



REQUEST FOR PROPOSALS

FOR

**ENGINEERING SERVICES,
COMPREHENSIVE WASTEWATER TREATMENT FACILITIES
PLAN**

PROPOSAL NUMBER BC-09-05-18-51

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA**

I. INTRODUCTION

This Request for Proposals (“RFP”) is soliciting proposals (“Proposals”) from qualified firms to complete an evaluation of alternative wastewater treatment technologies to reduce nitrogen loading to the aquifer and surface waters throughout the Leon County unincorporated area. The outcomes sought from this Plan include the following (details are provided in the Scope of Services Section of this RFP):

- a) Development of regional nitrogen reduction performance criteria to reduce loading to aquifer and surface waters;
- b) Identification of associated construction and operating expenses for recommended technologies with cost-effectiveness analysis relating nitrogen reduction per household to all expenses;
- c) Identification and assessment of technical and physical factors which would guide selection of alternative wastewater treatment technologies in the unincorporated area;
- d) Development of maps to guide implementation of the appropriate technology throughout the unincorporated area; and
- e) Analysis of total annual nitrogen reduction achieved through implementation of recommended alternatives over a planning horizon of 20 years.

All professional services to be provided under this agreement shall be performed by Professionals licensed to practice in the State of Florida and in strict compliance with the Consultant’s Competitive Negotiation Act, 287.055 F.S.(CCNA). Firms/teams will be selected to provide services specific to this project. All necessary work related to the completion of the Project is deemed included in this selection.

II. GENERAL INSTRUCTIONS

- A. Response Address: The response to the proposal should be submitted in a sealed envelope/package addressed in the following manner:

Proposal Number
Purchasing Division
1800-3 N. Blairstone Road
Tallahassee, FL 32308

Proposal Copies: **One ORIGINAL, five (5) copies and one electronic copy** of the Response (“Proposal”) must be furnished on or before the deadline. Responses will be retained as property of the County. **The ORIGINAL of your reply must be clearly marked “Original” on its face and must contain an original, non-electronic signature of an authorized representative of the responding firm or individual**, all other copies may be photocopies and should be printed double-sided. The contents of the proposal of the successful Proposer will become part of the contractual obligations.

- B. Schedule of Events: Below in Table 1 is the current schedule of the events that will take place as part of this solicitation. Leon County reserves the right to make changes or alterations to the schedule as the County determines is in the best interest of the public. If any changes to the Schedule of Events are made, Leon County will post the changes on the Leon County website either as a public meeting notice, or as an addendum, as applicable. **It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division’s website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings.** The website address is: <http://www.leoncountyfl.gov/procurementconnect/>.

Table 1 - Schedule of Events	
Date and Time (all eastern time)	Event
July 27, 2018	Release of the RFP
August 15, 2018 at 10:00 a.m.	MANDATORY PRE-PROPOSAL MEETING: Date and time a mandatory pre-proposal meeting will be held at Leon County Purchasing's offices, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308.
Not later than: August 17, 2018 at 5:00 p.m.	QUESTIONS/INQUIRIES DEADLINE: Date and time by which written questions and inquiries regarding the RFP must be received by the Leon County Purchasing Division via e-mail submittal to Shelly Kelley at kelleys@leoncountyfl.gov and Geri Forslund at forslundg@leoncountyfl.gov Respondents are requested to send the e-mail to both representatives.
Not later than: September 5, 2018 at 2:00 p.m.	OPENING DATE: Date and time by which Proposals must be received by the Leon County Purchasing Division, located at 1800-3 North Blair Stone Road, Tallahassee, FL 32308
Week of September 20, 2018	ANTICIPATED DATE FOR POSTING OF SHORT LIST
Week of October 15, 2018	ANTICIPATED DATE FOR INTERVIEWS/PRESENTATIONS BY SHORT LIST

- C. Pre-Proposal Meeting: A Pre-Proposal Meeting will be held at the date, time and location identified in the Schedule of Events. Respondent's attendance at the Pre-Proposal Meeting is **MANDATORY**. The Pre-Proposal Meeting will be a public meeting that the public is invited to attend either physically in person. **All questions of Respondents to be discussed at the Pre-Proposal meeting must be submitted in writing by the deadline identified in the Schedule of Events. Such questions shall be e-mailed to:** Shelly Kelley at kelleys@leoncountyfl.gov and Geri Forslund at forslundg@leoncountyfl.gov.

The purpose of the Pre-Proposal Meeting is to provide a forum to answer questions concerning the RFP, instructions for submitting Proposals, and other relevant issues. In the event that any discussions or questions at the Pre-Proposal Meeting require, in the Leon County's opinion, official additions, deletions, or clarifications of the RFP, Leon County will issue a written summary of questions and answers or an addendum to this RFP as the Leon County determines is appropriate. No oral representations or discussions, which take place at the Pre-Proposal Meeting, will be binding on Leon County. The Respondents will be instructed to direct all questions after the meeting to Leon County Purchasing Division.

During and after the Pre-Proposal Meeting, it is the responsibility of the Purchasing Division to ensure that Registered Planholders develop their Proposal with the same information. If a Registered Planholder receives information from Leon County relating to the RFP prior to the information cutoff date, Leon County will ensure that all Registered Planholders receive the same information in a timely fashion.

- D. Information: Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Shelly Kelley and Geri Forslund at (850) 606-1600; FAX (850) 606-1601; or e-mail at kelleys@leoncountyfl.gov and forslundg@leoncountyfl.gov. **Vendors are requested to send such requests to both representatives of the Purchasing Division.** Email inquiries are preferred.

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

- E. Prohibited Communications: Any Form of communication, except for written communication with the Purchasing Division requesting clarifications or questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:
1. Any person or person's representative seeking an award from such competitive solicitation; and
 2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- F. Special Accommodation: Any person requiring a special accommodation at a Pre-Proposal Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

- G. Proposer Registration: Proposers who obtain solicitation documents from sources other than the Leon County Purchasing Division or DemandStar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer through the Purchasing Division or online through DemandStar.com may cause your submittal to be rejected as non-responsive.

- H. As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/procurementconnect/> by simply clicking the planholder link at the bottom of the list of documents for each respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

- I. Proposal Deadline: Your Proposal prepared in response to this RFP must be received by the Purchasing Division at the above listed address no later than the Opening Date (date and time), as identified in the Schedule of Events, to be considered.

- J. Receipt and Opening of Vendor Responses: Vendor responses will be opened publicly at the date and time identified in the Schedule of Events as the Opening Date. A tabulation sheet of timely received Proposals will be made public and will be posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/>. A vendor may request, in their submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier.

- K. Timely Delivery: It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE." Late proposals may be returned unopened to the vendor.
- L. Preparation Costs: The County is not liable for any costs incurred by Respondents prior to the issuance of an executed contract.
- M. Interviews: Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- N. Preparation and Changes: Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- O. Reservation of Rights: The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- P. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the contractor's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- Q. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.
- R. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.
- S. Licenses and Registrations: The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the bid. A business formed by an attorney actively licensed to practice law in this state, by a

person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

T. Audits, Records, and Records Retention: The Contractor shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
7. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

LEON COUNTY PURCHASING DIVISION
ATTN: SHELLY KELLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD

TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: KELLEYS@LEONCOUNTYFL.GOV

- U. Monitoring: To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

- V. Addenda To Specifications: If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/procurementconnect/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.
- W. Unauthorized Alien(s): The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."
- X. Employment Eligibility Verification:
1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
 2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the

effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.

