



St. Johns River

Water Management District

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

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

September 2, 2020

Interested Firms

Re: 36044 Sun Land Citrus Trail Road Improvements and Culvert Replacement

Dear Contractor,

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

If you are interested in this project, email (preferred) or fax your quote using the Cost Schedule provided (Exhibit 2) **by no later than 3:00 p.m. on Tuesday, September 15, 2020**. All quotes and questions may be e-mailed or faxed to Gerald Cahalane, Assoc. Procurement Specialist, at gcahalan@sjrwmd.com or fax (386) 329-4546. **All emailed submissions must be in PDF format. Please reference quote number #36044 on any and all correspondence.**

Minimum Qualifications:

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

1. Proof of firm's ability to do business in the state of Florida. (Documentation must be provided with quote response.)
2. Respondent shall obtain haul permit(s) as needed from Lake County or present existing haul permit.
3. Respondent must have completed at least one project of a similar nature (refer to the tasks outlined in the Statement of Work) in the past three years by the individual, firm, or foreman assigned to the project. (Documentation must be provided on attached form and must be included with quote response.)

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

If you need assistance or have any questions about submitting your quote, please contact Gerald Cahalane, Assoc. Procurement Specialist, at (386) 326-3034 or at gcahalan@sjrwmd.com. Between the release of this quote request and the posting of the notice of intended decision, Respondents to this quote request or persons acting on their behalf may not contact any employee or officer of the District concerning any aspect of this solicitation, except the procurement employee listed above. Violation of this provision is grounds for rejecting a response. **Please send any questions regarding the work via email.** Thank you for your consideration of this request.

Exhibits listed on next page.

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

Special Note Regarding Public Meetings:

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

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

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

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

Respondent's Signature

Respondent's Company Name

**EXHIBIT 1 — STATEMENT OF WORK
SUN LAND CITRUS TRAIL ROAD IMPROVEMENTS AND CULVERT REPLACEMENT
LAKE COUNTY – FY19/20 AND FY 20/21
FDOT MITIGATION PROGRAM**

I. INTRODUCTION/BACKGROUND

The project area is within the Sun Land Citrus Mitigation Area (SCMA) and is located at the corner of Pitts Road and Harbor Way Road in Eustis, Florida in Lake County (Figure 1). There is a gated trail road with access to the property at that corner. The site includes approximately 596 acres of uplands and wetlands. The property is part of the Seminole State Forest and is managed by the Florida Forest Service. The Sunland Citrus Mitigation Area (SCMA) is the mitigation area proposed to offset unavoidable adverse impacts associated with four Florida Department of Transportation (FDOT) projects. These transportation projects include SR 40 from SR 15 (US 17) to SR 11 (FM 240836-), SR 44 over St. Johns River Bridge #11063 (FM 429556-1). The wetland and upland enhancement required by these permits will be achieved through implementation of fire and/or mechanical management and establishment of appropriate canopy densities. Timber harvesting is currently being conducted under a Florida Forest Service State Land Timber Sale Agreement. The trail road entrance has two existing culverts that are currently failing and there are several low points in the road causing difficulty for the timber crew vehicles. The elements of this project will provide stabilization of the main entrance road to allow access to the property for the timber harvesting and future fire management of the site. This work will maintain the current trail road system of the project and help ensure access.

II. OBJECTIVE

The overall goal of this project is for trail road improvement and replacement of two culverts to allow for access to complete the enhancement activities and improve the hydrology on-site. Currently both culverts are damaged and are causing water flow to be restricted. The below grade entrance road is ponding water and needs to be elevated and crowned. This project will be completed in two phases. Phase 1 will consist of culvert replacements and a portion of the trail road improvements, and Phase 2 will complete the remaining trail road improvements (Figure 2).

