



# St. Johns River

## Water Management District

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

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

April 7, 2020

Interested Firms

Re: 35566 Halfmile Creek Mitigation Area, Planting in Wetland Areas AA3

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 5:00 p.m. on Wednesday, April 22, 2020**. All quotes and questions may be e-mailed or faxed to Gerald Cahalane, Assoc. Procurement Specialist, at [gcahalan@sjrwmd.com](mailto:gcahalan@sjrwmd.com) or fax (386) 329-4546. **All emailed submissions must be in PDF format. Please reference quote number #35566 on any and all correspondence.**

#### Minimum Qualifications:

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

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

Award of this quote shall be based on the highest quantity of viable 1-gallon plants that can be delivered and installed relative to the budget 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](mailto: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.

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](mailto:gcahalan@sjrwmd.com).

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

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Respondent's Signature

Respondent's Company Name

**EXHIBIT 1 — STATEMENT OF WORK  
HALFMILE CREEK MITIGATION AREA  
PLANTING IN WETLAND AREAS AA3  
MARION COUNTY – FY 2019-2020  
FDOT MITIGATION PROGRAM**

**I. INTRODUCTION/BACKGROUND**

The project area is within the Halfmile Creek Tract in Marion County, FL, north of SR 40, east of CR 326, and west of CR 315. The Halfmile Creek Tract was acquired in part with FDOT mitigation funds from the Florida Department of Transportation pursuant to Section 373.4137, Florida Statutes. The permit numbers that relate to this land are as follows: District Permit No. IND-083-147634-1 and IND-083-147634-2-1 and U.S. Army Corps of Engineers Permit No. SAJ-2016-02968 and SAJ-2019-02040. The Halfmile Creek Mitigation Area (HCMA) consists of approximately the eastern two-thirds ( $\pm 487.2$  acres) of the overall Halfmile Creek Tract (Part of the Silver Springs Forest Conservation Area ( $\pm 715.9$  acres-Figure 1)). The HCMA has significant ecological benefit to the Ocklawaha and Silver Rivers and was acquired to directly benefit the watershed and as part of a corridor between the Marjorie Harris Carr Cross Florida Greenway and Indian Lake State Forest. Upland and wetland communities on the Halfmile Creek Tract have been timbered. To restore the natural communities at Halfmile Creek Tract the invasive and exotic species must be controlled, areas with substantial rutting must be leveled, and replanting needs to occur in areas where wetland species have been timbered and are not recovering. Site preparation and replanting would restore native vegetation, increase biodiversity and reduce maintenance costs by reducing, if not eliminating, the need to perform mechanical treatments to control competing shrubs and allow the return of short rotation prescribed fire. The District supports control of invasive and exotic species and the planting of native tree species and native grass and wildflower seed mixes in disturbed habitats to restore community health and promote ecological diversity.

**II. OBJECTIVE**

The overall goal of this project is for purchase, delivery, and installation of 1-gallon plants in the designated areas shown on Figure 1, labelled AA3 -9.39 acres, to improve the mitigation area.

**III. PROJECT DESCRIPTION**

Contractor shall supply all species of tree, delivery, and installation as specified in the Cost Schedule below (Exhibit 2). Trees will be located on 10 to 20-foot centers in the designated areas based on the overall amount of plants that can be provided. Approximately 9.39 acres will be planted with a mixture of plants consisting of 60% of Cypress (*Taxodium distichum*), 10% of Sweetbay (*Magnolia virginiana*), 10% of Red Cedar (*Juniperus virginiana*), 10% of Red Maple (*Acer rubrum*), and 10% of Sweetgum (*Liquidambar styraciflua*). The planting areas can be accessed via on-site trail roads. Alternate percentages of trees may be substituted with prior coordination and approval from the District's Project Manager.

**IV. TASKS**

- a. Provide all materials, labor, equipment, and any incidentals necessary to successfully complete the vegetation planting project, including the supply and use of hydrogel as needed because of current weather conditions.
- b. The dates of plant delivery must be coordinated with the grower/supplier and District's Project Manager prior to delivery to the project site.

