

**COLUMBIA COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

**REQUEST FOR QUALIFICATIONS
2021-I
AQUIFER RECHARGE AND WASTEWATER REUSE
CONSULTING SERVICES**

The Board of County Commissioners (County) will receive sealed proposals in the office of Commissioners, 135 NE Hernando Avenue, Suite 203, Lake City, FL 32055, until 2:00 PM local time on June 17, 2021, for the following:

Aquifer Recharge and Wastewater Reuse Consulting Services

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of proposal. Proposers without a complete proposal described will be considered improper. The Request for Proposal information is available online only at: <http://www.columbiacountyfla.com/PurchasingBids.asp>

Submissions will be publicly opened in the Commissioner's Office at 2:00 PM, June 17, 2021, or as soon thereafter as practical. Proposers are responsible for the delivery of submissions. Submissions may be withdrawn at any time prior to the opening. Late bids will not be accepted. Bids delivered in any other format other than specified in this solicitation will not be accepted. Questions regarding this solicitation must be received via email to echung@columbiacountyfla.com no later than June 10, 2021, at 2:00 PM local time. Responses to those questions considered material to the solicitation shall be distributed via formal addenda.

Columbia County welcomes your response to this solicitation. Submissions should be prepared in accordance with the instructions herein and will be evaluated by the County as stated in the evaluation section of this document. The County reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. The County may withdraw all or part of this solicitation at any time to protect the interests of the County. All Respondents are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification.

Only one submission set will be furnished with each company or corporation interested in bidding. The one complete submission set is to be submitted in a sealed envelope. Respondents shall indicate Solicitation Number, Solicitation Title, and the name and address of the firm submitting the bid on the outside of the envelope.

All Proposers are advised that under Chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

SECTION I. GENERAL INSTRUCTIONS

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
 - A. The ability, capacity and skill of bidder to perform required service.
 - B. Whether the bidder can perform service promptly or within specified time.
 - C. The character, integrity, reputation, judgment, experience and efficiency of bidder.
 - D. The performance of previous contracts with entities similar to Columbia County.
 - E. The suitability of equipment or material for County use.
 - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net thirty (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Unit price will prevail in case of errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Director immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. No responsibility shall attach to any County representative or employee for the premature opening of bids not properly addressed or identified.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or excepted if determined to be in the counties best interest.
11. Bids received late will not be accepted, and the County will not be responsible for late mail delivery.
12. Telephone and facsimile bids will not be acceptable in formal bid openings (sealed bids). Should a bid be misplaced by the County and found later, it will be considered. Any bidder may request and shall receive a receipt showing the day and time any bid is delivered to the appropriate office of the County from the personnel thereof.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects where cost exceeds \$40,000.
14. All bidders must be recognized dealers in the materials or equipment specified and is qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Office and the County Manager that he has the requisite organization, capital, plant, stock ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
15. Any alterations, erasures, additions, or admissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County Sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any and/or all quotations, to waive any minor discrepancies in the bids for all bidders equally, quotations, or specifications, when deemed to be in the best interest of the County and also to purchase any part, all or none of the materials, supplies, or equipment specified.
30. Failure of the bidder to sign the bid or have the signature of an authorized representative or agent on the bid proposal in the space provided will be cause for rejection of the bid. Signature must be written in ink. Typewritten or printed signatures will not be acceptable.
31. Any bidder may withdraw his/her bid at any time before the time set for the opening of the bids. No bid may be withdrawn in the thirty- (30) day period after bids are opened.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his/her designee shall have the power to notify the aforesaid contractor of the nature of the complaint. Notification shall constitute

delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Director, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the County out of such monies as may become due to the said contractor, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his/her executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his/her designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; otherwise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$150,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification upon request.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;
 - A. All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

- B. All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the County.
40. Contractor shall register online at <http://www.columbiacountyfla.com/PurchasingBids.asp> for this specific project. All addendums are delivered via email through this website, and it is the contractor's responsibility to ensure all addendums are used in the bid submittal.