III. PROJECT DESCRIPTION

Contractor shall supply equipment, labor, and clean sand/clay fill base grade lime rock material, as well as the removal, disposal, and replacement of two existing culverts and installation of erosion control measures, that may include silt fence, shallow swells, and water bars. The Cost Schedule table for both phases is provided below (Exhibit 1). Hauling, spreading, compacting and grading will be the contractor's responsibility.

IV. TASKS

- a. Provide all materials necessary to successfully complete the project, including the removal, disposal, and replacement of existing culvert as well as the addition of clean sand/clay and base grade lime rock to cap road surface within the specified location. Fill material and lime rock to be rolled and compacted within the entrance trail road and installation of all necessary erosion and sediment control measures.
- b. A vibrating roller compactor will be required to compact the road improvement material, and the finished thickness of the road improvement material will be at least eight inches (8"). The finished road surface will be crowned with a 2-3% slope.

- c. District Project manager shall be notified a minimum of one week prior to the contractor beginning the work on the project site.
- d. District Project Manager and Contractor will coordinate for a joint inspection of the project before submission of invoice for the work.

Contractor Responsibilities:

- Contractor shall obtain all haul permits from Lake County or make sure all permits are in place. Contractor is responsible for any fees associated with obtaining the permits. Contact at Lake County is Jeremy Rodriguez jdroriguez@lakecountyfl.gov.
- Contractor shall use the established haul routes specified in haul permit and assure that any private roads that are utilized are maintained in the current condition (Harbor Way).
- Contractor shall Install all necessary erosion and sediment control measures for the work site, as required to complete the project successfully.
- Contractor shall remove and properly dispose of existing culverts.
- Contractor shall Install each culvert at the location of the removed culverts with same diameter size of culvert.
- Contractor shall subgrade fill dirt in the trail road and top with limestone/stone with a finish roller.
- Contractor shall demobilize all equipment from the site upon completion of all work items.
- Contractor shall be responsible for ensuring that all gates are closed and locked upon each entry, exit and at the end of each working day to ensure security on the property.
- All contractor-generated debris shall be removed from job site and disposed of properly by the contractor on a daily basis
- Contractor should take care to ensure parked equipment and vehicles do not block roadways and are parked on state property.
- Work area shall be kept clear of rubbish. Discharge of petroleum product or other harmful material shall be prohibited on the mitigation site. Should any harmful material be discharged the District project Manager and Forest Service Manager Joe Bishop shall be immediately notified.
- Contractor shall be solely responsible for any and all costs associated with any resulting clean up and remediation.
- Due care shall be exercised against starting and spreading fires during operation by Contractor and/or its employees.
- Contractor shall be held liable for all damages caused by such fires.
- Contractor shall repair or replace at their cost any damages to fences, gates, powerlines or other improvements.
- Contractor shall be responsible for complying with all federal, state and local laws pertaining to the project or project activities.
- Contractor shall provide the District's Project Manager advance notice of at least 24 hours to inspect all completed work.

District Responsibilities:

- District's Project Manager shall determine routes for ingress and egress to the property.
- District's Project Manager or his representative will make inspections of work accomplished and equipment to ensure compliance to job specifications and evaluate performance.
- District shall be notified a minimum of one week prior to the Contractor entering the project site.
- Weekend work is allowed with prior approval from the District and Florida Forest Service Manager Joe Bishop.
- If work is found to be unsatisfactory, Contractor will be notified and has 10 Days to resolve.