3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
 4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
 5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.
- Y. Award of RFP and Protest: The proposal will be awarded as soon as possible to the responsive, responsible respondent(s) who rank highest in the evaluation process, unless otherwise stated elsewhere in this document. The County reserves the right to waive any informality in proposals and to award a proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at: <http://www.leoncountyfl.gov/procurementconnect/> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this

section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments or divisions regarding the vendor complaint.

- Z. Errors and Omissions: The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful proposer.

- AA. Work: Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

- BB. Terms and Conditions: Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

- CC. Price Increase: Upon written request from the vendor no less than 45 days prior to each anniversary date of the agreement, and at the discretion of the County, an annual price increase may be negotiated. It is the intent of the County to not allow a price increase greater than the Consumer Price Index for All Consumers (CPI-U) for the latest twelve month period reported at the time of request. In the event of an extraordinary factor (such as an increase in the federal minimum wage) occurring out of the annual cycle, the County may consider a price adjustment on a case-by-case basis upon the written request of the contractor. All price increases shall be at the sole discretion of the County.

III. PROJECT BACKGROUND/SCOPE OF SERVICES

A. PROJECT BACKGROUND

The following provides a broad overview of studies, findings, recommendations and actions taken to date to reduce the nitrogen load from domestic wastewater. This summary is by no means exhaustive or a complete recitation. Vendors are strongly recommended to review previous reports, studies, recommendations and current practices prior to submitting their Proposal.

The project goal is the reduction of nutrient loading from onsite sewage treatment and disposal systems (OSTDS) to groundwater and surface water bodies throughout unincorporated Leon County.

OSTDS nutrient loadings in Leon County have been linked to surface water quality violations in the Upper Wakulla River, created by the discharge from Wakulla Springs in neighboring Wakulla County. The nutrient loadings are also a concern for surface waters in Leon County which are subject to Total Maximum Daily Loads (TMDLs) for exceeding state nutrient concentration limits.

The Successful Contractor will be required to address the most recent effective documents relative to the Upper Wakulla River Basin Management Action Plan (BMAP), including the OSTDS Remediation Plan, BMAP Update and Nitrogen Source Inventory and Loading Estimates (NSILT) Update.

Leon County is divided by an east to west geological feature known as the Cody Scarp. The Scarp marks an area where the soils change abruptly from red clay in the higher elevation northern section to soft sands in the southern Woodville Karst Plain. There are a large number of closed depressions and sinkholes in the Woodville Karst Plain, which is an unconfined area of the Upper Floridan Aquifer (UFA). Wakulla Springs lies within the Woodville Karst Plain, in Wakulla County. Wakulla Springs is an Outstanding Florida Spring, and is one of the longest and deepest known submerged freshwater cave systems in the world.

1. State of Florida Activities

- a. "Nitrate Loading as an Indicator of Nonpoint Source Pollution in the Lower St. Marks – Wakulla Rivers Watershed" – 2002

The Northwest Florida Water Management District (District) evaluated the increasing concentrations of nitrogen discharged from Wakulla Springs since the 1970's. Following investigations of well and surface water quality throughout the contributing area to the Springs, a nutrient budget was developed. The report assumed that:

- 1) Under steady-state conditions, the flux of Floridan Aquifer water crossing the Cody Scarp to discharge at Wakulla Springs was 200 cubic feet per second (cfs), approximately one-half the Springs discharge.
- 2) The remaining discharge of 180 cfs is due to recharge to the Floridan Aquifer in the vicinity of the Springs.
- 3) The nitrate concentrations in Floridan Aquifer water crossing the Cody Scarp from the semi-confined area up-gradient was determined to be 0.48 mg-N/L.
- 4) The Floridan Aquifer ground water discharging from the Springs was established as 0.89 mg-N/L.

The report concluded that:

- 1) Nitrate concentrations beneath the semi-confined areas of Leon County had been constant or slightly increasing over the period of 1980 to 2000. Consequently, the flux of nitrate-N from the semi-confined Florida Aquifer into the unconfined Floridan Aquifer (along the Cody Scarp) had been relatively constant over this period.
- 2) Analysis indicated that the increase in nitrate-N output at Wakulla Springs was largely attributable to nitrogen inputs south of the Cody Scarp.
- 3) Wastewater treatment facilities (WWTF), residuals management and OSTDS were determined to be the primary anthropogenic sources of loading to the land surface.

b. Wakulla Springs Total Maximum Daily Load - 2012

Research by the District and the Florida Department of Environmental Protection (FDEP) determined that increased nitrate loadings in the groundwater discharged at Wakulla Springs are the primary cause for the decline in the water quality and biological health of the Upper Wakulla River. In 2012, the FDEP adopted a Total Maximum Daily Load (TMDL) of a monthly average nitrate target of 0.35 mg/L in the Upper Wakulla River to restore a healthy biological community.

There are no National Pollutant Discharge Elimination System (NPDES) wastewater or Municipal Separate Storm Sewer System (MS4) sources discharging to the Upper Wakulla River. Consequently, no wasteload allocations were made to point sources. A load allocation reduction of 56.2% was assigned to nonpoint source areas contributing to the Upper Wakulla River, although it was noted that the target concentration may be met before achieving the percent reduction.

c. The “Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area” report prepared by the FDEP Groundwater Management Section in 2014 (“2014 NSILT”) results are summarized in Table 1 below, excerpted in full from the report. The report identifies:

- 1) Three zones of aquifer confinement (groundwater recharge areas) exist within Leon County which affect the attenuation of nitrate loading from surface inputs. These zones are unconfined, where nitrate loadings are multiplied by a higher weighting factor (0.9) than the semi-confined (0.4) or confined (0.1).
- 2) Environmental attenuation factors are applied to the various loading sources to the UFA to reflect uptake by vegetation and soils. The wastewater attenuation factors range from 60 percent for wastewater treatment facilities to 40 percent for OSTDS. Additional information is provided in Table 1 below.
- 3) Most OSTDS lie within the unconfined or semi-confined areas of the basin and have the lower attenuation factor.
- 4) OSTDS are identified as the largest source of nitrogen loads to the UFA, after applying basin-wide attenuation and recharge factors, at 51 percent of the load.

Table 1: Estimated nitrogen inputs and loads to UFA in Wakulla Spring and River BMAP Area

		Confinement	NITROGEN LOADING CATEGORIES (Inputs and Loads in kg/yr)						Totals	
			Atmospheric Deposition	WWTFs	Septic Tanks	Farm Fertilizer	Urban Fertilizer	Livestock		Sinking Streams
INPUTS	Unconfined		339,424	54,219	195,871	2,831	27,470	54,348	46,140	720,303
	Semi-confined		263,138	12,546	246,395	102,117	111,705	69,368	N/A	805,268
	Confined		358,313	7,143	173,198	455,837	87,029	215,230	N/A	1,296,750
	Total Inputs (kg-N/yr)		960,875	73,907	615,463	560,784	226,204	338,946	46,140	2,822,321
ATTENUATION FACTORS APPLIED	<i>Attenuation Factors</i>		90%	60%	40%	70%	80%	75%	20%	
	Unconfined		33,942	21,688	117,522	849	4,945	13,587	36,912	229,995
	Semi-confined		25,648	5,018	147,189	23,433	22,188	17,342	N/A	249,487
	Confined		32,262	2,759	100,839	102,391	16,837	52,460	N/A	350,572

