**WITHLACOOCHEE REGIONAL WATER SUPPLY AUTHORITY**

**REQUEST FOR QUOTES**

**INFORMATION PACKET FOR**

**Irrigation Evaluation Program Phase 5 (Q040)**

**July 19 – August 20, 2018**

The Withlacoochee Regional Water Supply Authority (Authority) requests quotes from responsive and responsible bidders for a WRWSA Irrigation Evaluation Program, Phase 5 —Irrigation System Evaluators. The selected respondent, hereinafter same as successful bidder or Contractor, will deliver the required goods/services and render the required goods/services to **3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461**. The terms respondent, successful bidder and Contractor will be used interchangeably throughout this RFQ.

**Withlacoochee Regional Water Supply Authority will receive responses no later than 2:00 p.m., August 20, 2018.** Firms desiring to provide these professional services to the Authority must submit six (6) paper copies, and six (6) electronic PDF copies of their RFQ in accordance with the requirements contained in the information packet. You may mail or deliver your responses to:

**C. LuAnne Stout, WRWSA Administrative Assistant**

**3600 W. Sovereign Path, Suite 228,**

**Lecanto, FL 34461.**

Having a service office in the State of Florida is a prerequisite for submitting a quote. Each bidder must provide both the physical address (not just a P.O. Box Number) and the telephone number of their office or a service office located in Florida with their quote response. At the time of submitting a quote response, the Authority requires that the bidder be registered to do business in the State of Florida in accordance with Section 607.0505, Florida Statutes.

Award for this Quote cannot exceed:

One hundred twenty-five thousand eight hundred and forty dollars ($125,000.00)

All technical questions relating to this quote should be submitted via email to: C. LuAnne Stout at lstout@wrwsa.org or fax to (352) 527-5797.

**General Conditions, Scope and Specifications**

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**PART I – GENERAL CONDITIONS**

