



**Municipal Service Benefit District**  
P.O. Box 30252 • Doctors Inlet, FL 32030

**LAKE ASBURY MUNICIPAL SERVICE BENEFIT DISTRICT (LAMSBD)  
REQUEST FOR AQUATIC MANAGEMENT QUALIFICATIONS**

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**SUBMITTAL DUE DATE:** October 25, 2010

**LAMSBD - Background**

The Lake Asbury Municipal Service District (LAMSBD) is an independent special district of the State of Florida, created by the Florida Legislature in 1986. The District is located in Clay County, Florida. Area map is attached as an exhibit.

LAMSBD Charter (Chapter 86-392 and Amendment Chapter 2010-268) are located on the LAMSBD Web Site [www.lakeasbury.us](http://www.lakeasbury.us). LAMSBD purpose is the continuing maintenance of the lakes and dams known Lake Asbury, South Lake Asbury and Lake Ryan in Clay County, Florida.

**Aquatic Plant Management Permit:** SR-10-45, Expiration 5-13-2013

The LAMSBD Board generally meets the first Monday of the month at 6:30 pm, Lake Asbury Community Center, 282 Branscomb Road, Green Cove Springs, FL 32043.

District assets: Three lakes and dams and one lot on Lake Asbury.

There are approx 430 families (District Members) living on approx 447 lake lots located on three lakes.

Lake Asbury & Dam located at 390-1 Lake Asbury Dr, Green Cove Springs, FL 32043, 111 acres, dam built 1965 with one spillway

South Lake Asbury & Dam located at 351-1 Branscomb Road, Green Cove Springs, FL, 32043, 70 acres, dam built in 1967 with no spillway.

Lake Ryan & Dam located at 600-1 Lake Asbury Dr, Green Cove Springs, FL 32043, 6 acres, dam built in 1970 with no spillway.

## **DISTRICT CONCERNS**

Maintaining our aging dams, while protecting property values and insuring a great quality of life.

## **PURPOSE**

LAMSBD is soliciting Qualifications from qualified Aquatic Management Firms to serve as its District Aquatic Services Firm. Any firm interested in serving as the District Aquatic Services firm should submit a Qualifications Packet.

LAMSBD intends to select one (1) District Aquatic Services Firm for a term of one year with the option of five (5) one year renewals.

LAMSBD will enter into negotiations with the selected firm. Assuming a contract is successfully negotiated, the selected Company will be engaged by LAMSBD to perform a District Aquatic Services scope of service activities as are herein generally described.

The LAMSBD Board of Trustees (the “Board”) has authorized the distribution of this Request for District Aquatic Management Firm Qualifications (the “RFQ”). LAMSBD will evaluate the Qualifications and rank the firms based on the selection criteria outlined in the Qualifications Packet. The top three Firms will be requested to conduct an oral presentation of no more than ten (10) minutes in length followed by five (5) minutes for questions and answers before the District’s Board of Trustees at their meeting on or about November 8, 2010. The firms ranked in the top three by staff will be notified of their ranking one week prior to the District’s Board of Trustee meeting. If only four (4) submittals are received, all four (4) firms will be requested to conduct an oral presentation before the Board.

## **INSTRUCTIONS**

**Ten (10) copies of the Aquatic Service’s Qualifications should be submitted in a sealed form to LAMSBD and addressed to the attention of:**

Carl E Kocher, Chairman  
Lake Asbury Municipal Service Benefit District  
P. O. Box 30252  
Doctors Inlet, FL 32030

The Sealed Qualifications Package must be marked: **“Request for LAMSBD District Aquatic Management Qualifications”** and delivered to the above address and received by LAMSBD no later than 5:00 p.m. Clay County (EDST) on the “Submittal Due Date”. Qualifications Packets delivered to LAMSBD prior to the Submittal Due Date will be secured unopened so long as the Qualifications Package is properly marked as set forth above. Late Qualifications Packages **will not** be accepted, will be marked “TOO LATE” and returned unopened.

Qualifications must be typed or printed in ink. A single disc PDF file of the entire transmittal should also be included with the Qualifications Package. All corrections made by a firm prior to the opening of a Sealed Qualifications Package must be initialed and dated by the firm. No changes or corrections will be allowed after the Submittal Due Date.

Each company should carefully examine the RFQ, including Qualifications Packet, and may make a written request to LAMSBD’s Chairman for interpretations or corrections of any ambiguity, inconsistency or error. Only written responses issued by the Chairman should be relied upon, and reasonable efforts will be made to distribute all written responses issued by the Chairman to everyone who obtains a Qualifications Packet from LAMSBD. The questions and answers will be posted on [www.lakeasbury.us](http://www.lakeasbury.us).

Once the RFQ is advertised, no applicant or individual acting on behalf of the applicant shall lobby the District’s personnel or District Board members. Lobbying District Board members or District personnel will result in rejection/disqualification of the offending company’s RFQ. For purposes of this Policy, “lobbying” is defined as any action taken by an individual, firm, association, joint venture partnership, syndicate, corporation and all other groups who seek to influence the governmental decision of a Board member or District personnel after the release of the RFQ and prior to time that an award recommendation is posted.