	Total After Attenuation (kg-N/yr)	91,853	29,465	365,550	126,672	44,519	83,389	36,912	752,997
LOADS TO UFA (RECHARGE FACTORS APPLIED)	<i>Recharge Factors</i>								
	Unconfined (90%)	30,548	19,519	105,770	764	4,945	12,228	33,221	206,995
	Semi-confined (40%)	10,526	2,007	59,135	12,254	8,936	6,937	N/A	99,795
	Confined (10%)	3,583	286	10,392	13,675	1,741	5,381	N/A	35,057
	TOTAL LOADS TO UFA (kg-N/yr)	44,657	21,812	175,297	26,693	15,622	24,546	33,221	341,847

Source: 2014 Florida Department of Environmental Protection Report, Nitrogen Source Inventory and Loading Estimates for the Wakulla Spring Contributing Area, Table 13, Page 30

- d. Upper Wakulla River Basin Management Action Plan (BMAP) - 2015
- 1) Following adoption of the Upper Wakulla River TMDL, the FDEP started development of a BMAP to identify the necessary steps to restore the healthy biological system. The BMAP area encompasses 1,325 square miles within the state of Florida which contributes to the UFA discharging at Wakulla Springs. The BMAP area includes most of Leon County.
 - 2) The target nitrate concentration of 0.35 mg/L is applied to the Wakulla Main Tunnel discharge at the Edward Ball Wakulla Springs State Park. The FDEP and the NFWFMD monitor nitrate + nitrite levels at the discharge as part of the BMAP implementation. Data indicate a decrease from peak of 1.10 mg/L in October 2001 to 0.41 mg/L in June 2017.
 - 3) The BMAP established two Primary Focus Areas (PFAs) for the implementation of management strategies, accounting for a split groundwater flow between Wakulla Springs and the Spring Creek Springs group in Apalachee Bay. PFA 1 discharges to Wakulla Springs under both scenarios while PFA 2 discharges to Wakulla Springs only during the low flow conditions from Spring Creek Springs. PFA 1 includes both Leon and Wakulla counties while PFA 2 lies only in Wakulla county.
 - 4) The focus of the BMAP is reducing nitrate loadings from sources upgradient from Wakulla Springs as documented in the NSILT report. The target for reductions are anthropogenic sources, primarily WWTF and OSTDS. The City of Tallahassee, Talquin Electric Cooperative, the Leon County School Board and other independent entities operate WWTF within Leon County. Leon County government does not operate any WWTF.
 - 5) The BMAP includes a number of management strategies proposed by stakeholders to assist in achieving the necessary nitrate reductions. One of the strategies committed to by Leon County Government was construction of central sewers in the Primary Springs Protection Zone (PSPZ), subject to annual budget and appropriation, utilizing funds from the County's share of the 2020 Sales Tax Extension. Strategies focused on OSTDS management included:
 - i) a GIS inventory of all septic systems in Leon County (complete);
 - ii) revision to the septic tank ordinance to require repairs to have a minimum 24-inch separation between drainfield and seasonal high water table (complete); and
 - iii) amend the code of laws to require appropriate nitrogen reducing OSTDS for new construction in the PSPZ (not complete).
 - 6) The BMAP incorporates an OSTDS Initiative with the objective to "identify effective, financially feasible strategies to reduce existing loading and prevent future nutrient loading from OSTDS sources" to be described in an OSTDS Remediation Plan.

Strategies to be considered include connection of existing development to central sewer as described above, requirements for new development to connect to central sewer, the use of cluster systems, the use of alternative technologies recommended by FDOH's Nitrogen Reduction Study, educational strategies, or other strategies that may be appropriate. The Initiative is to consider the inventory and geographic distribution of OSTDS in the priority areas such as the Leon County PSPZ, including both existing systems and areas where future growth is expected. Leon County participated in the OSTDS Remediation Committee formed by the FDEP to provide input in the preparation of the Initiative, together with representatives of Wakulla County, the City of Tallahassee, Talquin Electric Cooperative (water and sewer utility) and other local stakeholders.

- 7) FDEP is required by statute to adopt a BMAP update and the OSTDS Remediation Plan by July 2018. A "Draft Revised Nitrogen Source Inventory and Loading Estimates for the Upper Wakulla BMAP Area" was released in November 2017 to assist in this effort. The Successful Contractor will be required to address adopted agency action as part of the Project Scope of Work.

- e. "Effects of Septic Systems in the Lake Jackson Watershed"

The Northwest Florida Water Management District (District) evaluated the Lake Jackson Watershed in 1999 following the identification of elevated fecal coliform levels in the lake during stormwater sampling events. The report (Water Resources Special Report 00-2) was published in November 2000. As Lake Jackson discharges directly into the Floridan Aquifer as a consequence of the karst features in the lake bottom, consideration was given regarding the impact to the surface water quality of the lake as well as the impact to the UFA. The District noted frequent disconnects of graywater sources from septic tanks as well as some failures of OSTDS. Final recommendations were for public education and monitoring of water quality for further degradation before considering installation of central sewer.

- f. Florida Onsite Sewage Nitrogen Reduction Strategies Study

The Florida Department of Health (FDOH) was directed by the Florida Legislature in 2008 to contract for development of cost-effective nitrogen reduction strategies for OSTDS. The project, completed in December 2015, focused on the development of passive nitrogen reduction technologies, and the evaluation and prediction of the fate and transport of the OSTDS nitrogen. "Passive technology" was defined as using no mechanical components other than one effluent pump and using a reactive media, such as wood chips or sulfur, to reduce nitrogen concentrations. Pilot testing identified two-stage biofiltration as the most operationally simple, effective, and applicable system for prototype testing. The prototype testing results indicated an average 85% nitrogen reduction prior to discharge to the drainfield. The media used in the systems have a life expectancy of up to 50 years. The FDOH is scheduled to modify the departmental rule (Chapter 64E-6, F.A.C.) to incorporate passive technology. The successful contractor will be required to be familiar with the most current rule regarding alternative technologies.

- g. Florida Legislative Activity – Chapter 2016-1

The 2016 Florida Legislature passed SB 552 which included specific prohibited activities within a Priority Focus Area for an Outstanding Florida Spring. The prohibitions relevant to this solicitation are quoted here from Section 28 of the bill:

- 1) New domestic wastewater disposal facilities, including rapid infiltration basins, with permitted capacities of 100,000 gallons per day or more, except for those facilities that meet an advanced wastewater treatment standard of no more than 3 mg/L total nitrogen, expressed as N, on an annual permitted basis, or a more stringent standard if the department [FDEP] determines the more stringent standard is necessary to attain a total maximum daily load for the Outstanding Florida Spring.
- 2) New onsite sewage treatment and disposal systems on lots of less than 1 acre, if the addition of the specific systems conflicts with an onsite treatment and disposal system remediation plan incorporated into a basin management plan in accordance with s. 373.807(3).

h. OSTDS Permitting Activities by FDOH Leon County Environmental Health Unit

Leon County government funded a local inventory of wastewater treatment methods by parcel. The initial project was complete in 2015, and has been maintained by Tallahassee-Leon County Geographic Information Services (TLC-GIS) since that time. The inventory identified the following breakdown for developed properties in Leon County, the PSPZ and PFA 1:

Table 2: Wastewater Method Inventory by Parcel			
	Countywide	PSPZ	PFA 1
Septic or Likely Septic	32,112	5,687	5,312
Sewer or Likely Sewer	62,216	2,816	3,579

Over 65 percent of OSTDS permitting activities within Leon County in the past five years are classified as “repairs” to existing systems, with only 20 percent associated with new systems. Table 3 below identifies the activities for the five year period beginning January 1, 2012 extending through December 31, 2016.