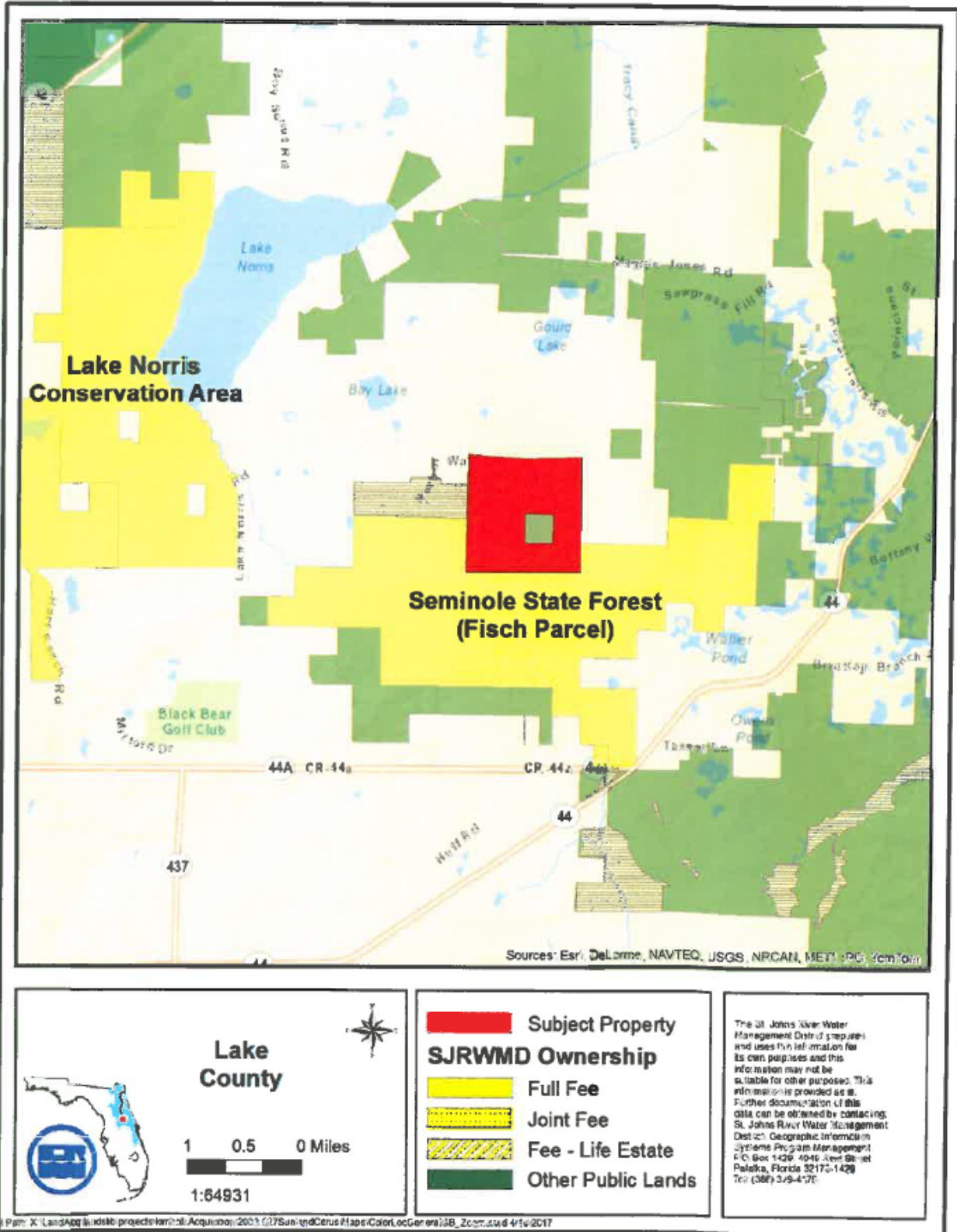
V. BUDGET

The estimated budget for the Work is separated into two phases. Contractor compensation will be based on the Contractors quotes for Phase 1 (table 1) and Phase 2 (table 2). The quotes need to include the breakdown tables for both phases. The contract shall be awarded based on the overall lowest cost to complete both phases of the trail road stabilization and replacement of the culverts.

The budget 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 as to the total funds available for the Work. The District retains the right to adjust the estimated budget in awarding the Agreement. The District also reserves the right to reject any and all bids over this estimated budget amount. In addition, if all bids from responsive and responsible Respondents exceed the estimated budget, the District reserves the right to increase, decrease, or delete any class, item, or part of the Work. 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. The District reserves the right to award portions of the contract to multiple vendors if needed to meet the project requirements in a cost-effective manner.