Qualifications Packets should be prepared simply and economically, and provide straight forward and concise information which satisfies the requirements of this RFQ. Emphasis should be placed on the completeness and clarity of the content. LAMSBD shall not be liable for any expenses incurred in the preparation or presentation of the Qualifications.

The Qualifications Packet must contain a manual signature of an authorized representative of the responding firm on a letter of transmittal.

### **TIMETABLE**

LAMSBD has established the following timetable for selection of the District Aquatic Management company; however the schedule is subject to change at the discretion of LAMSBD.

Qualifications Packets are due at or before 5:00 p.m., (EDST) on October 25, 2010 (the “Submittal Due Date”) The Firms ranked in the top three by Board will be notified on or about October 16, 2010, of their selection and that they will be asked to make an oral presentation to the LAMSBD Board at or about November 8, 2010 at 6:30 p. m. (EDST) at LAMSBD’s Board Meeting, 282 Branscomb Road, Green Cove Springs, FL 32043. Final selection shall take place at that meeting.

## **QUALIFICATIONS REQUIREMENTS**

Qualifications Packets should contain **ONLY** the following requested information and be organized in the same order as presented below, with each response to appear on either a separate page(s) or in a separate section. Information not specifically requested will be deemed non responsive and rejected as part of the selection process.

**Transmittal Letter:** Each Qualifications Package should contain a letter of transmittal on firm's letterhead not exceeding one (1) page which is signed by a representative of the firm authorized to commit to the firm's qualifications. The transmittal letter shall identify the person in the firm who shall serve as the authorized contact.

**Qualifications:** Please discuss the qualifications of your company (not to exceed one page) to provide the required aquatic services.

The District Aquatic Management firm must have licenses or permits as required by EPA and Agricultural Environmental Services a division of the Florida Department of Agriculture & Consumer Services (Pesticide Law – Chapter 487, F. S.) the Restrictive Use Pesticide (RUP) license must include Aquatic and Right of Way Application – 5a. & 6 and any other license as required by EPA, Local, State, or Federal Government should be attached to the proposal.

Water testing must be handled by certified water testing firms. The results must include the location tested in addition to the results of the test.

Please be advised that “joint venture” or “team” submittals are not acceptable, therefore all applicants must identify their organization's structure (i.e., corporation, partnership, etc.) and provide the names of officers and principals, date of organization and where incorporated or formed. Firms must provide a brief one paragraph description of the general character of work performed with a primary emphasis on general civil engineering.

**Personnel:** Provide an outline of the proposed personnel, structure of the typical project team and a brief description of their qualifications (not to exceed three (3) pages in total). Provide a resume of only the principal(s) that will be in charge of LAMSBD's projects including the individuals to be assigned Permit and Plat review. Evidence of possession of required licenses and/or business permits must be provided.

**Client References:** Provide a one (1) page list of client references, with names, addresses and the contact person.

**Insurance:** Each response should contain a statement regarding the amount of the firm's general liability insurance and errors and omissions (i.e. professional) insurance. Insurance Requirements are attached.

**Business Ethics:** Disclose (i) any circumstance where conduct of your firm or that of its Principal's are being investigated by any legal or administrative agency; (ii) any adverse decision

or settlement with any legal or administrative body; and (iii) identify any substantive failure in the proper performance of any award or delivery on time of contracts of a similar nature as described above.

**Firm Ethics:** Disclose firm policies and procedures to prevent ethical violations. Discuss specific staff responsibilities and management commitment.

**Required Disclosure:** 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 construction or repair of a public building or public works, may not be awarded or perform work as a contractor, supplier, 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, Florida Statutes, for Category Two, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**Other Disclosure:** Applicants must answer the following question: “Has the firm ever been asked to resign, voluntarily resigned or withdrew from a project, contract or agreement within the past five years? If so, where and why?”

## **LEGAL REQUIREMENTS**

Federal, State, County and LAMSBD, ordinances, rules and regulations that in any manner affect the matters covered herein shall apply. Lack of knowledge by a firm shall in no way be cause for relief from responsibility. Firms are to be in full compliance with the following laws specifically, but not limited to: (i) Conflict of Interest, (ii) Government in Sunshine Laws, and (iii) Florida Public Records Law. Firms doing business with LAMSBD are prohibited from discriminating against any employee, applicant, or client because of race, creed, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods and training selection.

Each applicant shall warrant that it has not employed or retained any person, other than a bona fide employee, to solicit or secure its selection for the contract. Further, each applicant shall warrant that it has not paid or agreed to pay any person, other than a bona fide employee working solely for said firm, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the awarding or making its selection for this contract. For breach of this warranty, LAMSBD may reject an application or terminate its contract with the selected firm without liability and, at its discretion, deduct or otherwise recover the full amount of such fee, commission, percentage, gift or other consideration.

