



# 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 [www.sjrwmd.com](http://www.sjrwmd.com).

March 20, 2019

Interested Firms or Organizations

Re: Informal Proposal Request, 34271 – Event Mean Concentration Geostatistical Model

The St. Johns River Water Management District (District) desires to enter into an agreement with a firm or organization that is qualified to statistically evaluate existing “raw” input data used for event mean concentration (EMC) calculations. This data will be used to derive estimates of pollution loading input representative of all land covers within the District and potentially having duplicate values based on geographic location.

Respondent’s submittal must provide the District with a written proposal describing the method that will be used to successfully complete the project as described in the Statement of Work (SOW), (Attachment A). Proposals should present a written plan for the statistical evaluation and should include information about the software and/or algorithm approach that will be used. The proposal should clearly describe methods and calculations to be employed.

Respondents must also provide information regarding the experience and qualifications of staff that will be assigned to the project. Other required documentation is included in this solicitation request.

If you are interested in this project, email your submittal in PDF format to [cmiller@sjrwmd.com](mailto:cmiller@sjrwmd.com) by **4:00 p.m. on Friday, April 12, 2019**. Please reference **Request 34271** in your email.

If you need assistance or have any questions about submitting your response, please email or call Carol Miller at [cmiller@sjrwmd.com](mailto:cmiller@sjrwmd.com) or 386-329-4170, respectively. Between the release of this request and the posting of the notice of intended decision, Respondents to this 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.

A copy of the package is also available in Microsoft Word® form to assist you with your submittal.

This letter is forwarded to you as an offer to provide a submittal based on the information and requirements provided herein, including the technical requirements stated in the attached SOW (Attachment A).

It is anticipated that the project will be completed by September 30, 2019. The not to exceed budget is \$30,000.

The District is a political subdivision of the state of Florida, whose boundaries cover all or portions of 18 counties, and is tax exempt (Tax ID No. 85-8012643710C-3; expires March 31, 2023).

## 1. Opening of Submittals

- a. The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts submittals 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 submittals, whichever is earlier. This exemption is not waived by the public opening of submittals.

- b. Unless otherwise exempt, Respondent's submittal is a public record that is subject to disclosure upon expiration of the above exemption. If any information submitted with the response 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 submittal and explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a submittal for excessive or unwarranted assertion of trade secret confidentiality and return the submittal to Respondent.
- c. Respondents shall bear all costs associated with preparing and submitting responses to this Proposal Request, and the subsequent evaluation phase. The District will, in no way, be responsible for these costs, regardless of the conduct or outcome of the qualification process.

## 2. Inquiries and Addenda

- a. District staff are not authorized to orally interpret the meaning of the Informal Proposal Request package, 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 Informal Proposal Request documents, but the Respondent is ultimately responsible for submitting the quote in the appropriate form and in accordance with written procedures.
- b. Every request for a written interpretation or correction must be received at least nine days prior to opening of submittals in order to be considered. Requests must be submitted by email to [cmiller@sjrwmd.com](mailto:cmiller@sjrwmd.com). Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by Onvia DemandStar to all prospective Respondents (at the respective addresses furnished for such purposes) not later than five days prior to the date fixed for the Informal Proposal Request opening.
- c. Submission of a quote constitutes acknowledgment of receipt of all addenda. Submittals 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 quote, as submitted. All addenda become part of the Agreement.

## 3. Evaluation and Award Procedures

- a. The submittals will be evaluated by a staff Evaluation Committee based upon the criteria and weighting set forth in "Evaluation Criteria." The committee members will meet at District headquarters or other location as appropriate to discuss the submittals and their individual evaluations. Each committee member completes an evaluation form, from which the overall ranking of submittals is compiled. Evaluation forms may be submitted at or subsequent to the Evaluation Committee meeting.
- 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 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 submittals and concurrently provides notice of its intent to reissue the competitive solicitation, the recording and any records presented at any exempt meeting 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 submittals.

- d. The District will examine the submittals to determine completeness. Obvious mismatches with regard to technical or commercial requirements will be rejected at this time.
- e. Following the evaluation process, contract negotiations will commence with the Respondent submitting the highest-ranked Informal Proposal. If negotiations fail with the highest-ranked Respondent, negotiations will proceed with the next highest-ranked Respondent, and so forth.
- f. The Agreement will be awarded to the Respondent having the highest ranked Informal Proposal, which successfully concludes negotiations with the District (the “Successful Respondent” or “Provider”). The Agreement may be modified based on the District’s acceptance of any alternatives listed in the quote that the District deems in its best interest.
- g. If two or more submittals 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; or (2) by lot.
- h. In the event the Successful Respondent(s) fail to enter into the Agreement or the Agreement with said Respondent is terminated within 90 days of the effective date, the District reserves the right to negotiate with the other respondents in ranked order, if available, and award an Agreement.
- i. All Respondents will be notified of the District's intent to award or decision to award the Agreement. For the purpose of filing a protest under §120.57(3), Fla. Stat., the time period will commence as provided in “Notices and Services Thereof.”