Table 3: OSTDS Permits: January 2012 through December 2016								
Classification	New	Existing New	Existing	Existing Modification	Repair	Existing Repair	Abandonment	TOTAL
Number	663	10	3	82	2,216	13	341	3,328

2. Leon County Activities

- a. The Tallahassee-Leon County Comprehensive Plan was first adopted in 1990.
 - 1) The Growth Management/Urban Services Area (USA) Objective 1.1 of the Land Use Element [L] established that the location and size of the USA shall be based upon the area necessary to accommodate 90% of new residential dwelling units within the County by the Plan Horizon; the ability to provide urban infrastructures, and, the presence of environmentally sensitive lands and water bodies, requiring protection from the impacts of urban development.

- 2) Policy 1.1.1: [L] directs that new development shall be concentrated in the urban service area plus in the Woodville Rural Community future land use category and the rural communities of Capitola, Chaires, Ft. Braden and Miccosukee, as designated on the future land use map.
- 3) Policy 1.1.4: [L] allows for the provision of central water and sewer in areas designated as Rural Community, Woodville Rural Community, and enclaves within the Woodville Rural Community designated for Residential Preservation on the future land use map.
- 4) Policy 2.1.8: [L] establishes the residential densities range by Future Land Use Category, shown in Table 4 below:

Table 4: Residential Densities Range		
Future Land Use Category	Maximum Gross Density - Dwelling Units (DU)/Acre (AC) ¹	Minimum Gross Density Dwelling Units (DU)/Acre (AC)
Rural	1 DU/10 AC	No minimum
Urban Fringe	1 DU/3 AC (standard) or 1 DU/3 AC (Conservation subdivision)	No minimum
Urban Residential	10 DU/AC	4 DU/AC
Urban Residential 2	20 DU/AC ²	No minimum
Village Mixed use	20 DU/AC ²	No minimum
Suburban	20 DU/AC ²	No minimum
Planned Development	20 DU/AC ²	No minimum
Bradfordville Mixed Use ²	20 DU/AC	No minimum
Central Urban ^{2,3}	45 DU/AC	No minimum
Activity Center ^{2,3}	45 DU/AC	No minimum
University Transition ^{2,3}	50 DU/AC	No minimum
Central Core ^{2,3}	150 DU/AC	No minimum
Rural Community	4 DU/AC	No minimum
Residential Preservation ²	6 DU/AC	No minimum
Lake Talquin Recreation /Urban Fringe ⁴	1 DU/3 AC (standard)	No minimum
Lake Protection ⁴	1 DU/2 AC (standard)	No minimum
Notes:		
1: Maximum gross density is based on the gross acreage of the site and may not be achievable after addressing applicable land development regulations (e.g., parking, stormwater, and other regulations that may limit maximum development potential).		
2: Density ranges can be increased up to 25% above the maximum limits listed above for the purpose of providing affordable housing units, consistent with Policy 2.1.14[LU].		
3: Density ranges can be increased up to 35% above the maximum limits listed above for the purpose of encouraging infill development and redevelopment consistent with Mobility Element Policy 1.1.10 [M].		
4: Clustering Option Available		

- 5) The Land Use Plan establishes policies and guidance for the mapping of Future Land Use Categories as depicted on the Future Land Use Map. These categories are more fully described in Policies 2.2.1 through 2.2.25 [L]
 - 6) The Groundwater Protection Objective 4.2 of the Conservation Element [C] required the establishment of a Primary Springs Protection Zone (PSPZ) for Wakulla Springs. Policy 4.2.5: [C] states that the preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the USA shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards. When connection to sewer is not available, new development and redevelopment in the PSPZ shall use performance based OSTDS as defined in Policy 1.2.6: [SS]. Existing traditional OSTDS shall be upgraded to performance based OSTDS at the time of failure, allowing for alternatives for low-income households.
 - 7) The Utilities: Sanitary Sewer Element [SS] addresses wastewater treatment including central sewer and septic tanks. Policies address the minimum lot size for OSTDS, the requirement for nitrogen reducing performance based OSTDS in the PSPZ, locations to receive central sanitary sewer, and the criteria for the use of an OSTDS or package plant. Policy 2.1.3: [SS] requires new developments to connect to central sewer if such service is defined as available within the current Water and Sewer Agreement between the City of Tallahassee and Leon County. Policy 2.1.5: [SS] addresses the City of Tallahassee's development and maintenance of a 20-year master plan for major sewer infrastructure facilities and services, based on the Future Land use Plan and its expected population within the USA.
- b. In 2006, the Leon County Board of County Commissioners (BOCC) authorized an aquifer assessment model of the Florida Aquifer to identify areas which are more vulnerable to contamination from the land surface. The Leon Aquifer Vulnerability Assessment (LAVA) was accepted by the BOCC in 2007. The LAVA model was used to establish the PSPZ in the Woodville Karst Plain where the aquifer was determined to be most vulnerable to surface contamination. The final report is provided for reference as Attachment #1.
 - c. Leon County utilized a citizens advisory committee to assist staff in developing ordinances relating to OSTDS management and assisting property owners to fund upgraded systems. The committee established a draft ordinance to require nitrogen reducing performance-based treatment systems (PBTS) within the PSPZ for new construction and to replace failing conventional systems where central sewer was not available. In response to public concerns, a revised draft ordinance was prepared to require PBTS, equivalent cluster systems, or central sewer for new construction and when conventional systems were being modified. The draft ordinance provided for a financial hardship exemption and other funding options to address the burden to property owners. During the course of the Committee's activities, the BOCC joined with the City of Tallahassee and Wakulla County to initiate a feasibility study of Onsite Sewage Treatment and Disposal and Management Options to reduce nitrate loads to Wakulla Springs. Consequently, the Committee's final report was accepted but no action was taken to enact the ordinance.
 - d. The joint Leon County, City of Tallahassee, and Wakulla County study of Onsite Sewage Treatment and Disposal and Management Options was completed by Lombardo

Associates, Inc. (LAI) in November 2011. This report is provided for reference as Attachment #2. LAI was contracted to perform a feasibility study with the goal of reducing nitrate load to Wakulla Springs from OSTDS, in consideration of the local economic, social, soil and environmental conditions, as well as political and government structures and other conditions and circumstances the Contractor deemed appropriate. LAI evaluated a number of reports listed above including a study prepared by the U.S. Geological Survey for the City of Tallahassee, Nitrate-N Movement in Groundwater from the Land Application of Treated Municipal Wastewater and Other Sources in the Wakulla Springs Springshed, Leon and Wakulla Counties, Florida, 1966-2018 (Scientific Investigations Report 2010-5099 provided as Attachment #3) to develop a comparison between the nitrate loads to the ground surface under 2007 and 2018 conditions in order to recommend reduction targets from OSTDS. The USGS field investigation focused on 500 square miles incorporating Wakulla Springs and other local springs, the City of Tallahassee's Southwest Farm Sprayfield adjacent to the City airport and the City's Southeast Farm Sprayfield. The USGS model then established the fate of nitrogen applied to the land surface from sources upgradient of the model boundary as an established "Inflow" and sources within the model boundary to determine the relative impacts from the sources. LAI concluded that reduction should be focused on the unconfined aquifer area south of the Cody Scarp, within the USGS Study Area, with a target of 29 percent reduction in OSTDS loading.

