending on current, blocks can be placed by hand or dropped from the surface.



Figure 8 Clockwise from left (a) prepping and sewing burlap blocks, (b) burlap blocks incubating, (c) planting burlap bag blocks. All photos were taken by authors.



Since the blocks contain significant sediment, they can be used to establish plants in rocky conditions.

This method requires significant infrastructure. The blocks must be incubated for some time (typically at least a month) prior to planting, so you must have a pond or large tank available. Further, blocks take up significant space and are difficult to transport to the site.

If the current is strong, planters will need to place the blocks on the bottom requiring them to get in the water. This can be hazardous depending on water quality, physical ability of the planter and on the abundance of wildlife in the region. If you are hiring contractors, going underwater requires additional insurance and therefore increases costs.



This method reduces the risk of transplant shock since the roots are not disturbed and the sediment environment is intact.

With this method, materials added to the environment are decomposable.

Each planting unit is large in size and dense.

Method Selection

Each of these planting methods can be successful given the correct selections of plants and environmental condition. Assuming restoration is advisable and permitted, the best planting method will be determined by specific site requirements, plant source material, planting conditions, and availability of personnel and equipment. For example, if plants are purchased as bare root and you don't have access to native sediment, burlap wraps may not be a great option — you are introducing new sediment with risks of transplant shock. If you cannot swim to the bottom, hand planting or coir mats are not a real option, and if you do not have large ponds for incubation, coir mats, coconut coir / peat pots, or the burlap bags are not feasible. If there is high energy, you need to ensure that plants will stay in place and upright. In all cases, it is advisable to test methods and planting locations with small test plots before investment in any restoration site or planting technique.

Acknowledgements

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Works cited

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Contact

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ATTACHMENT B — INSURANCE REQUIREMENTS

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 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. 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 workers' compensation, if applicable, in not less than the minimum limits required by Florida law. If Contractor claims an exemption from workers' compensation coverage, Contractor 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, Contractor 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(n) **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 Contractor. Extensions shall be added or exclusions deleted to provide the necessary coverage.
- (c) **Automobile Liability.** \$500,000 combined single limit.
- (d) **Watercraft Liability.** \$1,000,000 (each occurrence) for bodily injury and property damage.

ATTACHMENT C — DISTRICT’S SUPPLEMENTAL INSTRUCTIONS (sample)

DISTRICT SUPPLEMENTAL INSTRUCTIONS #

DATE:

TO: _____

, _____

FROM: Jodi Slater, Project Manager

CONTRACT NUMBER: 35541

CONTRACT TITLE: Lake Apopka Submerged Aquatic Vegetation Planting

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. CONTRACTOR’S SUPPLEMENTAL INSTRUCTIONS:
2. DESCRIPTION OF WORK TO BE CHANGED:
3. DESCRIPTION OF SUPPLEMENTAL INSTRUCTION REQUIREMENTS: .

Contractor’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: _____

(Contractor 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: _____
Jodi Slater, District Project Manager

Acknowledged: _____ Date: _____
Amy Lucey, District Procurement Specialist

c: Contract file
Financial Services

**ATTACHMENT ___ – CONTRACT PAYMENT REQUIREMENTS
FOR STATE-FUNDED COST REIMBURSEMENT CONTRACTS**

Invoices for state-funded cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation must be provided for each amount for which reimbursement is being claimed, indicating that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation shall clearly reflect the dates of service. Only expenditures for categories in the approved contract budget will be reimbursed.

Listed below are examples of the types of documentation representing the minimum requirements by cost category:

- Salaries: Submit a payroll register or similar documentation showing gross salary charges, fringe benefits, other deductions, and net pay. If an individual is paid by the hour, a document reflecting the hours worked times the rate of pay is acceptable.
- Fringe Benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage, rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.
- Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.
- Travel: Reimbursement for travel must be in accordance with §112.061, Fla. Stat., which includes submission of the claim on the approved State of Florida (State) or District travel voucher.
- Other direct costs: Reimbursement is based upon paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in §273.02, Fla. Stat., for subsequent transfer to the State.
- In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units, times the rate being charged. The rates must be reasonable.
- Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

The “Reference Guide for State Expenditures” prepared by the Florida Department of Financial Services can be found at this web address: http://www.fldfs.com/aadir/reference_guide.htm