- 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.
- e. District Project Manager and Contractor will coordinate for a 6-month follow up site meeting from the last date of planting to verify plant success criteria. Plant mortality rates are addressed in the *Contractor Responsibilities* section below:

**Contractor Responsibilities:**

- o Contractor shall install all plants on the attached Cost Schedule and as directed by the District's Project Manager.
- o Contractor shall provide a 1-year guarantee on the plants and replace any plant species that has a greater than 20% mortality rate. Contractor shall replace plants at no additional cost to the District.
- o Contractor shall install all trees by excavation of appropriate soil material, seating the plant flush with the ground surface, and back filling the excavated soil material to ensure that tree roots make good contact with the adjacent and surrounding soil material.
- o Contractor shall store all equipment, trailers, and any other gear in upland areas as to not block any trail roads. Contractor shall inform crew that this area is potentially open to, and used by, the public. Care will be taken to ensure vehicles are operated at a safe speed while on the property.
- o Contractor shall provide all transportation and fuel involved in the delivery and installation of plants.
- o Contractor shall use care to minimize rutting or other alterations within the wetlands and trail roads during planting project. Contractor is responsible for repairing any rutting within the access routes, wetlands, and trail roads caused by contractor's equipment, vehicles, or employees beyond what is considered normal or expected.
- o Contractor shall demobilize all equipment from the site upon completion of project. All rutting will be regraded prior to demobilization.
- o Contractor shall be responsible for ensuring that all gates are closed and locked, if applicable, upon each entry, exit and at the end of each working day to ensure security on the property. including any debris generated during completion of the project.
- o Work area shall be kept clear of rubbish. Discharge of petroleum products or other harmful/hazardous materials shall be prohibited on the planting sites. Should any harmful material be discharged, the District Project Manager shall be immediately notified.
- o Contractor shall be solely responsible for any and all costs associated with any resulting clean up and remediation.
- o Due care shall be exercised against starting and spreading fires during operations by Contractor and/or its employees.
- o Contractor shall be held liable for all damage caused by such fires.
- o Contractor shall repair or replace at their cost any damage to fences, cattle guards, gates, power lines, or other improvements.
- o Contractor shall be responsible for complying with all federal, state, and local laws pertaining to project or project activities.
- o Contractor shall provide the District's Project Manager advance notice of at least 24 hours to inspect all completed work.

**District Responsibilities:**

- o District's Project Manager shall determine routes for ingress and egress to the property.
- o District's Project Manager or their representative will inspect the work accomplished and the equipment to ensure compliance to job specifications and to evaluate overall job performance.
- o District shall be notified a minimum of one week prior to the contractor entering the project site.

- Weekend work is allowed only with prior approval from the District's Project Manager.
- The District reserves the right to award portions of the contract to multiple vendors if needed to meet the planting list and installation in a timely and cost-effective manner.
- If work is found to be unsatisfactory, Contractor will be notified and has 30 days to resolve. If problems are not resolved within 30 days of notification, District Project Manager reserves the right to offer remainder of contract to next lowest bidder.

**V. EQUIPMENT**

Contractor may use ATVs, UTVs, or other equipment as deemed necessary to complete the work.

**VI. BUDGET**

The estimated budget for the Work is \$43,615.75. 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 planting list and installation in a cost-effective manner. Contractor shall provide a 1-year guarantee on plants and replace any plant species that has greater than 20% mortality.

**VII. TIMEFRAMES AND DELIVERABLES**

The expiration date of this agreement is July 30, 2020. The Contractor shall invoice the District upon successful completion of delivery and planting of species outlined in the Cost Schedule and with approval by the District's Project Manager. The invoice shall be submitted to Accounts Payable at [acctpay@sjrwmd.com](mailto:acctpay@sjrwmd.com), preferably in PDF format.