LAI evaluated alternative treatment technologies where central sewer is not available. Technologies ranged from advanced onsite systems serving individual structures to cluster systems serving localized areas of development. The conclusion was a recommendation to require treatment to 3 mg -N/L for all OSTDS in the Scenario 1 portion of the USGS Study Area. All other areas may remain with properly inspected and maintained conventional OSTDS, based on 79 percent or higher natural nitrogen attenuation or lack of discharge to Wakulla Springs. The City of Tallahassee Master Sewer Plan Target Areas for the Lake Munson Area and the Woodville Rural Community were deemed to be candidates for central sewer extension based on a life cycle \$/kg/yr nitrogen removal basis. The Lake Bradford area was recommended for consideration of sewerage. Further evaluation was recommended to establish limits for advanced treatment cluster and advanced treatment onsite systems in the vicinity of the City of Tallahassee Southeast Farm Sprayfields, Springhill Road, and the Woodville Community.

- e. Leon County Government has received four "septic-to-sewer" projects in the PSPZ through the State of Florida Springs Restoration Grant Program. Three have received design and construction funds: Woodside Heights neighborhood; Northeast Lake Munson area; and the Belair/Annawood area. The Woodville Rural Community has received design funds only. These projects target approximately 2,000 OSTDS for replacement with central sewer.
- f. Leon County Government has received a Springs Restoration Grant for a Passive Onsite Sewage Nitrogen Reduction Pilot project with the District, FDEP and FDOH. The project intent is to install passive OSTDS upgrades for further evaluation of the innovative technology identified during the FDOH study, verifying the nitrogen reduction achieved in local conditions. The pilot project is to occur in the vicinity of the Woodville Rural Community.

- g. In addition to the declining health of Wakulla Springs and the Upper Wakulla River, streams and lakes within Leon County are demonstrating the impact from nutrient loading to surface waters. Jackson Heights Creek, a tributary entering Lake Jackson, has an adopted federal TMDL for phosphorus reduction to 0.15 mg/L. Lake Munson has an adopted state TMDL for nitrogen reduction by 32.5 percent and phosphorus reduction by 76.7 percent. Lake Talquin has a proposed state TMDL for nitrogen reduction by 27% and phosphorus reduction by 33%.
- h. County Quick Facts: The following information (Table 5) is obtained from the most recent Statistical Digest, compiled by the Tallahassee – Leon County Office of Economic Vitality.

Population; 2017 est.	97,858
2040 forecast	107,600
Housing unit inventory; 2017 est.	41,182
2040 forecast	45,730
Land area (2016)/square miles	563.37
Persons per household; 2017 est.	2.63
Median household income; 2017	\$66,209
Median home value; 2017	\$214,749

3. Joint City of Tallahassee and Leon County Activities

- a. The City and Leon County entered into the Water and Sewer Agreement on May 10, 2005. The City was granted an exclusive franchise to provide water and sewer to all properties located within the County that are not located within an existing or applied for franchise area. Target areas for water and/or sewer service were established for the Woodville Community, Centerville Trace Subdivision and Harbinwood Subdivision. (Note: the Harbinwood Subdivision lies within the area assessed by the District for septic tank impacts to Lake Jackson.) The document establishes the basis to determine the availability of City water and sewer service for new development; the requirement that standards for design and construction of water and sewer systems by providers other than the City shall be at least equal to those of the City; and the provision to revoke the City’s franchise where service is determined to be unavailable in favor of other providers, or for the use of OSTDS and on-site potable wells.
- b. The Water and Sewer Agreement also provides for County approval of the City’s long range Master Plans, most recently updated for 2035, for water and sewer service within the franchise area. Thirteen Unsewered Target Areas in unincorporated Leon County are identified in the Master Sewer Plan with cost estimates for central sewer service. The following areas will remain designated for central sewer: Woodville Rural Community; Lake Munson/Four Points; Harbinwood Estates; and Centerville Trace. The remaining nine Unsewered Target Areas will be evaluated for alternative wastewater technologies as described in the Scope of Services.
- c. In 2012, the City and County Commissions, acting as the Blueprint Intergovernmental Agency (IA), established a Sales Tax Committee to assist in determining potential uses of extending the one cent sales tax for infrastructure and economic development. The

Sales Tax Committee evaluated proposals from the City of Tallahassee, Leon County and community groups. One project proposed by the Water Resources Committee was to implement recommendations from the 2011 LAI project, entitled "Creating Comprehensive Wastewater Management for Leon County Unincorporated Area: Nitrogen Reduction and Infill Development". The project consisted of:

- 1) Part I: Wastewater Management Plan and Execution at a cost of \$2.8 million
 - i) Evaluate options to establish a Level 4 or 5 Responsible Management Entity (RME), including scope, administrative structure and financing
 - ii) Adopt preferred options and establish the RME
 - iii) Establish regulations for a wastewater treatment standard, and requirement for connection to facilities when available
 - iv) Develop a Wastewater Treatment Facilities Plan for the PSPZ for the appropriate scale, capacity and location of sewer, cluster and septic tanks; including engineering standards for privately built facilities
 - v) Establish a Facilities Financing Plan relying on grants and sales tax for capital expenses and establishing user fees for operation and maintenance
 - vi) Determine engineering standards for stormwater treatment to achieve nitrogen reduction in the PSPZ and determine flooding patterns in the Woodville Basin to guide development permitting and stormwater facilities
- 2) Part II: Wastewater Treatment Facilities Plan Execution with \$2.2 million for a demonstration cluster facility to serve approximately 100 parcels in the PSPZ and \$50-60 million for residential retrofit or new residential development to support nitrogen standards through the use of sewer, cluster and retrofit of septic tanks.
- 3) Part III: Connection Assistance Funding at a cost of \$2 million to assist owners of existing structures with the cost of connecting to existing sewers in the City of Tallahassee or the unincorporated area.

The IA elected to fund \$2.8 million for the Alternative Solutions Study at their April 22, 2014 meeting. The IA subsequently voted to initiate the Comprehensive Wastewater Treatment Facilities Plan (CWTFP) at their June 13, 2017 meeting. Leon County was designated to implement the CWTFP as the jurisdiction responsible for the unincorporated area affected by the Plan.

B. SCOPE OF SERVICES

The County and the IA are seeking to develop a Comprehensive Wastewater Treatment Facilities Plan (CWTFP) to guide selection of wastewater treatment technologies outside of the City of Tallahassee, where central sanitary sewer is the selected treatment method. The alternatives to be evaluated are conventional and advanced treatment OSTDS, cluster systems and central sewer. The options and cost information are to be sufficiently detailed to provide direction for wastewater retrofit as well as to guide new development within the 20 year plan horizon.

The Successful Contractor will develop the CWTFP with the goal of reducing nutrient impacts to surface and ground water throughout the unincorporated area and Wakulla Springs, in consideration of the local environmental and soil conditions, technical feasibility, government structures and other conditions and circumstances the Contractor deems appropriate:

1. Define the appropriate percent nitrogen reduction performance criteria for alternative wastewater treatment systems for separately delineated nitrogen reduction land areas in the unincorporated county, differentiated by recharge, attenuation and loading factors provided in the 2014 FDEP NSILT report (or most recent adopted agency action) and other appropriate criteria. For each nitrogen reduction land area category, define separate performance criteria for wastewater treated by central sewer facilities and cluster or individual OSTDS differentiated by FDOH and FDEP regulatory volume classes. Document the criteria used to establish the recommended performance standards for each treatment system type in each nitrogen reduction land area category. Consideration shall be given to the following criteria:
 - a. Recommendations from adopted OSTDS Remediation Plan (if applicable)
 - b. Site location within BMAP PFA 1 and PSPZ;
 - c. Areas where the UFA is unconfined, semi-confined, and confined as designated by the 2014 FDEP NSILT report;
 - d. Karstic areas as designated by the 2007 LAVA map;
 - e. Proximity to surface waters with documented nutrient impacts;
 - f. Location relative to the Urban Services Area or Rural Communities;
 - g. Location within four Unsewered Target Areas defined by the City of Tallahassee Master Sewer Plan in Paragraph 3 below;
 - h. Density of existing and future land use; and
 - i. Locations served by existing wastewater treatment facilities.