PROPOSED SCHEDULE

Deadline for Questions	June 10, 2021 at 2:00 PM
RFQ Opening	June 17, 2021 at 2:00 PM
Evaluation Committee Meeting	June 24, 2021
Recommendation to Board	July 15, 2021

SECTION II. SCOPE OF WORK

The County is soliciting letters of interest and statement of qualifications from registered, qualified consultants and firms in the State of Florida to provide professional services herein. The County anticipates projects requiring hydrologic analysis, computer modeling, environmental assessment, technical peer review, engineering design and construction monitoring, and surveying and environmental data collection to support the County's needs including but not limited to the following:

1. Surface and Groundwater Modeling
2. Assessments of Natural Systems/Environmental Monitoring, and Water Supply Planning
3. Engineering Assessments, Project Development, Design, Permitting, Construction Monitoring, and other related professional services.
4. Agricultural Engineering Assessments, Project Development, Design, Permitting, Construction Monitoring, and other related services.
5. Environmental Data Collection and Assessments
6. Environmental Compliance and Permitting
7. Surveying and Mapping
8. Identify funding sources and assist the County in securing funding for project(s) development

The selected consultants and/or firms will have direct communication with the water management district on behalf of the County.

The County expects interested respondents will make every effort to assemble a team with the

requisite experience and qualifications to perform required services. The County may select multiple respondents to enter into agreements.

The County reserves the right to accept or reject any and /or all submissions, to approve or reject and sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the County.

SECTION III. SPECIFICATIONS

1. Surface and Groundwater Modeling

The services performed pursuant to this paragraph include surface water and groundwater quantity and quality modeling include, but not limited to:

- A. Develop, update, calibrate and improve hydraulic, hydrologic, and hydrodynamic models including, but not limited to: BASINS/HSPF, Storm Water Management Model (SWMM), HEC-HMS, HEC-RAS/GEORAS, Environmental Fluid Dynamics Code (EFDC), ICPR 4;
- B. Water quality and transport modeling (surface and groundwater);
- C. Processing velocity data;
- D. Set-up preliminary model features;
- E. Watershed model parameterization;
- F. Stormwater and zero-rise certifications;
- G. Existing and proposed flood comparisons;
- H. Hydrodynamic equations used in flow routing;
- I. Develop, update, calibrate and improve groundwater models, including, but not limited to regional, sub-regional or project specific models such as USGS MODFLOW, MODFLOW-NWT, MODFLOW-USG, GSFLOW, MT3D, SEAWAT;
- J. Groundwater resource assessment;
- K. Work with graphical user interfaces (e.g. Groundwater Vistas);
- L. Work with parameter estimation and uncertainty (e.g. PEST);
- M. Development and maintenance of scripts to interface with groundwater and surface water models;
- N. Ability to train staff to implement technical models and/or supporting scripts as a part of a workflow to complete core missions;
- O. Interpretation of model output results;
- P. Evaluation of historic, current and future water budgets;
- Q. ArcGIS and Database management; and
- R. Independent scientific/technical peer review and expert services including, but not limited to; expert witness testimony regarding modeling and analysis.

2. Assessments of Natural Systems/Environmental Monitoring, and Water Supply Planning

The services performed pursuant to this paragraph include assessment and monitoring of natural systems, and water supply planning include, but not limited to:

- A. Technical analysis (Minimum Flows and Levels [MFLs], Water Reservations, etc.), including modeling in support of these analyses;
- B. Expert witness and independent peer review;
- C. Assessment of surface water systems response to climate, e.g. rainfall;
- D. Assessment of ecosystem responses to hydrologic and nutrient inputs using empirical data and mechanistic modeling;
- E. Univariate and multivariate statistical analysis and modeling;
- F. Preparation of Statements of Estimated Regulatory Costs (SERCs): develop or assist in the development of SERCs for all rule revisions, which is governed by Section 120.541, F.S. Expert witness services may be required to support the findings of a SERC;
- G. Environmental permitting support (federal, state and local agencies);
- H. Planning program development and budgeting;
- I. Project management and quality assurance/control.
- J. Soils assessment;
- K. Cultural resource assessments.
- L. Public notification, public meetings and presentations to Governing Board;
- M. Engineering economics studies;
- N. Development of effective water quality monitoring plans;
- O. Water Supply planning support including, but not limited to:
 - i. Agricultural water use estimation, including demand estimates using AFSIRS
 - ii. Development of water use estimates, population growth projections, water demand projections, and estimates of potential changes in projected water demand due to conservation
 - iii. Development, update and maintenance of well files compatible with MODFLOW or other regional groundwater modeling tools representing the spatial distribution of water use estimates or projections to wells or centroids
 - iv. Analysis of large datasets, including geospatial analysis and visualization
 - v. Technical analysis of changes to natural systems or water availability based on water use estimates, including modeling in support of these analyses
 - vi. Development and technical editing of water supply assessments and regional water supply plans
 - vii. Development and/or delivery of water supply presentations
 - viii. Development of planning level cost and benefit estimates for water supply development or water resource development projects
 - ix. Assistance with for the completion of the annual Estimated Water Use report, including statistical analysis of water use data;
 - x. Program Feasibility/Cost-Effectiveness Analysis: develop economic feasibility/cost-effectiveness analyses of regulatory and non-regulatory programs of the County;
 - xi. Regional Economic Impact Analysis: develop analyses of the economic impact of County regulatory and non-regulatory programs on particular geographic area(s), industries, or economic sectors;
 - xii. Statistical Modeling: develop and/or test and correct statistical models

including, but not limited to, models of sectoral water demand or the impact of various regulatory and non-regulatory programs on water demand;

- P. Project specific short-term environmental monitoring and assessments;
 - i. Wetland vegetation analysis (quantitative and qualitative)
 - ii. Groundwater (levels and quality);
 - iii. Surface water (levels, discharge, and quality);
 - iv. Hydrogeologic characterizations (geophysical logging, aquifer testing, formation interpretation);
 - v. Collection and/or analysis of hydrologic, piezometer, or other types of data; and
 - vi. Laboratory analysis (water and sediment).
 - Q. Project specific short-term biological monitoring and assessments;
 - i. Fish, avian, herpetofauna, phytoplankton, macroinvertebrate and invertebrate nekton/plankton surveys;
 - ii. Habitat mapping and assessments;
 - iii. Specific species surveys;
 - iv. Jurisdictional delineations; and
 - v. Submerged, emergent, wetland and riparian vegetation surveys.
3. Engineering assessments, project development, design, permitting, construction monitoring, and other related professional services

Particular emphasis is needed for anticipated projects involving aquifer recharge, stormwater, wastewater, water supply, including alternative water supply, and natural systems restoration. Services shall include, but not be limited to:

- A. Engineering assessments, environmental site assessments, project benefits calculations, project development, project effectiveness, cost benefit calculations, and engineering economic reviews for projects.
- B. Preliminary Design Reports – Preparing construction cost estimates; preparing work plans, construction sequencing and schedules; ten percent design and project feasibility
- C. Permitting – Applying for and obtaining project permits with all related permit work such as environmental assessments, drawings and calculations
- D. Design Services – Design drawings, project specifications, operational manuals contract documents along with closeout documentation
- E. Project Controls – Topographic, boundary, and hydrographic surveys to include field data acquisition, data processing, mapping, and establishing field control monuments
- F. Geotechnical – Conducting exploration and evaluation of general subsurface conditions, subsurface borings and classification of soils, laboratory testing of materials, engineering analysis of soil conditions, slope stability and seepage analyses