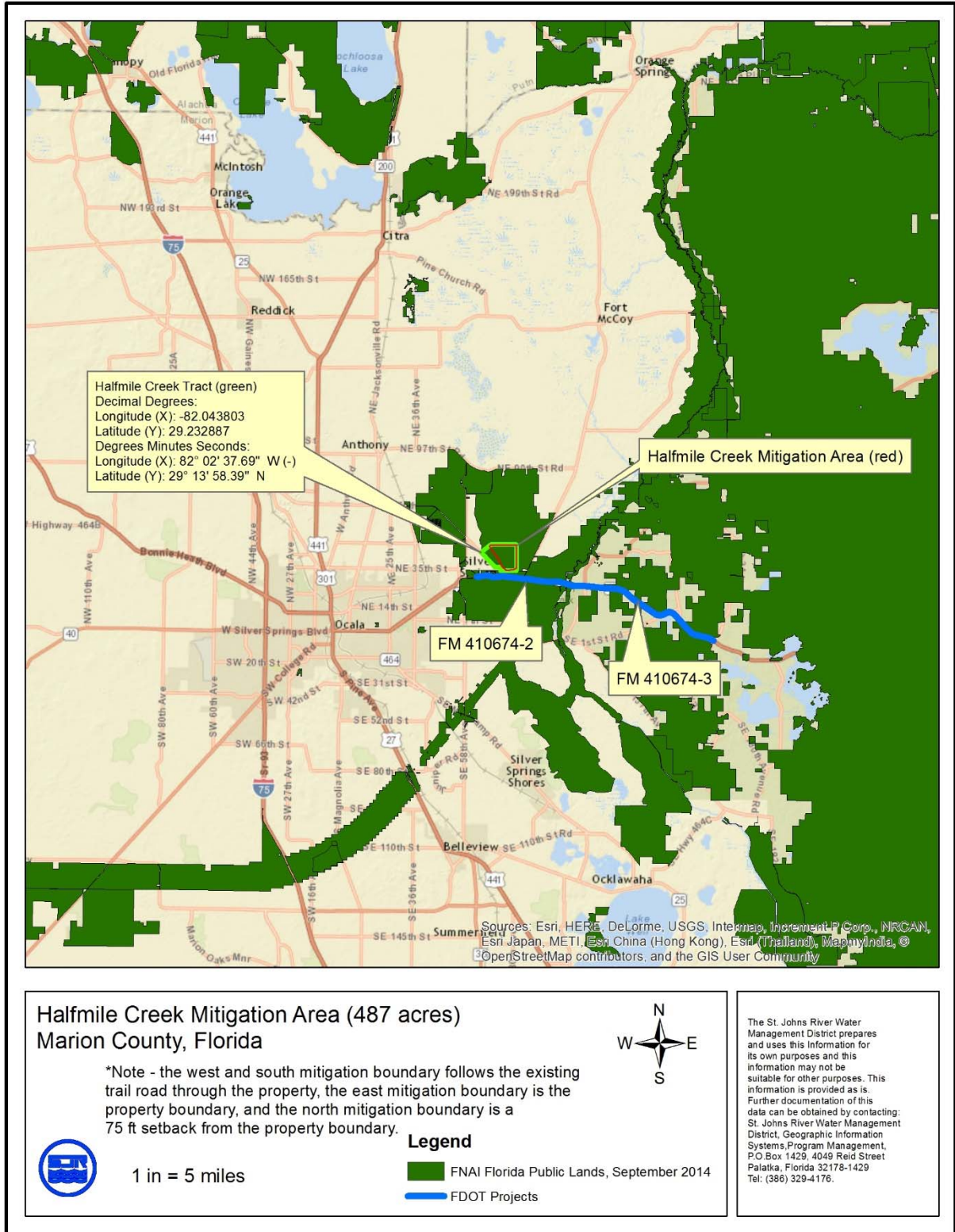


Figure 1. General Location of the Halfmile Creek Mitigation Area



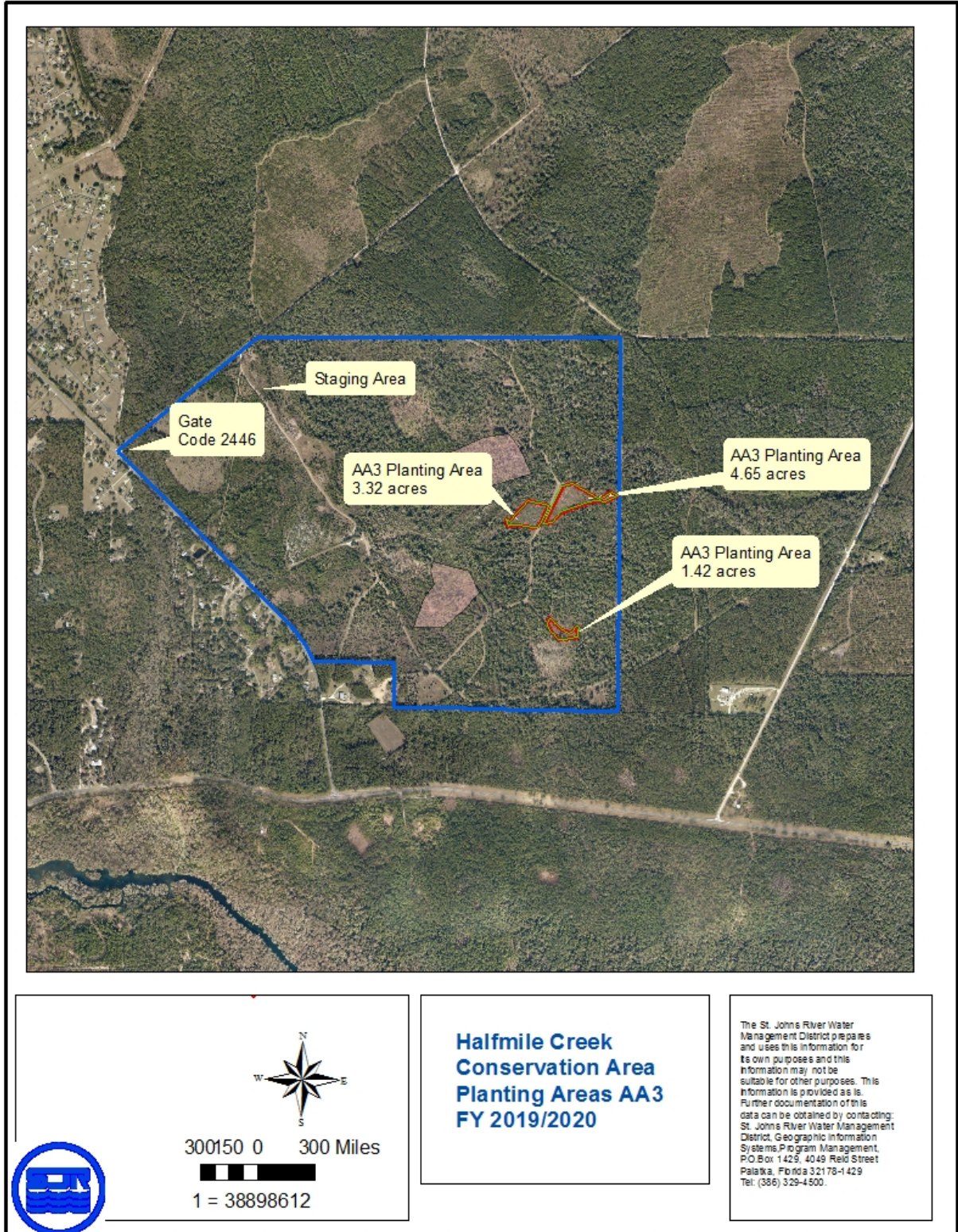


Figure 2. Supplemental Planting and Staging Areas with Halfmile Creek AA3



**EXHIBIT 2 — COST SCHEDULE**

**DUE BY NO LATER THAN 5:00 PM, WEDNESDAY, APRIL 22, 2020**

**RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED ON THE FIRST PAGE OF THIS REQUEST.**

| Percentage of Total Plants | Common Name | Scientific Name                | Size   | Quantity          | Cost Per Plant (Each) | Line Item Totals |
|----------------------------|-------------|--------------------------------|--------|-------------------|-----------------------|------------------|
| 10%                        | Sweetbay    | <i>Magnolia virginiana</i>     | 1 gal. |                   |                       |                  |
| 10%                        | Red Cedar   | <i>Juniperus virginiana</i>    | 1 gal. |                   |                       |                  |
| 10%                        | Red Maple   | <i>Acer rubrum</i>             | 1 gal. |                   |                       |                  |
| 10%                        | Sweetgum    | <i>Liquidamber styraciflua</i> | 1 gal. |                   |                       |                  |
| 60%                        | Cypress     | <i>Taxodium distichum</i>      | 1 gal. |                   |                       |                  |
| <b>Total Plants</b>        |             |                                |        |                   |                       |                  |
|                            |             |                                |        | Sub-Total         |                       |                  |
|                            |             |                                |        | Delivery          |                       |                  |
|                            |             |                                |        | Installation Cost |                       |                  |
|                            |             |                                |        | <b>TOTAL</b>      |                       |                  |

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)