Deliverable will be a report of the classification system and map of the recommended nitrogen reducing performance criteria for existing development retrofit and minimum standards for new development. Land use shall be based on existing zoning and on build-out conditions for future land use.

2. Evaluate cost-effectiveness of alternative technologies to achieve target percent nitrogen reduction. Costs shall be calculated for expense per kilogram-N reduced relative to conventional OSTDS, and shall include:
 - a. Design and permitting expenses;
 - b. Construction of treatment system;
 - c. Construction of collection system and connections as appropriate;
 - d. Systems charges as appropriate;
 - e. Right-of-way or easement acquisition; and
 - f. Operating, maintenance, repair and replacement expense, including license fees.

Deliverable will be a report with table of relative expense for conventional and advanced OSTDS, cluster system, and central sewer per household for a range of housing density within areas identified in Task 1. The report shall document the impact of existing versus future land use in cost-effectiveness calculation.

3. The four Unsewered Target Areas of Woodville Rural Community, Lake Munson/Four Points, Harbinwood Estates and Centerville Trace remain planned for central sanitary sewer. For all other areas of unincorporated Leon County, identify and describe factors influencing selection of treatment technology other than cost-effectiveness, such as:

- a. Site location within BMAP PFA 1 and PSPZ;
- b. Site location relative to the Urban Services Area and Rural Communities;
- c. Adjacent land availability for cluster treatment system;
- d. Right-of-way for collection and transmission system construction;
- e. Density of existing development and future land use;
- f. Anticipated impact to existing and future land use density;
- g. Technology history of reliability in similar site conditions;
- h. Scalability of technology;
- i. Technology suitability for retrofit versus new development;
- j. Existing WWTF available capacity;
- k. Proximity to existing and/or proposed central sewer collection system;
- l. Anticipated property owner participation rate in retrofit activities;
- m. Time required for implementation;
- n. Local Comprehensive Plan direction regarding wastewater treatment; and
- o. Other criteria the Contractor deems appropriate.

Deliverable shall be a matrix of pros and cons, including weighting factors, to guide technology implementation. A report shall be provided describing the development of the matrix and analysis of relevant criteria.

4. Five public meetings addressing Tasks 1 through 3 will be held to receive input from affected residents. Deliverable shall be a report summarizing input and how comments are addressed.
5. Develop a series of scenarios to implement OSTDS retrofit based on cost-effectiveness and greatest technology implementation score from Task 3 with consideration of public input from Task 4. Deliverable shall be a series of maps of nitrogen reduction land areas and standards for new development with associated technology recommendations.
6. Evaluate total annual nitrogen reduction achieved through implementation of recommended alternatives of the planning horizon of 20 years. Identify any technical or physical constraints on implementation which will influence timing to achieve FDEP target reductions and maintain load targets in build-out conditions (future land use). In addition, specifically describe assumptions relative to the following criteria:
 - a. Participation rates by property owners in the recommended retrofit strategy for each area;
 - b. Rates at which existing conventional systems will fail;
 - c. Reduction achieved through explicit management of conventional OSTDS for optimal performance; and
 - d. Any other policy assumptions that influence timing of participation in retrofit.

Deliverable shall be a report describing assumptions affecting adoption of retrofit and outlining recommendations for phasing to achieve FDEP BMAP target nitrogen reduction within planning horizon.

7. Five public meetings addressing Tasks 5 and 6 will be held to receive input from affected residents. Deliverable shall be a report summarizing input and how comments are addressed.
8. Present the Comprehensive Wastewater Treatment Facilities Plan recommendations to the Board of County Commissioners.

IV. REQUIRED SUBMITTALS

Proposals are to be submitted bound by binder clips only. No manner of plastic, comb or wire bindings, three ring binders, or staples are acceptable. All copies of proposals are to be printed double-sided, on paper with no less than 30% post-consumer recycled content. As a part of our sustainability program, Leon County is reducing the excess packaging, binders, and waste associated with submittals.

A. Ability of Professional Personnel

1. Provide the total number of professionals in your organization or team who may be assigned to this project and their contribution related to the scope of services.
2. Give brief resume of key persons to be assigned to the project including but, not limited to:
 - a) Name & title
 - b) Job assignment for other projects
 - c) How many years with this firm
 - d) How many years with other firms
 - e) Experience
 - 1) Types of projects
 - 2) Size of projects (dollar value and scope of project)
 - 3) What was the specific project involvement?
 - f) Education
 - g) Active registration
 - h) Other experience and qualifications relevant to this project
3. If the respondent is not a joint venture, list outside consultants anticipated to be used on this project. When listing consultants, give the respective specialty of the firm. Standard form SF330 may be used for consultants, if desired.
4. Key Personnel/Staffing: The work, as well as the presentations and interviews, shall be performed and directed by key persons identified in the Technical Proposal. Any changes to the key personnel shall be replaced with equivalent experience and qualifications, and subject to County Project Manager's approval.

B. Experience With Projects of a Similar Type and Size

1. List the projects which best illustrate the experience of the firm and current staff which are being assigned to this project. (List no more than 5 projects, nor projects which were completed more than ten (10) years ago.)
 - a) Name and location of the project
 - b) The nature of the firm's responsibility on this project
 - c) Project Owner's representative name, address and phone number
 - d) Project user agency's representative name, address and phone number
 - e) Date project was completed or is anticipated to be completed
 - f) Project manager and other key professionals involved and specify the role of each.
 - g) Challenges and lessons learned from the past projects.

2. Provide names and descriptions of projects for which the firm is presently under contract that demonstrate capabilities and qualifications for this work category.
3. Describe the Firm/Joint Venture's process and procedures for insuring that current design standards, codes and other regulatory direction are utilized by staff in project design for this Work Category.
4. Describe basic and special resources available to the firm for the performance of the duties that may be assigned in this work category. Examples would be specialty software, equipment, computers, vehicles, etc.

C. Willingness to Meet Schedule and Budget Requirements

Given the fiscal constraints of local governments, and Leon County in particular, all budget requirements for projects to be assigned must be met. Describe your practices used on projects to ensure the schedule is met and for ensuring budget requirements are not exceeded. Provide a schedule for completion within the project period, expiring November 1, 2019.

D. Effect of Firm's Recent, Current and Projected Workload

1. Provide names and descriptions of projects for which the firm is presently under contract and the anticipated completion dates of those projects.
2. Describe the firm's ability to meet the delivery schedule of project completion by November 1, 2019.

E. Effect of Project Team Location

Provide the predominant residence for the project team which will conduct the site visits and the majority of work. If located out of the region, describe the plan for ensuring community involvement and on-site visits without significant traveling expenses.

F. Approach to the Project

1. Present in concise terms the firm's approach to completing the Comprehensive Wastewater Treatment Facilities Plan.
2. Identify opportunities to enhance the identified project deliverables based upon the firm's past experience.
3. Describe the plan for community involvement and education, referencing previous projects. In particular, describe how past public education efforts associated with alternative wastewater technology will influence the project implementation.

V. SELECTION PROCESS

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members each of whom will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer.