## **PUBLIC RECORDS**

Responses to this RFQ are public records after the opening of the Sealed Qualifications Package and are subject to Florida Statutes 119.071(1) (b).

## **ACCEPTANCE/REJECTION**

LAMSBD reserves the right to accept or reject any or all Qualifications Packets and to select the submittal(s) which, in the opinion of LAMSBD, will be in the best interest of LAMSBD and its taxpayers. LAMSBD also reserves the right to reject the response of any firm which has previously failed in the proper performance of any award or to deliver on time contracts of a similar nature or which is not in a position to perform properly the duties of a District Aquatic Management Firm.

## **SELECTION CRITERIA**

1. **Ability of Professional Personnel:** Consideration will be given to firms that possess a high degree of qualifications in aquatic management. Consideration will also be given to firm philosophies, procedures for quality control, adequacy of personnel and areas of expertise and experience with smaller local governments.
2. **MBE, WBE, SBE:** Consideration will be given to those small business enterprises that would be eligible for certification as such by LAMSBD and they shall have the maximum practical opportunity to participate in the competitive process of supplying services to LAMSBD.
3. **Past Performance:** Consideration will be given to the amount of work performed in Clay County during the recent past. Consideration will also be given to firms that have previous experience with LAMSBD and/or other similar taxing districts (i.e., Chapter 298 districts, water control districts and other independent taxing districts).
4. **Ability to Meet Time and LAMSBD Budget Requirements.**
5. **Location:** Consideration will be given to firms with offices within 50 miles of LAMSBD. Therefore, firms must provide the location of its office(s) and indicate whether it is the main office, the only office, branch office, etc.
6. **Recent, Current and Projected Workloads.**
7. **Volume of Work.** Consideration will be given to the amount of work previously performed in the Clay County area.
8. **Quality of Responses Related to RFQ.** Consideration will be given to firms who clearly and concisely respond to this RFQ.

9. **Established Business.** Consideration will be given to the history of the firm and the number of years the firm has been in business.
10. **Records Management.** Must comply with Florida Statutes 119.071(1)(b) regarding LAMSBD work, work product and deliverables. Records Management procedures will be agreed upon as part of engagement.

LAMSBD's Board will determine the term for which the District Aquatic management firm will serve. However, the firm shall be subject to annual performance reviews by LAMSBD as directed by LAMSBD's Board, and may therefore be terminated, at the Board's discretion, prior to the end of the District Aquatic Management's contract term. The Board has determined that the firm shall designate a key individual who is responsible for the management of all professional services provided by the firm.

**BASIC DUTIES OF THE DISTRICT AQUATIC MANAGEMENT FIRM MAY**  
**INCLUDE**

1. Attend Board Meetings and consult with the Board on an "as needed" basis. Day-to-day "as needed" work will be managed and specifically authorized by LAMSBD. LAMSBD Board will be apprised of authorized work through various reports, briefings and discussions.
2. Provide Bi-Monthly treatments for water hyacinths, cattails, torpedo grass, primrose willow, and salvinia.
3. Provide Bi-Monthly inspections and maintenance of fish barriers.
4. Review and administer aquatic permits, as requested by LAMSBD.
5. Make recommendations for hydrilla control.
6. Assist LAMSBD with the technical representation between LAMSBD and other agencies and lake lot owners, as requested.
8. Assist LAMSBD upon request with the aquatic maintenance program.
9. Provide Grass Carp (12 to 14") stocking as needed by LAMSBD.
10. Complete a suitable Bi-Monthly check list for LAMSBD review.
11. Administer water quality testing.

## **SPECIAL INSTRUCTIONS**

In addition, the District Aquatic Management Firm (for the term of its contract) shall create, maintain and store all past, present and future Public Records as required by Florida Statutes. Following the Board's designation of a new firm, all of such shall be transferred to the successor firm, at no cost to the successor or LAMSBD.

**A SEALED ENVELOPE WITH FEE SCHEDULE IS TO BE INCLUDED WITH QUALIFICATION DOCUMENT. ONLY THE TOP QUALIFYING FIRM'S ENVELOPE WILL BE OPENED FOR CONSIDERATION AND NEGOTIATION.**

All other envelopes will be returned unopened.

**Bi Monthly Fee Proposal** will include: 1) Treatment of hyacinths, cattails, torpedo grass, primrose willow, and salvinia, inspections and maintenance of fish barriers. Attend board meetings when invited. Recommendations for hydrilla control and consult with experts when needed.

2) Grass Carp (12 to 14") stocking fee per carp.

3) Quarterly Water quality testing fees (Cost Per Test).

## **QUALIFICATION RANKING SCHEME**

1. Location of the firm – 15%
2. Experience of the firm and personnel qualifications – 35%
3. Ability of firm to work with other agencies and LAMSBD Board – 25%
4. Firm's knowledge of local Clay County conditions – 25%

Attached:

Map

Insurance requirements