VI. TIMEFRAMES AND DELIVERABLES

The expiration date of this agreement is October 15, 2020 for Phase 1 work and December 15, 2020 for Phase 2 work. Phase 1 work and invoices will be submitted prior to September 30, 2020 and Phase 2 work and invoices will be submitted prior to December 15, 2020. Both phases of the work will need to be reviewed and approved by the Florida Forest Service or the DISTRICT. The invoices shall be submitted to Accounts Payable at acctpay@sjrwmd.com, preferably in PDF format.



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Figure 1. General Location of Sunland Citrus

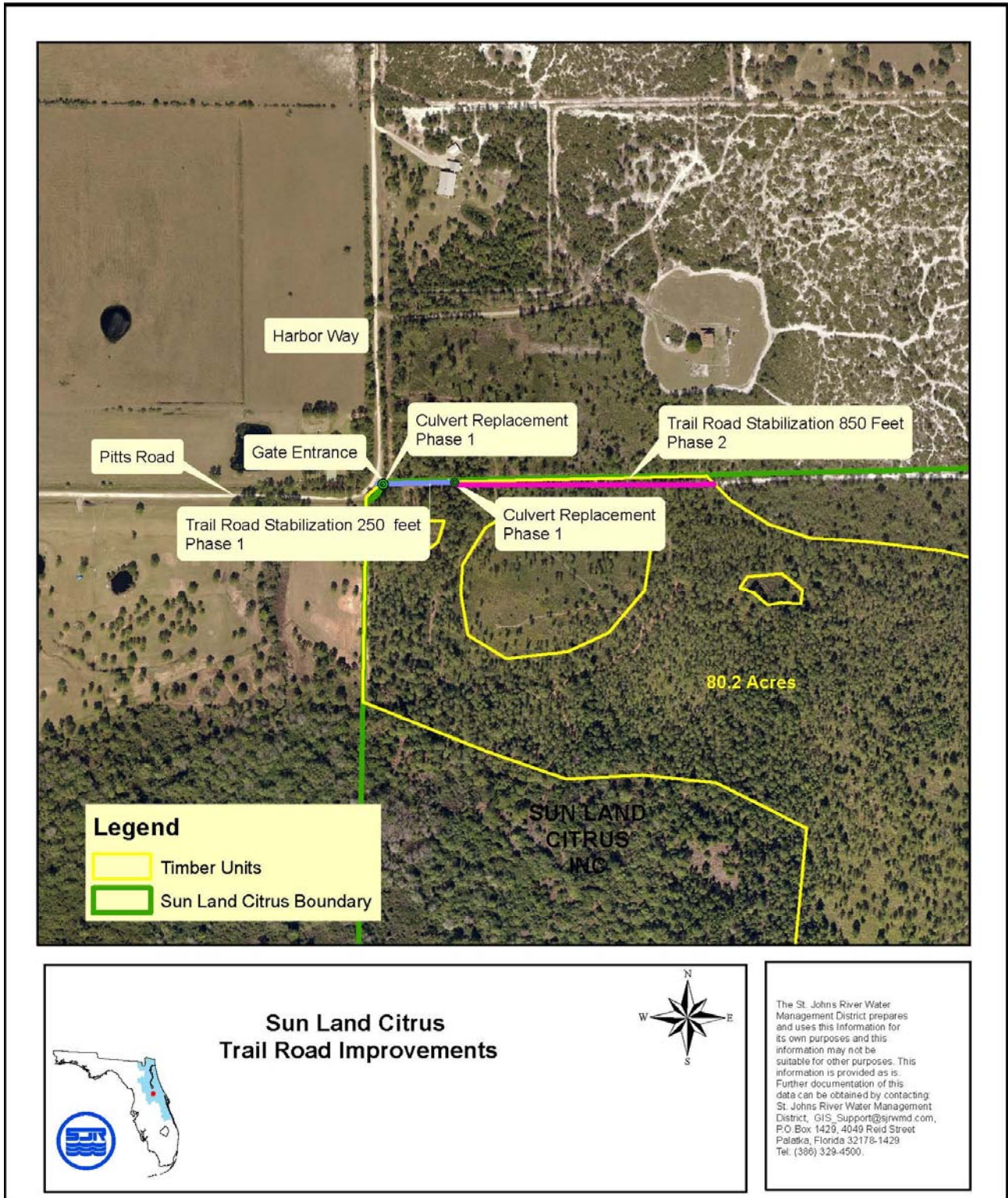


Figure 2. Sun Land Citrus Trail Road Improvements

EXHIBIT 2 — COST SCHEDULE

DUE BY NO LATER THAN 3:00 PM, TUESDAY, SEPTEMBER 15, 2020
RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED
ON THE FIRST PAGE OF THIS REQUEST.

Respondent's Name: _____ QR 36044 SUN LAND CITRUS TRAIL ROAD IMPROVEMENT & CULVERT REPLACEMENT PHASE 1 – FY 19/20		
MATERIAL/WORK	ESTIMATED AMOUNT	COST
CLEAN SAND/CLAY FILL (TO FILL BELOW GRADE COMPATED AREAS)	(250' L X 12' W X 8" D)	\$ /CUBIC YARD
FDOT BASE GRADE LIMEROCK (TO CAP ROAD SURFACE)	(250' L X 12' W X 4" D)	\$ /CUBIC YARD
REPLACEMENT HDPE CULVERTS	(1)-14" DIAMETER X 30' L HDPE (1) 12" DIAMETER X 30' L HDPE	\$
REPLACEMENT HDPE CULVERTS	TWO CULVERTS	\$
LABOR	AS NEEDED TO COMPLETE PHASE 1	\$
SILT FENCE INSTALLATION AT THE CULVERT REPLACEMENT LOCATIONS AND ANY POTENTIAL WETLAND DISCHARGE AREAS	AS NEEDED TO COMPLETE PHASE 1	\$
EQUIPMENT COST	AS NEEDED TO COMPLETE PHASE 1	\$
MISC. CHARGES	TBD	\$
TOTAL		\$

Cost schedule continued on the next page.

Respondent's Name: _____		