4. Disqualification of Respondents

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

- a. Contacting a District employee or officer other than Carol Miller, the procurement specialist assigned to this solicitation action, about any aspect of this Informal Proposal Request before the notice of intended decision is posted.
- b. Submission of more than one Informal Proposal response 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 Informal Proposal;
- 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.

5. Rejection of Informal Proposal

- a. Submittals must be emailed to the specified location and received during the time specified on page 1 in order to be considered timely. Untimely submittals will not be considered. Submittals will be considered irregular and may be rejected if they show material omissions, alterations of form, additions not called for, conditions, limitations, unauthorized alternate submittals, or other material irregularities. The District may consider incomplete any response 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 submittal.

- b. The District also reserves the right to reject any and all submittals when it determines, in its sole judgment and discretion that, it is not in its best interest to award the agreement.

6. Diversity

The District is committed to the opportunity for diversity in the award and performance of all procurement activities. The District encourages its primary 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.

7. 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 list following a conviction for a public entity crime 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 contractor 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.

8. Notices and Services Thereof

- a. 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*. Onvia DemandStar may also be accessed through the District's website at *sjrwmd.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.
- b. Notices that are posted on Onvia DemandStar 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.
- c. As a courtesy to Respondents, the District may send copies of the notices of intended agency decisions via email or facsimile to the address or phone number provided by Respondent. These courtesy communications neither constitute official notice nor vary the times of receipt set forth above.

9. Protest Procedures

- a. 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.
- b. 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.

- c. 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.

## RESPONSES

The District invites interested parties that meet the minimum qualifications contained herein to submit their information regarding their products and related service offerings. Please submit documentation as outlined in the following sections, dividing the submittal into the named sections.

### Section A Respondent's Answers to Questions and Requests for Information - General

- a. **A letter of transmittal** — this letter should not exceed one page in length and should briefly state Respondent's understanding of the work, its responsibilities, and be signed by an individual authorized to bind the proposing firm.
- b. Proof of Respondent's ability to do business in the state of Florida. (District provided form – Certificate as to Corporation)
- c. Respondent's profile and demographic information, including: (District provided form – Qualifications – General)
  - The name, address and telephone number of the person who receives correspondence and is authorized to make decisions, represent Respondent, and his/her capacity within the firm.
  - The total number of years Respondent has been in business and, if applicable, the number of years under the present business name.
  - The number of years Respondent has been providing the contemplated services.

### Section B Background and Qualifications (See Evaluation Criteria)

- a. **Minimum Respondent Qualification Requirements:** Respondent must provide a complete response to each of the following questions or requests for information with their submittal (failure to provide responses may result in the Informal Proposal being considered non-responsive)
  - Succinctly describe the respondent's history and capability to provide adequate management and support to deliver the services as described in the SOW, Attachment A. Personnel assigned to provide the services must have strong familiarity and experience with environmental statistical and geostatistical modelling in general, and with water quality and watershed modelling specifically.

*(Respondent-provided evaluative information)*

- Have completed at least two similar projects, as described in the SOW, Attachment A, during the three years prior to the date set for receipt of submittals. Include only those similar projects with comparable work. All things being otherwise equal, those Respondents with experience in

similar projects that successfully provide proven analytical skills on the similar projects will receive higher scores.

*(District-provided form, Similar Projects Form)*

- Provide brief resumes for, and describe the qualifications and experience of all staff assigned to contract and their roles and responsibility for this project.

*(Respondent-provided evaluative information)*

- Provide reviewed journal articles and/or technical contractual reports of work similar to proposal.

*(Respondent-provided evaluative information)*

### Section C Technical Proposal Based on SOW, Attachment A (See Evaluation Criteria)

The District is requesting proposals from vendors qualified to statistically evaluate existing “raw” input data used for EMC calculations to derive estimates of pollution loading input representative of all land covers within the District and potentially having duplicate values based on geographic location. Proposals should present a written plan for the statistical evaluation and should include information about the software and/or algorithm approach that will be used. The proposal should clearly describe methods and calculations to be employed.