* 1. **CORRESPONDENCE.** Unless otherwise stated or notified in writing, correspondence relating to this RFQ will be sent to the Authority at 3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461, and to the bidder at the address stated on the Quote Response Form.
	2. **CONTRACT/AWARD PERIOD.** The contract/award period will be up to twenty-four (24) months. It is renewable at the Authority’s option for two (2), twelve (12) month periods, beginning on the date of the intent to award or finalization of the written agreement (whichever is utilized) and will remain in full force and effect for as long as the Authority has a need for the awarded goods or services, and providing there is an availability of sufficient approved funding to pay for the awarded goods or services.
	3. **QUESTIONS.** The Authority will accept **written** questions in the form of e-mail, fax or by mail relating to this RFQ only during the following period: July 19, 2018 to August 17, 2018.
	4. **DELAYS, CHANGES AND ADDENDA.** The Authority reserves the right to delay scheduled RFQ due dates if determined to be in the best interest of the Authority. Any changes, delays or addenda related to this RFQ issued by the Authority will be sent to all persons/firms recorded as having received the original RFQ.
	5. **QUOTE OPENING.** Quotes will be opened **August 20, 2018 at 2:00 p.m.,** in the Authority offices at 3600 W. Sovereign Path, Suite 228, Lecanto, FL 34461, and will remain binding upon the bidder for a period of 90 days thereafter. Pursuant to Section 119.071(1)(b), Florida Statutes (F.S.), all quotes submitted will be subject to review as public records thirty (30) days from quote opening or at the time the Authority provides notice of its intended decision if such decision is reached prior to the expiration of the thirty-day period.
	6. **CANCELLATION.** The Authority reserves the right to cancel the RFQ prior to bid opening and will give notice of cancellation to all persons/firms recorded as having received the original RFQ. Additionally, the Authority reserves the right to reject all quotes, cancel the RFQ, or cancel the Award or Intent to Award. Notice of cancellation or rejection will be sent to all bidders and/or all persons/firms recorded as having received the original RFQ. No bidders will have any rights against the Authority arising from its selection by means of an Award or Intent to Award. An Award or Intent to Award does not constitute a contract with the Authority. Thus, the Authority may cancel the Award or Intent to Award after it has been made but before a contract has been executed.
	7. **QUOTE WITHDRAWAL**. Quotes may only be withdrawn prior to the date and time set forth in item 1.5 above if the Authority receives a signed written request to withdraw a bid from an authorized representative of the bidder.
	8. **QUOTE SIGNATURE AND FORM.** An authorized representative of the bidder must manually sign the attached Quote Response Form where indicated. All quotes must be typed or printed and signed in non-erasable ink in the spaces provided on the Quote Response Form. All corrections made to the quote by the bidder must be initialed.
	9. **REJECTION OF QUOTE.** The Authority reserves the right to reject any and all quotes or waive any minor irregularity or technicality in quotes received. Quotes which are incomplete, unbalanced, conditional, obscure, or which contain additions not required, or irregularities of any kind, or which do not comply in every aspect with the RFQ, may be rejected at the option of the Authority. Obvious errors in the quote may be grounds for rejection of the quote.
	10. **REFERENCES.** The bidder must provide at least three (3) references who can verify bidder’s qualifications and past performance record on projects of similar size and scope, as may be more specifically described in Attachment 2.
	11. **FURNISHING SERVICES.** Contract services are to be furnished on an “as-needed, when-needed basis” during the life of the contract and there is NO guaranteed quantity expressed or implied to be utilized.
	12. **TRANSPORTATION AND TRAVEL.** All transportation and travel expenses are to be included in the Contractors rates, as referenced on the Quote Response Form (Attachment 1).
	13. **SUBCONTRACTORS.** Consultant shall not sublet, assign, or transfer the Agreement or any work specifically authorized in the Agreement without the prior written consent of the Authority, which consent may be withheld in the Authority’s sole discretion. Consultant shall be solely responsible for the employment, direction, supervision, compensation and control of any and all subcontractors, consultants, experts or other persons employed by Consultant. Consultant shall cause all subcontractors, consultants, experts or other persons employed by Consultant to provide special services which may be necessary for the completion of the Scope of Services to abide by terms and conditions of the Agreement and all applicable law as their work or services affect the Authority. Consultant shall not permit any subcontractor, supplier or other person or organization to perform work or services unless such subcontractor, supplier or other person or organization has complied with the workers’ compensation insurance requirements contained in Section 1.21 herein.
	14. **MATERIALS, APPLIANCES, EMPLOYEES.** Unless otherwise stipulated, the Contractor will furnish and pay for all materials, labor, water, tools, equipment, light, power, transportation and other facilities necessary for the execution and completion of the work.
	15. **PROTECTION OF WORK AND PROPERTY.** The Contractor will continuously maintain adequate protection of all his work from damage and will protect the adjacent properties and all others from injury or loss arising in connection with the performance of the project work. Contractor will make good any such damage, injury or loss except such as may be directly due to errors in the Contract Documents or caused by the agents or employees of the Authority. The Contractor will adequately protect and maintain all passage ways, guard fences, lights and other facilities for safety protection required by public authority or local conditions.
		1. At all times, the Contractor will protect all public and privately owned property, structures, utilities, and work of any kind against damage or interruption of service which may result from the operations of the Contractor. Damage or interruption to service resulting from failure to do so will be repaired or restored at the expense of the Contractor.
	16. **GUARANTEE.** All equipment, materials and installation thereof which are furnished by the Contractor will be guaranteed by the Contractor against defective workmanship, mechanical and physical defects, leakage, breakage and other damages and failure under normal operation for a period of one year from and after the date of acceptance thereof by the Authority. Each item of equipment or materials and installation proving to be defective within the specified period of the guaranty will be replaced without cost to the Authority by the Contractor or by the Surety.
	17. **TAXES.** The Authority is exempt from federal excise tax (exemption number 59-1961659) and state sales tax (exemption number 85-8012584919C-2). Costs on the Quote Response Form must include Florida State sales and any other taxes, except federal excise tax, applicable to materials purchased by the Contractor in accordance with Florida and federal law.
	18. **OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS.** All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under the Agreement with Authority funds or developed in connection with the Agreement will be and will remain the property of the Authority.
	19. **INDEMNIFICATION.** The Contractor agrees to defend, indemnify and hold harmless the Authority, its agents, employees and officers, from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorneys’ fees and costs and attorneys’ fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its agents, employees, subcontractors, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the Contractor’s performance under the Agreement.
	20. **TERMINATION WITHOUT CAUSE.** The Agreement may be terminated by the Authority without cause upon ten (10) days written notice to the Contractor. Termination is effective upon the tenth (10th) day as counted from the date of the written notice. In the event of termination under this paragraph, the Contractor will be entitled to compensation for all services provided to the Authority up to the date of termination on a pro-rated basis and which are within the Scope of Work, are documented in the Schedule of Values, and are allowed under the Agreement.
	21. **INSURANCE.** The Agreement resulting from this RFQ will require the Contractor to maintain during the entire term of the Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida. The Contractor will not commence work under the contract(s) until the Authority has received an acceptable certificate or certificates of insurance showing evidence of such coverage. Certificates of insurance must reference the Authority Agreement Number and Project Manager.
		1. Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office without restrictive endorsements, or equivalent, with the following minimum limits and coverage’s:

Per Occurrence . . . . . . . . . . . . . . . . . . . . $1,000,000

* + - 1. The Contractor must purchase and maintain risk, all risk, insurance based on the completed value of the project. The policy must include all materials intended for installation including those purchased by the Authority.
			2. The Authority and its employees, agents, and officers will be named as additional insureds on the general liability and builders risk policies to the extent of the Authority’s interests arising from the Agreement.
		1. Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverages:

Bodily Injury per Person $ 100,000

Bodily Injury Liability per Occurrence $ 300,000

Property Damage Liability $ 100,000

Or

Combined Single Limit $ 500,000

* + 1. Contractor must carry workers’ compensation insurance in accordance with Chapter 440, F.S., and maritime law, if applicable. If Contractor does not carry workers’ compensation coverage, Contractor must submit to the Authority both an affidavit stating that the Contractor meets the requirements of an independent contractor as stated in Chapter 440, F.S., and a certificate of exemption from workers’ compensation coverage.
		2. Certificates of insurance must provide for mandatory thirty (30) days prior written notice to the Authority of any change or cancellation of any of the required insurance coverage.
	1. **RESPONSIVE/RESPONSIBLE.** The Authority shall evaluate eligible responsive responses. Responses that do not meet all requirements of this solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose responses, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the bid may be rejected as non-responsible. The Authority reserves the right to determine which responses meet the requirements of this solicitation, and which Respondents are responsive and responsible.

**PART II – SCOPE AND SPECIFICATIONS**

2.1 **INTENT.** The Authority is interested in entering into an agreement with a qualified contractor (or contractors) to implement portions of an outdoor water conservation irrigation evaluation project referred to as the **Withlacoochee Regional Water Supply Authority Irrigation Evaluation Program Phase 5**. The Contractor will provide residential participants with an in-ground irrigation system evaluation to determine efficiency and site-specific recommendations for appropriate modifications to enhance efficiency and maximize water savings. The Contractor will also implement certain recommendations for those participants that are selected for the “Enhanced” aspects of the program. This program is anticipated to be conducted in partnership with the Southwest Florida Water Management District (District) through their Cooperative Funding Initiative. An Agreement between the District and the Authority is anticipated in early fiscal year 2018-19; if such an Agreement is not reached, this project may be cancelled.

2.2 **BACKGROUND.** This program is intended to be a multi-faceted educational, outreach and implementation project for single-family residential water customers of Citrus, Hernando and Marion county utilities, the North Sumter County Utility Dependent District and the Village Center Community Development District. The irrigation evaluation component of the project is anticipated to be completed between December 1, 2018 and September 30, 2020. The follow-up evaluation portion of the project will begin February 19, 2019 and be completed by December 31, 2020. The Authority reserves the right to modify these time schedules and may accelerate the time schedule if more than one contractor is selected.

2.3 **PROJECT DESCRIPTION.** The project is designed for single-family residential customers of potable water utilities to become knowledgeable about how their individual irrigation systems can be modified to maximize water savings through efficiency. Similar to past phases of the program, this phase will provide a base level of services (Core Program) to all participants. In addition to the Core Program, conservation coordinators from the participating utilities can request further site-specific options (Enhanced Program) for homeowners. The Core Program (all audits) include homeowner rain sensor and irrigation controller education, rain sensor test and repair or replacement when non-functioning, a catch-can audit of one zone, irrigation controller time adjustments, irrigation system zone-by-zone evaluation of efficiencies, irrigation controller battery replacement, and an audit report to the homeowner and the Authority. The Enhanced Program (added services if directed by participating utility) can include catch-can audits, sprinkler head replacement (for broken or mixed heads), capping unnecessary heads, replacement of rain sensors with a product that qualifies the existing irrigation controller as WaterSense labeled (for example adding a Solar Sync weather station to a Hunter Pro-C controller), replacement of non-weather-based controllers with WaterSense labeled controllers, adjustment of irrigation controller, replacement of an incorrect nozzle in a rotor or fixed spray, raising of a low irrigation head and straightening of a crooked irrigation head. The project will include the verification through inspection of the proper installation of efficiency devices by way of follow-up site visits for a sample of approximately 25 percent of the participants. The Contractor will evaluate residential irrigation systems according to established criteria and standards for the Project.