QR 36044 SUN LAND CITRUS TRAIL ROAD IMPROVEMENT & CULVERT REPLACEMENT PHASE 2 – FY 20/21		
MATERIAL/WORK	ESTIMATED AMOUNT	COST
CLEAN SAND/CLAY FILL (TO FILL BELOW GRADE COMPACTED AREAS)	(850' L X 12' W X 8" D)	\$ /CUBIC YARD
FDOT BASE GRADE LIMEROCK (TO CAP ROAD SURFACE)	(850' L X 12' W X 4" D)	\$ /CUBIC YARD
LABOR	AS NEEDED TO COMPLETE PHASE 2	\$
SILT FENCE INSTALLATION AT THE CULVERT REPLACEMENT LOCATIONS AND ANY POTENTIAL WETLAND DISCHARGE AREAS	AS NEEDED TO COMPLETE PHASE 2	\$
EQUIPMENT COST	AS NEEDED TO COMPLETE PHASE 2	\$
MISC. CHARGES	TBD	\$
TOTAL		\$

TOTAL COST – PHASE 1 & PHASE 2 _____

Cost schedule continued on the next page.

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

RESPONDENT (FIRM NAME)

ADDRESS

SIGNATURE

TYPED NAME & TITLE

TELEPHONE NUMBER

EMAIL ADDRESS

EXHIBIT 3 — INSURANCE

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

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

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

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

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

Name of Respondent: _____

Respondent's tax identification No.: _____

Year company was organized/formed: _____

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

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

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

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

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

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

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

Completed Project 1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Start date: _____ Completion date: _____

(month/year)

(month/year)