



St. Johns River

Water Management District

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

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

July 26, 2019

Interested Firms

Re: 34783 Quote Request, Removal/Construction Inclement Weather Shelters

Dear Contractor,

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

If you are interested in this project, fax or email (preferred) your quote using the Cost Schedule provided (Exhibit 2) **by 5:00 p.m. by Thursday, August 8, 2019**. All quotes must either be submitted as an attachment to an email addressed to Debi Edwards, Procurement Specialist, at dkedwards@sjrwmd.com or faxed to (386) 329-4546.

Minimum Qualifications:

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

1. Proof of firm's ability to do business in the state of Florida. (documentation must be provided with quote response)
2. Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or foreman assigned to the project. (documentation must be provided on attached form and must be included with quote response)

If you have any further questions, Debi Edwards, Procurement Specialist may be reached at (386) 329-4866 or at dkedwards@sjrwmd.com. Thank you for your consideration of this request.

NOTE: There will be a non-mandatory pre-bid meeting on Tuesday August 6, 2019 at 10:00 a.m. It is highly recommended to those interesting in providing a quote attend to view the work site, access to the property and onsite project requirements. If you plan to attend, please RSVP to the District Project Manager Andy Kohler at (321) 676-6601 Office or (321) 863-1328 Cell.

The meeting site will be in the River Lakes Conservation Area Trailhead parking area.

Access to River Lakes is located at the western terminus of North Wickham Road, 5.6 miles west of I-95 in Viera. The site location is approximately 3 miles South of the River Lakes Conservation Area parking lot.

Exhibit 1 – Statement of Work/Site Maps
Exhibit 2 – Cost Schedule
Exhibit 3 – Insurance Requirements
Exhibit 4 – Qualification Forms

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

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

Respondent's Signature

Respondent's Company

EXHIBIT 1 - STATEMENT OF WORK

Removal and Construction of Oak Trees Shelter River Lakes Conservation Area

I. INTRODUCTION:

The St. Johns River Water Management District provides campsites and weather shelters within the rivers Upper Basin. These areas provide recreational opportunities and safe areas from which to explore over 200,000 acres of river, marsh and uplands located here. Weather shelters provide a safeguard from Florida's sun and varied inclement weather.

II. OBJECTIVES:

To remove the existing structure on the site and to build two small pavilions to provide protection for recreational users from the elements.

III. TASK IDENTIFICATION:

Contractor Responsibilities:

- Obtain all licenses, permits and certificates as may be required by federal, state and local laws, rules and regulations
- Provide all labor, materials, transportation, electricity and all other related costs for demolition and construction services described in the SOW
- Contractor is responsible for site preparation, disposal of waste materials
- Contractor is responsible to maintain a clean and safe work environment
- Comply with all applicable federal, state and local laws ordinances, rules and regulations during construction.
- Follow included plans and specifications (see attached) including the use of pressure treated "ground contact" lumber
- Contractor shall consult with District's Project Manager for inspection and approval of work quality being accomplished within 24-hours before completion, and 72-hours after completion of each task. Contractor shall remove, replace or repair work that fails to meet the standards as set forth in this Statement of Work
- Contractor shall take care to have no vehicle or equipment parked or staged in a manner that blocks any gate, road or trail

District Responsibilities:

- Provide construction plans or as-builts to structure
- Provide a key or temporary lock combination to Contractor for access to the project field sites
- Perform a joint inspection with Contractor of the site prior to, during and upon completion of work
- Review/approve any changes to supplied plans
- Access to worksite may be restricted or temporarily denied by project manager due to unfavorable on-site conditions

IV. TIMEFRAMES & DELIVERABLES:

Contractor shall mobilize and initiate work within fourteen (14) days of Contract issuance. Work must be completed by September 30, 2019.

V. BUDGET/COST SCHEDULE

Payment shall be made upon completion of Work and approval of invoice by the District Project Manager. Invoices shall be e-mail to acctpayable@sjrwmd.com.

V. PROJECT MANAGER:

Andrew Kohler, Land Management Specialist
Land Management South Region – Land Properties
Palm Bay Service Center
(321) 676-6601 Office
(321) 863-1328 Cell

SJRWMD Service Center is located at 525 Community College Parkway SE, Palm Bay, Florida 32909.