- G. Construction Services – Conducting bid review; providing project quality assurance and construction inspection and interpretation of contract documents; providing construction and as-built certifications and surveys.
4. Agricultural engineering assessments, project development, design, permitting, construction monitoring, and other related services

Particular emphasis is needed for anticipated projects involving agriculture and biological systems engineering, comprehensive nutrient management plans, crop water and nutrient budgets, advanced water quality technology, irrigation systems and design, agriculture wastewater engineering and agriculture alternative water supply. Services shall include, but not be limited to:

- A. Engineering assessments, project benefits calculations, project development, project effectiveness, cost benefit calculations and engineering economic reviews for projects.
 - B. Preliminary Design Reports – Preparing construction cost estimates; preparing work plans, construction sequencing and schedules; ten percent design and project feasibility
 - C. Permitting – Applying for and obtaining project permits with all related permit work such as environmental assessments, drawings and calculations
 - D. Design Services – Design drawings, project specifications, operational manuals contract documents along with closeout documentation
 - E. Project Controls – Topographic, boundary, and hydrographic surveys to include field data acquisition, data processing, mapping, and establishing field control monuments
 - F. Geotechnical – Conducting exploration and evaluation of general subsurface conditions, subsurface borings and classification of soils, laboratory testing of materials, engineering analysis of soil conditions, slope stability and seepage analyses
 - G. Construction Services – Conducting bid review; providing project quality assurance and construction inspection and interpretation of contract documents; providing construction and as-built certifications and surveys
5. Environmental Data Collection and Assessments

The services performed pursuant to this paragraph include assessment and monitoring of natural systems including water quality, quantity, and biological data collection and assessments. Services shall include, but not be limited to:

- A. Water Quality Sample and Analysis
 - i. Surface water quality (using FDEP standard operating procedures)
 - ii. Groundwater water quality (using FDEP standard operating procedures)
 - iii. Estuary and near shore water quality testing
 - iv. Drinking Water Standards (Primary and Secondary)
 - v. Rapid Response Bacterial Sampling (Fecal, E. Coli, Total coliform)

- vi. Stormwater event sampling (surface and groundwater)
- vii. Continuous water quality monitoring and maintenance: EXO2 (Temp, cond, ph, DO, Turb, fDOM) and SUNA nitrate (USGS standard operating procedures)
- viii. Continuous Conductivity
- ix. Water Chemistry Laboratory Analysis (NELAC certified)

B. Biological

- i. Stream condition Index
- ii. Modified Biorecon
- iii. Linear Vegetation Survey
- iv. Lake Vegetation Index
- v. Periphyton slides algae taxonomy
- vi. Ash free dry weight analysis
- vii. Wetland vegetation analysis (quantitative and qualitative)
- viii. Habitat mapping and assessment
- ix. Macroinvertebrates (ponar, hester-dendy)
- x. Toxicology (algae blooms, tissue sampling)
- xi.
- xii. Microbial Source Tracking
- xiii. Genetic testing (eDNA, qPCR)
- xiv. Rare Species or Specific species inventory and monitoring

C. Hydrological

- i. Groundwater levels
- ii. Surface water levels
- iii. Surface water flow measurements (USGS standard operating procedures)
- iv. Rating development (springs, creek, river)
- v. High water and flooding documentation and ground truthing
- vi. Three-dimensional spatial velocity river mapping and visualization
- vii. Bathymetric surveys

D. Data processing

- i. Summary statistics
- ii. Trend analysis
- iii. Load and removal rate calculations

6. Environmental Compliance and Permitting

The services performed pursuant to this paragraph include surveying, sampling, assessments, engineering, inspections, modeling, well abandonment, and other works. Services shall include, but not be limited to:

- A. Horizontal and vertical geodetic control surveys;