Technical Proposal will be scored based on the following:

1. Clarity of proposal; accuracy and completeness of proposal, all tasks thoroughly covered.
2. Approach/Activities: Outline the design, methods, and techniques intended to use in meeting the objectives in the SOW
3. Describe the results expected to be achieved during the project for budget available.
4. Describe system for quality control of data generation and acquisition, and how data validation and usability will be verified.
5. References cited should be included in an appendix

**ATTACHMENT A - STATEMENT OF WORK  
EVENT MEAN CONCENTRATION GEOSTATISTICAL MODEL**

**I. INTRODUCTION**

The event mean concentration (EMC) for individual pollutants is an important factor in predicting the total pollutant load of a watershed. Watershed models rely on rainfall/runoff data to simulate flows, but to calculate pollutant loads, estimates of nutrient concentrations are required. The veracity of the watershed models depends on accurate (preferably measured or empirical) inputs, but these data are sparse. EMC studies vary significantly in methods and constituents reported, although the principle of calculating a flow-weighted average concentration or total mass discharge during an event (divided by volume) is fundamental.

The St. Johns River Water Management District (District) is seeking an appropriate method to extrapolate from known EMCs to areas where no data have been collected to populate watershed models. Specifically, a statistical approach is sought to determine annual average EMCs for the entire District (Figure 1), based on the storm event water quality database and other relevant sources such as national or regional predictions of EMCs. This proposed method for aggregating the existing data into long term averages can be derived from advanced statistical methods, such as cluster analysis, canonical partitioning, filling data gaps, etc. The anticipated outcome from the statistical analysis is a unique set of landcover-based classes derived from the data, ideally with some ability to do target breakouts perhaps by geographic locations. The focus should be on Total Nitrogen (TN) and Total Phosphorus (TP), with other constituents included if glaring differences from TN and TP arise as the landcover class partitions are developed. The Respondent shall provide details on their statistical approach in their response to the Informal Proposal.

District staff will provide a database of relevant storm event water quality values. This storm event water quality database contains the “raw” input data used to calculate EMCs from the analysis of individual storm events from multiple sources/sampling locations. Many of the sampling locations are within the District and all are within Florida. The database contains the measured pollutants (TN, TP, TSS, TAM, NOX, PO4, BOD) from the sampling events, from 81 references (76 literature, 5 newly collected). The database also contains summarized methods employed in each study. Copies of the journal articles will be provided to the contractor awarded the contract if requested.

**II. OBJECTIVES**

- Propose a unique set of landcover groupings based upon patterns observed during statistical evaluation of the District EMC data.
- Evaluate the need for geographically unique EMCs for certain land covers.
- Provide the EMC statistical output derived from the method developed by the contractor based upon a uniquely derived set of landcover groups for TN and TP. Additional pollutants may be included if significantly different patterns are apparent during the statistical analysis
- Provide statistical algorithms used and sufficient instruction to replicate the output and provide updates as more storm event water quality data becomes available.

**III. SCOPE**

The District is requesting proposals from vendors qualified to statistically evaluate existing “raw” input data used for EMC calculations to derive estimates of pollution loading input representative of all land covers within the District and potentially having duplicate values based on geographic location. Proposals should present a written plan for the statistical evaluation and should include information about the software and/or algorithm approach that will be used. The proposal should clearly describe methods and calculations to be employed. [The final scope will be dependent upon the vendors proposal and will address all the final tasks.]

**IV. TASK IDENTIFICATION**

This set of tasks has been provided to assist in development of the proposed approach and may be revised once contract is awarded. The awarded Respondent shall be expected to deliver the following outputs by the respective specified deadlines provided in Table 1.

**Task 1: Review of Proposed Approach**

- Review existing (District provided) database of EMC values
- Complete enhanced literature review and additional model input data and review of existing EMC modeling efforts
- Provide detailed statistical approach
- Submit interim report covering findings from above activities to the District for review and comment
- Provide examples of statistical evaluation with interim report including identification of potential additional pollutants

**Task 2: Full Analysis and Draft Report**

- Draft final report and statistical evaluation details including input data and output classes with pollutant loading estimates for TN and TP (minimum). All input and output data. All statistical algorithms necessary to replicate the results and repeat as additional EMC data becomes available in a software application agreed to during proposal review. Additional loading estimates to be determined.

**Task 3: Final Report**

- Final report with response to District comments incorporated or explanations for items not addressed in the report.