The Irrigation Evaluation Project is designed to create water savings by:

1. Identifying inefficiencies and recommending modifications by performing irrigation system evaluations.
2. Disseminating educational information to customers and providing site-specific recommendations to improve water efficiency in the landscape.
3. Providing rain sensor devices to program participants that do not currently have an operating device.
4. Implementing selected irrigation system efficiency recommendations for those customers that are selected to participate in the Enhanced Program.
5. Follow up evaluations for an approximate 25 percent of each utility’s participants to measure implementation of efficiency recommendations.

2.4 **PROJECT OBJECTIVES.** The Irrigation Evaluation Project proposes the following project objectives to reduce outdoor water use of participants:

1. Increase utility customer’s awareness of water resource issues.
2. Educate water customers on conservation methods associated with modifying irrigation systems and/or practices.
3. Inform customers of their existing water consumption compared to national average
4. Identify water and dollar savings through efficient irrigation practices.
5. Promote efficient use of potable water in landscape maintenance.
6. Implement selected irrigation efficiency recommendations for those customers that are selected for the Enhanced Program.
7. Compare total water usage at each location for one year prior to the evaluation to one year post-evaluation water usage.
8. Evaluate implementation of recommendations following the irrigation system evaluation for a sample of participants.

2.5 **CONTRACTOR DUTIES.** At a minimum, the Contractor shall:

1. Perform an irrigation evaluation for single-family homes located within the Withlacoochee Regional Water Supply Authority boundaries using potable water for irrigation. Customers that use wells for irrigation cannot participate in the program. Customer information will be provided to the contractor by the Authority.
2. Provide customers with recommended modifications for improving the efficiency of their irrigation systems.
3. Provide and install, or modify, rain sensor devices to program participants that currently do not have an operational or existing device.
4. Implement selected irrigation efficiency recommendations for those customers that are selected for the Enhanced Program.
5. Provide a follow-up meeting with approximately 25 percent of the participants of each utility to review the level of implementation related to the irrigation evaluation recommendations. Contractor may bill Authority for a follow-up visit per the Authority’s “Project Budget” (found in the WRWSA Agreement with the Contractor in Exhibit 1) if a participant’s irrigation system is found to be broken, inoperable or otherwise non-functional upon first visit.

2.6 **CONTRACTOR REQUIREMENTS.** Contractor’s performance of the irrigation evaluation project shall include the following:

1. Have a minimum of five (5) years of experience in the irrigation industry as a designer and installer of irrigation systems.
2. Hold a Florida Irrigation Society (FIS) or Irrigation Association (IA) level Landscape Irrigation Auditors certification.
3. Have a minimum of two (2) years supervisory experience and management on similar projects.
4. Provide to the Authority a current list of employees participating in irrigation evaluation programs.
5. Allow only employees and/or contractor employees who meet the conditions of Section 2.6.a. to conduct evaluations.
6. Provide office space and a computer with Microsoft Word, Excel for at least 1 staff person.
7. Have all applicable licenses and permits to perform the scope of services. Copies must be provided with the bid submission.
8. Have company identification visible at all times including, but not limited to, an identification badge, while performing work for the Authority, and company identification displayed on vehicles(s).
9. Commence work within thirty (30) days from the date of award of the Contract.

2.7 **CONTRACTOR RESPONSIBILITIES**. Contractor’s performance of the irrigation evaluation project shall include the following:

1. Receive applications for potential participants.
2. Schedule participant appointments for irrigation evaluations during normal working hours, i.e., 8:00 a.m. – 5:00 p.m.
3. Contact applicants within 10 business days of receiving applications to schedule an appointment.
4. Contact the Authority’s Project Manager with names of appointments, dates, times, and locations prior to evaluations.
5. Visit sites and inspect irrigation systems according to standards developed by the Florida Irrigation Society or Irrigation Association.
6. Perform an irrigation system evaluation, which shall address, but not be limited to, each of the following:
7. Core Program
	1. Broken water lines
	2. Leaking or damaged sprinkler heads
	3. Matched precipitation rates
	4. Proper head spacing
	5. Operating pressure of each zone
	6. Shrub or turf interference
	7. Proper adjustment of all sprinklers to avoid watering non-porous surfaces
	8. Mix of rotor and spray heads in each zone
	9. Watering turf separate from plant beds
	10. Irrigation time of each zone
	11. Irrigation frequency of each zone
	12. Presence of back-flow prevention device(s)
	13. Dimension of turf area in square feet
	14. Distribute the outdoor water conservation information packets (provided by the Authority) to the program participants
	15. Catch-can test of one irrigation zone.
	16. Adjustment of irrigation controller
8. Enhanced Program
	1. Catch-can audits or entire irrigation system by zone
	2. Sprinkler head replacement (for broken or mixed heads)
	3. Capping unnecessary heads
	4. Replacement of rain sensors with a product that qualifies the existing irrigation controller as WaterSense labeled (for example adding a Solar Sync weather station to a Hunter Pro-C controller)
	5. Replacement of non-weather-based controllers with WaterSense labeled controllers
	6. Raising of a low irrigation head
	7. Straightening of a crooked irrigation head
9. Prepare an evaluation report and distribute to project participant and to the Authority’s Project Manager within 14 days of completing the evaluation. Two evaluation reports should be sent to the project participant via US mail, one for the participant and one to share with their contractor; the evaluation report to the Authority should be sent via electronic format. (The evaluation report format is included as Exhibits 2.a and b. and a sample cover letter is included as Exhibit 2.c.)
10. Provide monthly invoices for completed irrigation evaluations and follow-ups to the Authority. Invoices shall include the following for each evaluation: utility name (e.g., Citrus County Utilities, Hernando County Utilities, Marion County Utilities, the North Sumter County Utility Dependent District or the Village Center Community Development District); date performed; participant name, street address including city and zip code; whether a rain sensor was installed; quantity of each component of the enhanced audit undertaken; and brand and model of Water Sense labeled weather station and/or irrigation controller installed. Invoices must be in a format acceptable to the Authority. **Note:** Payment of invoices will be made only for the addresses for which the Authority has a completed Irrigation Evaluation Report.

**2.8.** **IRRIGATION REPORTS.** Based on the information gathered during the site visit, irrigation reports shall be provided in the format included in Exhibits 2.a. and b. and shall include, but not be limited to, the following items:

1. Recommendations to improve the efficiency of the irrigation system;
2. Recommended run time and irrigation frequency for each zone to prevent over-watering;
3. The amount of water the system currently utilizes (listed in gallons per cycle); and
4. For Enhanced Program participants, a summary of improvements implemented.

**2.9.** **QUANTITY OF WORK**. The exact amount of evaluations to be performed is estimated and actual evaluations will be dependent upon several factors, including the number of water customers who volunteer to participate, project funding, and the selected Contractor’s (or Contractors’) costs. Accordingly, the Authority cannot guarantee a minimum quantity of work.

**2.10.** **AUTHORITY REQUIREMENTS**. The Authority shall provide the Contractor with:

1. Water conservation educational packets;
2. Program participant names, addresses and telephone numbers; and
3. Sample copy of irrigation evaluation form in hard copy and electronic format.

**PART III - QUOTE RESPONSE**

**3.1. BASIS FOR AWARD OF CONTRACT.** The Authority will award the contract to the lowest responsive, responsible bidder. The Authority does not bind itself to accept the minimum specifications stated in the RFQ but reserves the right to accept any quote that, in the judgment of the Authority, will best serve the needs and the interest of the Authority. The Authority reserves the right to delete line items as required to meet budget limitations. Responsive quotes must contain all of the following elements at the time of submittal. Failure to include in whole or in part any one of the following requirements may be grounds for rejection of the quote as non-responsive.

**3.1.1** **SATISFACTORY REFERENCES.** Quote references must be provided as required by Section 1.10.

**3.1.2** **ACKNOWLEDGMENT OF ADDENDA**. A written acknowledgment of receipt of all written addenda to the RFQ must be submitted with the completed quote form. An Acknowledgment of Addenda form is provided as Attachment 3.

**3.1.3** **COMPLETION OF ALL QUOTE DOCUMENTS**. All quote documents and forms included in this section must be completely and accurately filled out and submitted with the quote response. Failure to do so could result in rejection of the quote as non-responsive. The bidder must provide costs for all quote items.

***Attachments: Forms required with quote submission:***

* Attachment 1 – Quote Response Form
* Attachment 2 – Mandatory Reference Information Form
* Attachment 3 – Acknowledgment of Addenda Form

***Exhibits:***

* Exhibit 1 – Sample Agreement between Authority and Contractor
* Exhibit 2a – Sample Core Irrigation Evaluation Report Form
* Exhibit 2b – Sample Enhanced Irrigation Evaluation Report Form
* Exhibit 2c – Sample Participant Letter