- B. Boundary and Topographic surveys;
- C. Bathymetric, General, Specific or As-built surveys which may or may not include; Dam, canal and levee cross sections and profiles; Mean high or ordinary high water lines; Safe upland lines; River bank and wetland lines and setbacks; Easements; Benchmarks; Structures; Stormwater systems; Floodway and flood elevations; and Legal descriptions;
- D. Field reconnaissance;
- E. Conduct core samples and analysis of asphalt; Concrete; Improved and unimproved roads; and Disturbed and undisturbed soils;
- F. Environmental monitoring, assessments and reports, which may include Groundwater levels and quality; Surfacewater levels, discharge, and quality; Hydrogeologic characterizations; and Collection and/or analysis of hydrologic, piezometer, or other types of data;
- G. Biological monitoring, assessments, surveys and reports which may include Wildlife; Gopher tortoise; Endangered or specific species; Fish; Avian; Micro and Macroinvertebrate; Nekton/plankton surveys, Habitat mapping and assessments; Jurisdictional delineations; and Submersed, emergent, wetland and riparian vegetation.
- H. Assessment of ecosystem responses to hydrologic and nutrient inputs
- I. Environmental Resource permitting support such as, but not limited to review of documents submitted by Professional Surveyors, Engineers, Environmental Consultants and Landscape Architects, Assessment of surface water systems to rainfall; UMAM calculations; Compliance, construction and As-built inspections, reports and certifications,
- J. Engineering economics studies, market value analysis, construction cost estimates;
- K. Preparation of Statements of Estimated Regulatory Costs: develop or assist in the development of Statements of Estimated Regulatory Costs (SERC) for all rule revisions, which is governed by Section 120.541, F.S.
- L. Emergency Action Plans; Dam Failure Flood Boundary Mapping Assessment (i.e., flood inundation); Dam breach analysis; Dam stability and risk of failure assessments
- M. Preparation of Bid Documents and Specifications
- N. Computer Modeling; Data Analysis; Stormwater and zero-rise certifications; and Existing and proposed flood comparisons,
- O. Well abandonment, which may include, permitting, completion reports, as-built certifications, and/or inspection reports.

7. Surveying and Mapping

The services performed pursuant to this paragraph include professional surveying and mapping services on an as needed basis. The County may utilize these services separately or collectively. As defined in Chapter 472 F.S., surveying and mapping services must be performed under the direction of a professional surveyor and mapper (PSM) registered with the State of Florida and qualified in the specific field. Services shall include, but not be limited to:

- A. Right-of-way surveys that include the establishment of boundaries, monumentation of right-of-way lines, and locating encroachments, and providing final right-of-way maps;
 - B. Horizontal and vertical geodetic control surveys;
 - C. Establishment of permanent monuments;
 - D. Conveyance cross sections and profiles;
 - E. Boundary surveys including extensive retracement of original sectionalized land systems boundaries;
 - F. Mean high water line survey;
 - G. Ordinary high-water survey;
 - H. Topographic surveys;
 - I. Specific purpose surveys;
 - J. Hydrographic surveys;
 - K. Unmanned Aerial System (Drones) Services;
 - L. Construction layout surveys, records or as-built surveys and quantity surveys;
 - M. General surveying (peer review, preparation of legal descriptions, expert witness services and surveyor's report);
 - N. Professional surveying and mapping review services;
 - O. Planning program development and scope development;
 - P. Presentations to Governing Board;
 - Q. Project management and quality assurance/control;
 - R. Delivery of results and complete metadata in an ArcGIS geodatabase.
8. Identify funding sources and assist the County in securing funding for project(s) development

The selected firm will demonstrate the ability to identify grants and other third-party funding sources to assist the County with financing the construction and improvements of the County's recharge projects. The selected firm will cooperate with the County in the application process for such funds and facilitate the delivery of necessary information in support of such applications to third parties on behalf of the County.

9. Time Frames and Deliverables

Specific time frames as they apply to completion of tasks, milestones, and deliverables shall be determined by the County provided for each task.