**V. TIMEFRAME AND DELIVERABLES**

Table 1. Expected Schedule for Deliverables

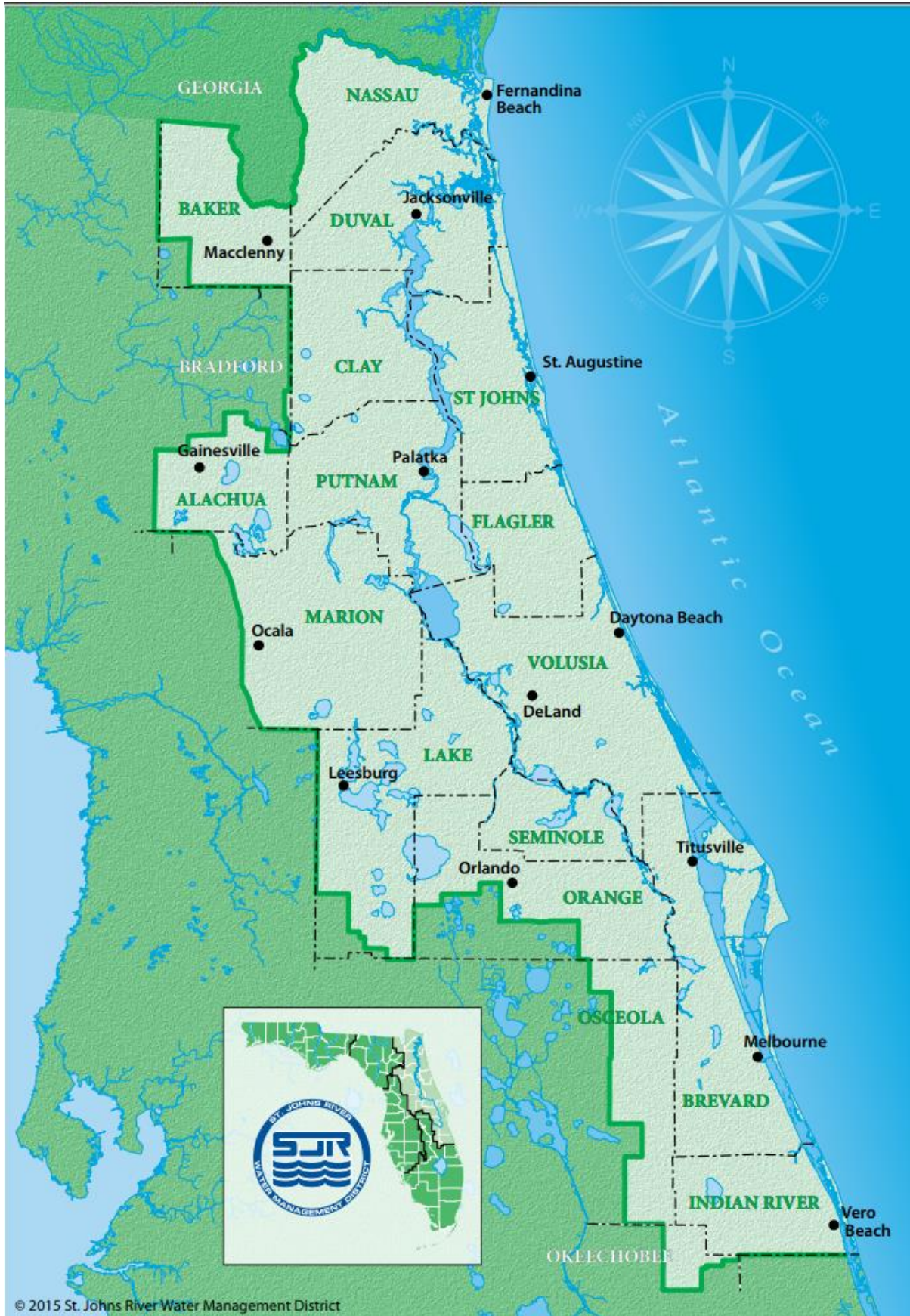
Task #	Task Title	Deliverable Format	Due Date
1	Review of Proposed Approach	Electronic version of Microsoft Word document	60 days after contract is fully signed and effective District review complete one week after document is submitted
2	Full Analysis and Draft Report	Draft Electronic versions of document in both Microsoft Word, EXCEL and PDF formats, final statistical algorithm, model input data and results	August 1, 2019  District review complete by August 12, 2019
3	Final report	Electronic versions of document in both Microsoft Word, EXCEL and PDF formats, final statistical algorithm, model input data and results	September 30, 2019

**VI. CONTRACT BUDGET**

The total not to exceed budget for this project, expiring September 30, 2019, is \$30,000. The contract will be Task based with agreed upon lump sum amounts for each Task. No additional breakouts or funding shall be provided, e.g. travel expenses or billable hours.