Meetings of Evaluation Committee subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as a part of the competitive solicitation, or at which a vendor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the Purchasing Division website at: <http://www.leoncountyfl.gov/procurementconnect/> and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

- B. The Evaluation Committees will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), usually up to three (3) firms deemed to be most highly qualified to perform the requested services.
- C. The (BCC) will direct staff to negotiate with the approved qualified firms (first ranked firms first and so on) for the proposed services at compensation which the County determines is fair, competitive, and reasonable for said services.
- D. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional top ranked firms to continue negotiations.
- E. Firms/Joint Ventures will be evaluated on the basis of the hard copy submittal of information described above. Based on this evaluation, firm(s) will be selected for presentation and interview. The presentation / interview will be evaluated without consideration to the prior hard copy submittal evaluation scoring.

Each Firm selected for presentation and interview by any of the Evaluation Committees will make its presentation during which the qualification information will be presented.

- F. Evaluation Criteria: Evaluation of Proposals: Only written responses of statements of qualifications, performance data, and other data received in the purchasing office by the publicized submission time and date shall be evaluated in the short list process. Proposals will be evaluated and scored by the members of the Evaluation Committee on the basis of the following considerations:

<u>Criteria</u>	<u>Maximum Rating</u>	<u>Weight</u>	<u>Total Possible</u>
Ability of Professional Personnel	5	X4	20
Firm's Experience with Projects of a Similar Type and Size	5	X4	20
Willingness to Meet Schedule and Budget Requirements	5	X1	5
Effect of Firms Recent, Current, and Projected Workload	5	X1	5
Effect of Project Team Location	5	X1	5
Approach to the Project	5	X6	30
Minority/Women Business Enterprise	10	X1	10
Local Preference	5	X1	5
TOTAL			100

1. The initial ranking of proposals is based upon the points given in the Weighted Scoring Sheet utilizing the Evaluation Criteria Matrix. The scores for Local Preference will be provided by the Purchasing Division, as applicable. The initial scores are only used for the short-listing selection or as a tie-breaker.
2. Short-listing. The best-qualified respondents shall be based upon the CCNA Evaluation Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed as indicated by the ratings on the Weighted Scoring Sheet. Typically, the top three rated firms, if there are at least three responsive respondents, will be considered as the short-listed firms, unless the County Administrator, after input and discussion with the CCNA Evaluation Committee, approves adding additional firms to the shortlist.
3. Presentations and Interviews and Final Ranking. The selected firms for interview will receive notification including questions to be addressed during interview. Presentations must demonstrate the overall team approach to the project including compliance with the project schedule. After conducting formal presentations and interviews with the short-listed firms, the CCNA Evaluation Committee shall utilize the Ordinal Process Rating System to rank the firms and shall list those respondents interviewed in order of preference. The respondents so listed shall be considered to be the most qualified and shall be listed in order of preference starting at the top of the list. The list of best-qualified persons shall be forwarded to the Board, as appropriate, for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

VI. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Contractor constitutes sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

The Contractor shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of the project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement.

VII. MINORITY/WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements:

1. The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through

enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women- owned business enterprises in a competitive environment. This program shall:

- a. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
 - b. Established targets designed to increase MBE and WBE utilization proportionate to documented underutilization.
 - c. Provide increased levels of information and assistance available to MBEs and WBEs.
 - d. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.
2. The term Certified Minority Women Business Enterprise (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but those from other governmental organizations are not accepted by Leon County.
3. Each Proposer is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Proposers responding to this solicitation are hereby made aware of the County's targets for MBE and WBE utilization. Proposers that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact Darryl Jones, Deputy Director for the Tallahassee/Leon County Office of Economic Vitality by telephone (850) 300-7567 or by email DJones@oevforbusiness.org. Alternate contacts are MWSBE Coordinators LaTanya Raffington, and Shanea Wilks by email at lraffington@oevforbusiness.org and swilks@oevforbusiness.org.

Respondent **must complete** and submit the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form may result in a determination of non-responsiveness for the bid.

If the aspirational target is not met, you must denote your good faith effort on the Participation Plan Form. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s), or if not met, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). However, if a bidder is MBE or WBE certified, then the aspirational target for subcontracting in that category shall be deemed fulfilled. All other aspirational targets will apply. Failure to complete such good faith effort statement may result in the bid being non-responsive.

4. For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBEs and/or WBEs.

Subcontractor Targets: 10% Aggregate

5. Definitions for the above targets follow:

- a. Minority/Women Business Enterprise (MWBE) - a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
 - b. Minority Person - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
 - 1) African/Black American - All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
 - 2) Hispanic American - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a Hispanic environment and whose surname is Hispanic and having community identification as such.
 - 3) Asian American - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
 - 4) American Indian, Alaskan Native and American Aleut - All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.
 - c. Woman - American Woman
6. Prime contractors will negotiate in good faith with interested MWBE's, not rejecting a MWBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
 7. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.
 8. The online Certification Directory is available to assist you with identifying potential certified vendors for MWSBE participation. The directory is comprised of information relative to certified MBEs, WBEs, and SBEs. You may access the directory via the following link:

<https://oeforbusiness.mwsbe.com/>. The directory interface is user-friendly and allows for vendors searches to be conducted for various procurement categories and business capabilities.

- B. Equal Opportunity/Affirmative Action Requirements: The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

VIII. INSURANCE

Respondent's attention is directed to the insurance requirements below. Respondents should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to strictly comply with the insurance requirements, that bidder may be disqualified from award of the contract, or otherwise found non-responsive.

Respondent must procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Respondent, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Respondent's pricing.

- A. Minimum Limits of Insurance: Contractor shall maintain limits no less than:
1. General Liability: \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate.
 2. Automobile Liability: One Million and 00/100 (\$1,000,000.00) Dollars combined single limit per accident for bodily injury and property damage. **(Non-owned, Hired Car)**.
 3. Workers' Compensation Employers Liability: Insurance covering all employees meeting Statutory Requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. **Waiver of Subrogation in lieu of Additional Insured is required.**
 4. Professional Liability Insurance, including errors and omissions: for all design services provided under the terms of this agreement with minimum limits of One Million and 00/100 (\$1,000,000.00) Dollars per occurrence; or claims made form with "tail coverage" extending four (4) years beyond the term of the agreement. Proof of "tail coverage" must be submitted with the invoice for final payment. In lieu of "tail coverage", Contractor may submit annually to the County a current Certificate of Insurance proving claims made insurance remains in

force throughout the same four (4)-year period.

- B. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
- C. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:
1. General Liability and Automobile Liability Coverages (**County is to be named as Additional Insured**).
 - a) The County, its officers, officials, employees and volunteers are to be covered as additional insured as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b) The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. Contractor hereby waives subrogation rights for loss or damage against the county.
 - c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
 - d) The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.
 - e) Companies issuing the insurance policy, or policies, shall have no recourse against the County for payment of premiums or assessments for any deductibles with are all at the sole responsibility and risk of Contractor.
- D. All Coverages
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County.
- E. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- F. Verification of Coverage: Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and

endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

- G. Subcontractors: Contractors shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

IX. TRAVEL EXPENSES

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and contractors, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator.

X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

XI. AGREEMENT

After the proposal award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five

calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

ATTACHMENTS

- Attachment #1 Leon County Aquifer Vulnerability Analysis Report
- Attachment #2 Onsite Sewage Treatment and Disposal and Management Options Report
- Attachment #3 US Geological Survey Scientific Investigations Report 2010-5099

PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Shelly W. Kelley, Purchasing Director

Nick Maddox, Chairman
Leon County Board of County Commissioners

This solicitation response is submitted by the below named firm/individual by the undersigned authorized representative.

_____ (Firm Name)

BY _____ (Authorized Representative)

_____ (Printed or Typed Name)

ADDRESS _____

CITY, STATE, ZIP _____

E-MAIL ADDRESS _____

TELEPHONE _____

FAX _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: _____

Firm: _____

Address: _____

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers' Compensation) listed by Best with a rating of no less than A:VII?