Consultant shall be responsible for delivering various work products as assigned by the Project Manager. Schedules and procedures for review and acceptance of reports shall be determined at the times when such reports are assigned and shall be provided to the County.

Consultant shall have an established Quality Assurance procedure for internal review of deliverables prior to release of said deliverables to the County to ensure only high quality, complete, and correct products are provided to the County. Deliverables prepared by the Consultant shall be clear, concise, thorough, and grammatically correct. For technical products, Consultant shall present data in a well-organized format and findings should be based on a logical derivation from the facts and data.

In general, all deliverables shall be submitted in both electronic (as a portable document format (PDF) file) and paper versions, as specified. Reports and other deliverables shall be clear, concise, thorough, and grammatically correct; and shall be in a form agreed to by Consultant and the County. Final reports and all associated materials shall become property of the County.

All documents must be submitted electronically and must be accessible according to 282.603 Florida Statutes and Section 508 of the Rehabilitation Act of 1973 relating to the creation and use of electronic documents.

SECTION VI. INSURANCE

A certificate of insurability for professional errors and omission liability shall be provided before contract execution at minimum amounts as follows:

Professional engineering services exclusive of design and permitting of capital projects	projects	\$ 100,000
Professional engineering services for design and permitting of capital	\$	1,000,000

SECTION VII. SUBMISSION REQUIREMENTS

Proposers shall submit one (1) original response, marked “Original”, five (5) copies marked “Copy”, and one (1) flash drive of the proposal setting forth qualifications must be received in a sealed envelope clearly marked on the outside with the Proposer’s name and “**RFQ 2021-I Aquifer Recharge and Wastewater Reuse Consulting Services**” by **2:00 PM EST on June 17, 2021**, addressed and delivered to:

**Columbia County Board of County Commissioners
135 NE Hernando Avenue, Suite 203
Lake City, FL 32055**

The deadline will be strictly observed. Proposals delivered to any other office or location will be rejected as non-responsive. Proposals shall be delivered by U.S. Mail, Federal Express or other such service or by hand. Delivery by facsimile or email is prohibited. It is the proposer's sole responsibility to ensure that its proposal is received at the proper location at or prior to the deadline.

Interested firms or individuals shall include the following information in their submittals in the exact order listed herein with separating page tabs in an 8.5 by 11-page format. Include page tabs so those evaluating the submittal can compare each section with others that are submitted. The proposals shall be bound, or in a three-ring binder, or equivalent folder. The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration.

Each Proposer shall submit adequate documentation to certify the Proposer's compliance with the County's requirements. Submissions shall be clear and concise and provide the information requested herein.

Firms shall submit written qualifications and a proposed project approach, which clearly demonstrates their ability to provide quality services in a timely and cost effective manner.

The proposals will be opened publicly. At the opening of proposals, the Board shall prepare a register of proposals, which shall include the name of each proposer.

Applicants shall supply the following information:

Tab 1: Letter of Interest

- A. A letter stating the firm's interest in this project signed by the person who will have contract authority including contact information.
- B. Include a statement verifying the contents of the submittal are true and accurate
- C. Provide a brief overview of the Respondent's history and organization.
- D. Letter shall not exceed two (2) pages in length.

Tab 2: Experience and Background

The Respondent is responsible for providing documentation and information that it and its subconsultants (if any) possess the overall qualifications and capabilities necessary to perform the Work, including but not limited to:

- A. Description of the Respondent and their overall qualifications and capabilities, including any industry certifications and/or statutorily-required licenses (Florida Statutes — all certifications and licenses must be current as of the date set for receipt of Submittals – provide copy of certifications and licenses with Submittal).
- B. Include resumes of all key personnel that will be assigned to the project(s) with relevant projects and a copy of professional license(s).
- C. Description of subconsultant(s) and their overall qualifications and capabilities, including any industry certifications and/or statutorily-required licenses (Florida Statutes — all certifications and licenses must be current as of the date set for receipt of Submittals – provide copy of certifications and licenses with Submittal).
- D. Team organizational structure and specific names, functions, and availability of key personnel. Identify the roles of subconsultant(s), if any.