VI. NOTES:

- No hunting or fishing by the Contractor is allowed on District Property
- This property has an active cattle operation – all gates must be closed and secured upon each entry and exit
- Hunt season caution - parts of this property are open to seasonal hunting
- All public encountered on the property will be treated courteously

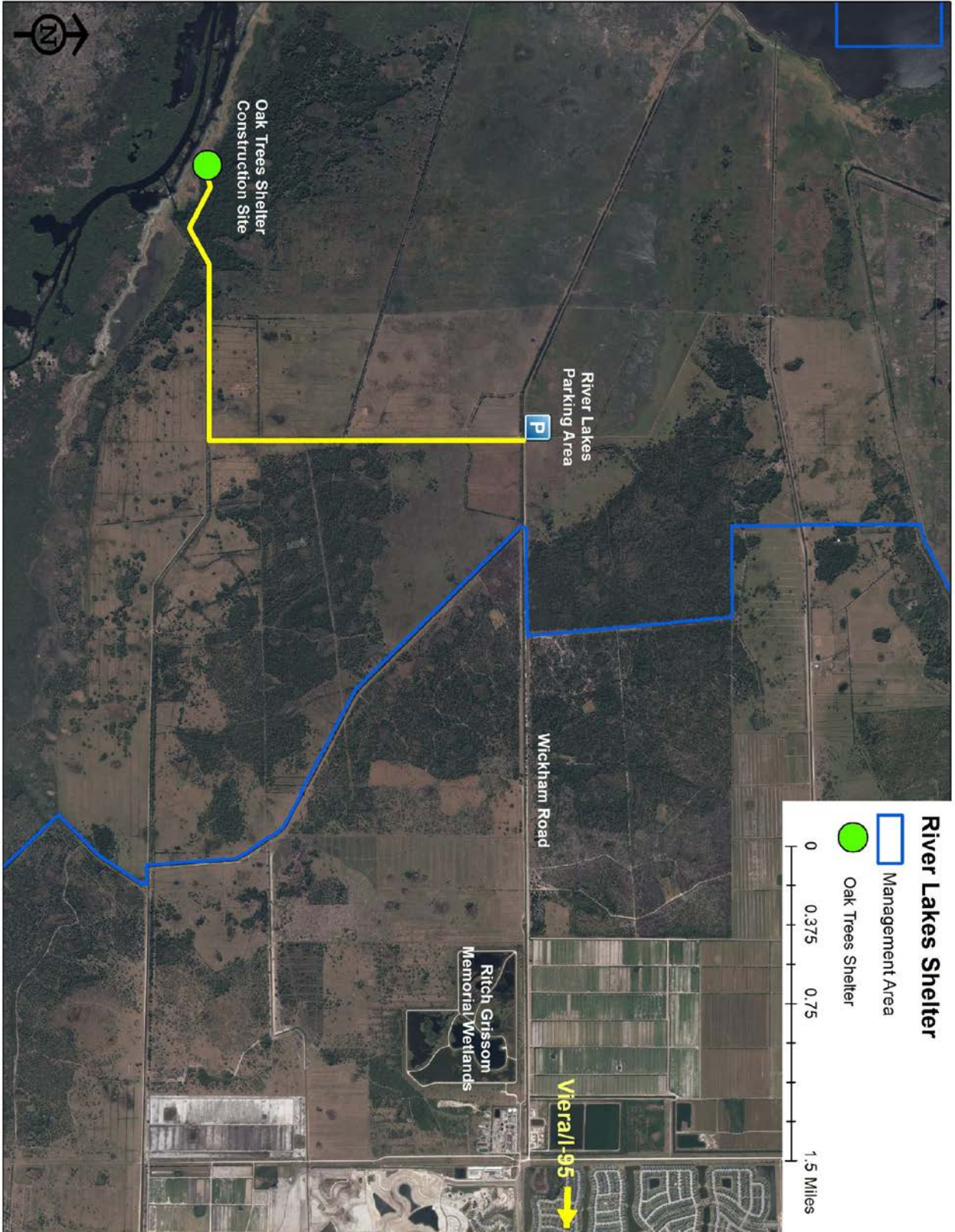


EXHIBIT 2 – COST SCHEDULE

DUE NO LATER THAN 5:00 PM, THURSDAY AUGUST 8, 2019 - RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED ON THE FIRST PAGE OF THIS REQUEST.

RIVER LAKES CONSERVATION AREA	LUMP SUM COST
Demolition of one structure + Construction of two inclement weather pavilions	\$

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

RESPONDENT (FIRM NAME)

ADDRESS

SIGNATURE **TYPED NAME & TITLE**

TELEPHONE NUMBER **EMAIL ADDRESS**

EXHIBIT 3 — INSURANCE

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

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

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

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

As part of the quote request, Respondent shall complete the following so that the District can determine Respondent's ability, experience, and facilities for performing the Work.

Name of Respondent: _____

Respondent's tax identification No.: _____

Year company was organized/formed: _____

Number of years Respondent has been engaged in business under the present firm or trade name:

Total number of years Respondent has experience in similar work described in quote request of the Instructions to Respondents: _____

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

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this bid or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this bid. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

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

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

Completed Project 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Estimated acreage.: _____ Start date: _____ Completion date: _____

(month/year)

(month/year)

Names of personnel assigned to project:

Project manager: _____

Others: _____