YES NO

Commercial General Indicate Best Rating:
Liability: Indicate Best Financial Classification:

Business Auto: Indicate Best Rating:
 Indicate Best Financial Classification:

Professional Liability: Indicate Best Rating:
 Indicate Best Financial Classification:

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A:VII?

YES NO

Indicate Best Rating:
Indicate Best Financial Classification:

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under 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;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature

Title

Contractor/Firm

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature: _____ Title: _____

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Personally known _____

NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of _____

(Type of identification)

My commission expires: _____

Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.

NON-COLLUSION AFFIDAVIT

I, _____ of the city of _____ according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____
of the firm of _____
in response to the Request for Proposals for:

Engineering Services, Comprehensive Wastewater Treatment Plan, and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that Leon County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this _____ day of _____ 20____.

NOTARY PUBLIC

My Commission Expires: _____

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

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's 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 response/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, 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, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Responder's Signature

Date

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification and submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name:	
Current Local Address:	Phone: Fax:
If the above address has been for less than six months, please provide the prior address. Length of time at this address:	
Home Office Address:	Phone: Fax:

_____ Signature of Authorized Representative _____ Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
By _____ of _____,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)
a _____ Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced _____ as identification.

Return Completed form with supporting documents to:

Leon County Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

Respondent: _____

All respondents, including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), shall complete and submit this M/WBE Participation Plan with their proposal. Through submission of its bid/proposal, Respondent certifies, acknowledges and agrees that the Participation Level and the Good Faith Efforts herein designated are accurate and true; and, that the individual whose manual signature is on this submission is duly authorized on behalf of the respondent to make such certification.

For the purposes of MWBE participation on Leon County projects, the following definition applies:

A Certified Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) are firms certified by Leon County or the City of Tallahassee. Some firms with MBE or WBE certification by the State of Florida may be accepted under a reciprocal agreement but, those from other governmental organizations are not accepted by Leon County.

DIRECTIONS: Each respondent must designate in Section 3 its level of MWBE participation. If the aspirational targets are not met or exceeded, Section 2 must be completed. All Respondents are to list subcontractors as appropriate in Sections 3 and 4.

SECTION 1 - ASPIRATIONAL TARGET FOR M/WBE PARTICIPATION

1. The aspirational target for this project is:

M/WBE Classification	Aspirational Target(s)
Certified Minority Business Enterprises (MBE) Certified Women Business Enterprises (WBE)	10% aggregate of the total anticipated contract value

2. MWBE Points – As part of the selection process for the project, the evaluation process will include a maximum MWBE utilization total score of ten (10) points as listed in the table below.

**Points for MBE and WBE Participation Levels
(Professional Services Sub-consultant)**

The Respondent is a joint venture of two or more firms/individuals with a minimum of participation in the joint venture of at least 10% by certified MBE or WBE firms and will meet or exceed aspirational targets	10
The Respondent certifies that they will meet or exceed aspirational targets through subcontracting to certified MBE and WBE firms.	8
The Respondent certifies that they will meet at least 50% of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	6
The Respondent certifies that they will meet at least 20%, but less than 50%, of aspirational targets through subcontracting to certified MBE and WBE firms and a Good Faith Effort Statement is submitted based on the guidelines referenced in Section 5 of this Participation Plan.	4
The Respondent will not meet the aspirational targets in any form and has submitted a Good Faith Effort Statement based on the guidelines referenced in Section 5 of this Participation Plan to be considered a responsive bidder, but shall receive zero points.	0

SECTION 2 – GOOD FAITH EFFORT

The following list of the good faith efforts criteria complies with Leon County's Purchasing and Minority, Women, and Small Business Enterprise Policy. This criteria is used in the determination of whether a contractor has performed and documented good faith efforts. Also, the basis for rejecting a MWBE deemed unqualified or unacceptable by the Prime Contractor shall be documented and included in the respondent's Good Faith Effort documentation.

1. Please identify **all** of the following activities that your firm has done as Good Faith Effort in order to secure MWBE participation and submit documentation of such. Failure to designate those actions you have done as Good Faith and provide documentation of **all** Good Faith Efforts completed by your firm may result in your proposal being determined as non-responsive. Please check the appropriate boxes that apply to your good faith activities:
 - a. Advertised for participation by MWBEs in non-minority and minority publications within the Market area, including a copy of the advertisement and proof of the date(s) it appeared or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWBEs referred to the respondent by the MWSBE Division for the goods and services to be subcontracted and/or supplied.
 - b. Documented that the bidding Prime Contractor provided ample time for potential MBE and/or WBE subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE and WBE Vendors as applicable to the aspirational Target.
 - c. Contacted the MWSBE Division for a listing of available MWBEs who provide the services needed for the bid or proposal.
 - d. Contacted MBEs and/or WBEs who provide the services needed for the bid or proposal.
 - e. Documented follow-up telephone calls with potential M/WBE subcontractors seeking participation.
 - f. Allowed potential M/WBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the M/WBEs.
 - g. Contacted the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems the with respondent is having in achieving and/or reaching the aspirational targets.
 - h. Other documentation indicating their Good Faith Efforts to meet the aspirational targets. Please provide details below.
2. Prime contractors will negotiate in good faith with interested MWSBE's, not rejecting a MWSBE as unqualified or unacceptable without sound business reasons based on a thorough investigation of their capabilities. **The basis for rejecting any MWBE deemed unqualified or unacceptable by the Prime Contractor shall be included in the Good Faith Effort documentation.** The Prime Contractor shall not impose unrealistic conditions of performance on MWSBE's seeking subcontracting opportunities.
3. Leon County reserves the right to request supporting documentation as evidence of good faith efforts indicated above at any time. Failure to provide supporting documentation when requested shall deem your bid/proposal as non-responsive.
4. **Certification** - The respondent certifies, acknowledges and agrees that: (1) it has read the M/WBE Participation Plan form; (2) the information the respondent has provided in its submitted Participation Plan and attachments thereto are true and correct; and (3) the undersigned is authorized on behalf of the respondent to make such certification.

Signature _____ Title _____ Date _____

PARTICIPATION PLAN FORM continued on following pages.

SECTION 3 – RESPONDENT’S PROPOSED MWBE PARTICIPATION

Respondent shall complete the following Table identifying each certified MWBE firm they intend to use on this project. Attach additional sheets as necessary.

MBE and WBE Intended Utilization

Firm’s Name (Requires Leon County or City of Tallahassee MWBE certification) ¹	Firm’s Location Address (Must be in Leon, Gadsden, Jefferson or Wakulla Counties, FL to be certified)	Firm’s Telephone Number	Ethnic Group ² (B, A, H, N, F)	Type of Service to Provide
Minority and Women Business Enterprise(s)				
a.				
b.				
c.				
d.				
e.				
f.				
Total Bid Amount \$		Total MWBE Participation \$		MBE Participation % WBE Participation % (MBE or WBE Participation \$ Total Bid \$)

¹ Certification Attach and submit a copy of each MBE and WBE certification with the proposal.

² Ethnic Group Use following abbreviations for MBE’s: African American (B); Asian American (A); Hispanic American (H); and Native American (N). WBEs include Non- Minority Female (F) owned firms.

SECTION 4 - NON-MWBE SUBCONTRACTORS

Respondent shall complete the following Table identifying non-MBE or WBE's subcontractors it anticipates utilizing on the project.

Firm's Name	Firm's Address	Firm's Phone #	Type of Service to Provide
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i.			