Tab 3: Project Understanding and Technical Approach

- A. A detailed description of the Respondent's expertise in meeting and understanding the needs of the County. Include the technical approach proposed for the accomplishment of the Work listed in this solicitation.
- B. Provide a narrative outlining the Respondent's project management approach and capabilities and willingness to meet time and budget requirements.

Tab 4: Current Workload

- A. List current workload and the Respondent’s ability to handle the Work.

Tab 5: References

- A. List a maximum of five (5) recent projects that the Respondent performed within the past five (5) years to indicate proficiency in similar work include general summary of work and budget. Provide client **reference letters** on these projects. The correspondence shall be from the current contact person and include contact information.

Tab 6: Additional Materials

- A. Any other information considered pertinent by the Proposer. Each Respondent may, but is not required to, include any other materials deemed necessary but not provided otherwise (such as promotional literature, white papers, etc.). They should be clearly marked “Additional Materials”. Note these materials may or may not be reviewed by all evaluators and will not be a part of the official evaluation except to the extent they support qualification and experience.

Tab 7: Forms

- A. Vendor Information and Signature Form
- B. Non-Collusion Affidavit
- C. Public Entity Crimes Form
- D. Drug-Free Workplace Certificate
- E. Conflict of Interest Statement
- F. Certificate Regarding Lobbying and Debarment, Suspension, and Other Responsibility Matters
- G. Certificates of Insurance
- H. W-9
- I. Proposed Contract
- J. Proof of Residence

SECTION VIII. REVIEW OF PROPOSALS

1. Evaluation Criteria

Quality and Completeness of Submittal	0-10 points
Experience and Background	0-35 points
Project Understanding and Technical Approach	0-35 points
Current Workload	0-5 points

References	0-10 points
Local Preference	0-5 points
TOTAL	0-100 points

2. Award/Rejection/Other

The Board reserves the right to reject any and all proposals, waive informalities, and to recommend the award of a contract as may be in the best interest of the Board.

All proposals, materials, documents, etc. submitted in conjunction with the selection process shall become the property of the Board and may be disposed of without notification and shall be considered public information.

The applicant selected by the Board shall be expected to comply with all applicable federal, state and local laws and regulations in the performance of services.

SECTION IX. FORMS

**FORM A
VENDOR INFORMATION AND SIGNATURE FORM**

Vendor Name	
Trade License (If applicable)	
Contact Person(s)	
Street Address with City, State and Zip Code	
Mailing Address (If different from Above)	
Phone Number	
Fax Number	
E-Mail	
Proposer will do the work as	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____
Date and State of Incorporation	DATE: _____ STATE: _____
Name of partnership or joint venture	

By signing below, the submission shall be deemed a representation and certification by the Proposing Firm that you have investigated all aspects of the solicitation, have read and understand the solicitation, and acknowledge all addenda.

Authorized Signature:
Printed Name of Signer:
Date Signed:
Title of Signatory:

**FORM B
NON-COLLUSION AFFIDAVIT**

STATE OF _____ COUNTY OF _____

I state that I _____ of _____,
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.

4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.

5. _____, its affiliates, subsidiaries, officers, director, and employees
(Name of Firm)
are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the Board of County Commissioners of Columbia County, Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _____ day of _____, _____.

Name of Organization: _____

Signed by: _____

Print Name: _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

The foregoing instrument was executed before me this day _____ of _____ 20____,
by _____ as _____ of _____,
_____, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____ as identification.

(stamp)

NOTARY PUBLIC, State of _____
Page 19 of 29

FORM C
PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Proposal, ITN, or Contract Number **RFQ 2021-I**, for “**Aquifer Recharge and Wastewater Reuse Consulting Services**”

2. This sworn statement is submitted by _____
[Name of entity submitting sworn statement]

whose business address is _____ and (if applicable) its
Federal Employer Identification Number (FEIN) is _____. (If the entity has no FEIN, include the
Social Security Number of the individual signing this sworn statement: _____.