Figure 1: The St Johns River Water Management District



**EVALUATION CRITERIA:**

CRITERIA	WEIGHT	SCORE	TOTAL
<p><b>Background and Qualifications</b></p> <ol style="list-style-type: none"> <li>1. The firm or organization demonstrated ability to provide adequate management and support to deliver the services. Personnel assigned to provide the services have strong familiarity and experience with environmental statistical and geostatistical modelling in general, and with water quality and watershed modelling specifically</li> <li>2. Completed at least two similar projects during the three years prior to the date set for receipt of submittals. Submittals must show proven analytical skills on similar projects.</li> <li>3. Resumes showing qualifications and experience of all staff assigned to contract and their roles and responsibility for this project.</li> <li>4. Peer reviewed journal articles and/or technical contractual reports of work similar to proposal</li> </ol>	45%		
<p><b>Technical Proposal based on Requirements of the Statement of Work, Attachment A</b></p> <ol style="list-style-type: none"> <li>1. Clarity of proposal; accuracy and completeness of proposal, all tasks thoroughly covered.</li> <li>2. Approach/Activities: Outline the design, methods, and techniques intended to use in meeting the objectives in the Statement of Work</li> <li>3. Describe the results expected to be achieved during the project for budget available.</li> <li>4. Describe system for quality control of data generation and acquisition, and how data validation and usability will be verified.</li> <li>5. References cited should be included in an appendix.</li> </ol>	55%		
<b>TOTAL</b>	100%		

Evaluation Rating Scale: 1-5

- 5 – Exceptional .....The submission exceeds expectations, excellent probability of success in achieving all objectives – very innovative.
- 4 – Good .....Very good probability of success. Achieves all objectives in reasonable fashion.
- 3 – Acceptable .....Has reasonable probability of success. Some objectives may not be met.
- 2 – Poor.....Falls short of expectations and has a low probability of success.
- 1 – Not acceptable .....Submission fails to meet requirements and the approach has no probability of success.
- 0 – Non Responsive...Information/documentation provided is not adequate for evaluation.

The final selection of a Service Provider by the District will be based on the submittal which best meets the needs of the District. The District reserves the right to reject any or all Responses.

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 Informal Proposal Request 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 proposal 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.

**QUALIFICATIONS — GENERAL  
INFORMAL PROPOSAL NUMBER 34721**

Include this form in the response

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

Name of Respondent: \_\_\_\_\_

Primary Contact Name and Title: \_\_\_\_\_

Address of Respondent: \_\_\_\_\_

Telephone Number of Contact: \_\_\_\_\_

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 as described in Statement of Work, Attachment A. \_\_\_\_\_

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 Informal Proposal 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALIFICATIONS DOCUMENTATION - (continued)**  
**SIMILAR PROJECTS**  
**INFORMAL PROPOSAL NUMBER 34721**

Respondent (individual, firm, or project manager assigned to the project) shall have completed at least two projects of a similar nature as described in the Statement of Work, Attachment A, in the past three years. Each project shall have had a project value of at least \$30,000.

**Completed Project 1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project value: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

Names of personnel assigned to project:

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This form to be included in Proposal Submittal

**QUALIFICATIONS DOCUMENTATION (continued)  
SIMILAR PROJECTS  
INFORMAL PROPOSAL NUMBER 34721**

**Completed Project 2:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address of agency/company: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project value: \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_  
(month/year) (month/year)

Names of personnel assigned to project:

Project manager: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

MAKE ADDITIONAL COPIES IF NECESSARY.

This form to be included in Proposal Submittal

**QUALIFICATIONS DOCUMENTATION (continued)**  
**REFERENCES**  
**INFORMAL PROPOSAL NUMBER 34721**

Respondent shall provide three Client references, which shall include the two similar projects. No more than one Client reference shall be from a Florida water management district. Respondent shall include a letter from at least two Client references attesting to their abilities as they relate to the Statement of Work. (For similar projects previously listed, simply state “similar Project No. \_\_\_\_”).

**Reference No. 1:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency/Company Address: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

Project value: \_\_\_\_\_ Project manager: \_\_\_\_\_

**Reference No. 2:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency/Company Address: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

Project value: \_\_\_\_\_ Project manager: \_\_\_\_\_

REFERENCES CONTINUED ON NEXT PAGE

**QUALIFICATIONS DOCUMENTATION (continued)**  
**REFERENCES**  
**INFORMAL PROPOSAL NUMBER 34721**

**Reference No. 3:**

Agency/company: \_\_\_\_\_

Current contact person at agency/company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Agency/Company Address: \_\_\_\_\_

Name of project: \_\_\_\_\_

Description: \_\_\_\_\_

Project value: \_\_\_\_\_ Project manager: \_\_\_\_\_