3. My name is _____ and my relationship to the above is
[Please print name of individual signing]
_____.

4. I understand that a "public entity crime" as defined in section 287.133(l)(g), Florida Statutes, means a violation of any state or federal *law by* a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(l) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that "affiliate" as defined in section 287.133(l) (a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(l) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids/proposals or applies to bids/proposals on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **[Please indicate which statement applies].**

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who is active in the management of the entity, nor any affiliate of the entity have been convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **[Please indicate which additional statement applies].**

____ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted Contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate was placed on the convicted Contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that is was in the public interest to remove the person or affiliate from the convicted Contractor list. **[Please attach a copy of the final order.]**

____ The person or affiliate has not been placed on any convicted vendor list. **[Please describe any action taken by or pending with the State of Florida, Department of Management Services.]**

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in FORM "C", Public Entity Crimes, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____
20____, by _____ as _____ of _____
_____, who personally swore or affirmed that he/she is authorized to
execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____
_____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

**FORM D
DRUG-FREE WORKPLACE CERTIFICATE**

The drug-free certification form below must be signed and returned with the RFP response.

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that 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 employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' 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.
3. Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in the first paragraph.
4. In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, 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, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose 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 who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.
7. By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in FORM "D", Drug-Free Workplace Certification, is truthful and correct at the time of submission.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____
20____, by _____ as _____ of
_____, who personally swore or affirmed that he/she is authorized to
execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____
_____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

**FORM E
CONFLICT OF INTEREST STATEMENT**

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the _____ of _____ with a local office
(Insert Title) (Insert Company Name)
in _____ and principal office in _____.
Said entity is submitting this proposal/offer to RFQ 2021-I, titled "Aquifer Recharge and Wastewater Reuse Consulting Services"
2. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
3. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
4. Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
6. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
7. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any County Office or Department.
8. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within Columbia County government.
9. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the County in writing.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____
20____, by _____ as _____ of
_____, who personally swore or affirmed that he/she is authorized to
execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____
_____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

FORM F
CERTIFICATE REGARDING LOBBYING AND DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL – “Disclosure of Lobbying Activities”, in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67 –

- A. The applicant certifies that it and its principals:
 - I. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - II. Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - III. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of this certification; and
 - IV. Have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default. (b) Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the duly authorized representative of the applicant, I hereby certify that applicant will comply with the above referenced certifications.

AFFIANT

Typed Name of AFFIANT

Title

STATE OF _____

County OF _____

The foregoing instrument was executed before me this day _____ of _____
20____, by _____ as _____ of
_____, who personally swore or affirmed that he/she is authorized to
execute this document and thereby bind the Corporation, and who is personally known to me OR has produced _____
_____ as identification.

(stamp)

NOTARY PUBLIC, State of _____

FORM G
CERTIFICATES OF INSURANCE

Please attach proof of insurance.

FORM H
W-9

Please attach W-9 form.

FORM I
PROPOSED CONTRACT

Please attach proposed contract.

Respondent shall provide a formed contract that may be considered by the County. Any proposed contract shall be subject to negotiation with the County and approval by the County in the event the Respondent receives an award to provide the required services.

FORM J
PROOF OF RESIDENCE

If the Respondent is claiming local preference, then the Respondent shall provide proof of residence.

A local business shall mean an individual entity whose primary residence is within Columbia County; a partnership entity where at least one of its principals is a resident of Columbia County; and Florida corporation entity or other business entity whose principal place of business is within Columbia County, or which maintains a full-time business office open to the public within Columbia County, Florida, and at least one of its officers or directors or shareholders is a resident of Columbia County, Florida. (Section 304.6.3(c) of the Columbia County Purchasing Policies and Procedures)