RFP Title: Request for Proposals for Services to Identify Onsite Sewage Treatment and Disposal and Management Options
Proposal Number:
Opening Date:

1. INTRODUCTION:

a. This Request for Proposals ("RFP") is soliciting proposals ("Proposals") from qualified firms to complete a feasibility study for the purpose of reducing nitrate load to Wakulla Springs from onsite sewage treatment and disposal system (OSTDS). Leon County, Florida, a charter county and political subdivision of the State of Florida (hereinafter referred to as the "County"), is the lead agency acting on behalf of Wakulla County, Florida the City of Tallahassee, and itself for this solicitation. Qualified firms shall have experience and expertise in assisting local entities with the identification of onsite sewage treatment and disposal system (OSTDS) options and management systems appropriate to the identified OSTDS options. The outcomes sought from this Phase I study include the following (details are provided in the Scope of Work section of this RFP):

i. An assessment and summarization of existing data and prior research.

ii. Identification of treatment options where central sewer is not available and, for each treatment option, provision of:

(a) Projected total and unit cost information (note: the County understands that, at this point in time, specific detailed cost estimates cannot be provided. Therefore, the County is seeking high level cost and rate projections, including unit pricing, based on other projects and the Respondent's expertise);
(b) Pros, cons and considerations associated with each option, including scalability and relevant, comparable locations where these options have been implemented.

iii. Identification and discussion of options for managing the permitting, operations and maintenance of privately-owned and publicly-owned treatment options (such management options are not limited to a single management entity for Leon and Wakulla counties, or within either county).

iv. Review, identification and discussion of: (a) practical funding sources and preliminary rate schedules for the treatment and management options, and identify relevant, comparable locations where these funding sources and rate schedules are being utilized; (b) The affordability, ability and willingness of the customer base to pay in accordance with the necessary fee structure; (c) Fee collection mechanisms; and (d) The economic sustainability with attention to the initial, lifetime, operating, maintenance and replacement costs.

v. A suggested hierarchy by which treatment system and management options may be reasonably phased in.

vi. Identification of generalized areas where central sewer would be the recommended method.

vii. Development of a recommended scope of work for further analysis, including a recommended subset of treatment and management options for decision makers to evaluate in greater detail (note: such further study is not part of this solicitation), and potential funding sources for a future Phase II study.

b. Prohibited Related Work: The intent of this prohibition is to ensure that the recommendations made in the Phase 1 study are objective and unbiased, and to protect from real or apparent conflicts of interest by limiting the Contractor's ability to benefit from implementation of the Contractor's recommendations made in the Phase 1 study.

i. The firm selected and contracted for services in response to this RFP will hereinafter be referred to as the "Contractor." Through the submission of a Proposal in response to this RFP, the Contractor agrees and acknowledges that, within Leon and Wakulla Counties, it shall not pursue or perform any work, provide services, or manufacture, sell, or distribute goods or materials called for in the Contractor's recommendations provided in response to this Phase I study, except for as provided in Section b. ii, below.

ii. This prohibition does not include Contractor's recommendations related to future phases of study, including an anticipated Phase II study. Prohibited Related Work specifically does not include pursuing and performing additional OSTDS-related studies within Leon County and Wakulla County, including, but not limited to the performance of Phase II of a feasibility study either as contractor or subcontractor.

iii. This prohibition shall not apply to any contracts or work proceeding as of the date this RFP is issued by Leon County.

2. GENERAL INSTRUCTIONS:

a. Proposals should be submitted in a sealed addressed envelope to:

RFP Number: _____
Leon County Purchasing Division
2284 Miccosukee Road

Tallahassee, FL 32308

b. Proposals must arrive at the above address no later than Wednesday, _____, 2009 at 2:00 PM ("Submission Deadline") to be considered.

c. It is the Proposer's responsibility to assure that their Proposal is delivered to the proper location no later than the Submission Deadline.

d. The sealed written Proposals will be opened by Leon County Purchasing Division personnel at 2:00 PM, Wednesday, _____, 2009, in the Purchasing Bid Room, located at 2284 Miccosukee Road, Tallahassee, Florida ("Opening of Proposals"). The Opening of Proposals is open to the public.

e. Proposals received prior to the Opening of Proposals will be secured unopened.

f. The Purchasing Agent, whose duty it is to open the Proposals, will decide when the Submission Deadline has arrived and when the Opening of Proposals will occur.

g. Proposals received later than the Submission Deadline will not be considered, will be marked "Too Late" and may be returned unopened to the vendor.

h. The County is not responsible for the premature opening of a Proposal not properly addressed and identified by the RFP Number on the outside of the envelope/package.

i. An ORIGINAL and seven (7) copies of the Proposal must be furnished on or before the Submission Deadline. Proposals will be retained as the property of the County. The ORIGINAL of your Proposal must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual; all other copies may be photocopies.

j. Vendors' Questions:

   i. Any questions concerning the RFP, required submittals, evaluation criteria, proposal schedule, and selections process shall be directed to County Purchasing Division employees Keith Roberts or Don Tobin (collectively, the County Contacts) at (850) 606-1601 or e-mailed to Keith Roberts at robertsk@leoncountfl.gov with a copy to Don Tobin at tobind@leoncountyfl.gov. Written inquiries are preferred.
   ii. The last day to submit questions for clarification is Tuesday, _____, 2009.

iii. Each vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the Submission Deadline, shall make a written request to the County Contacts for interpretations or corrections of any actual or perceived ambiguity, inconsistency or error which the vendor may discover.

iv. The County Purchasing Division will issue all interpretations or corrections as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the vendor as a result of any discussions with any County employee prior to the Opening of Proposals.

v. Only communications from vendors which are in writing and signed by a person(s) authorized to contractually bind such vendor will be recognized by the County as duly authorized expressions on behalf of the vendors.

vi. At all times prior to the public posting of the Agenda Item to the Leon County Board of County Commissioners seeking action regarding this RFP, Respondents are instructed to:

(1) Only contact the County Contacts, identified hereinabove, regarding this RFP, the Respondent's Proposal or another Respondent's Proposal;

(2) Not contact any member of the Leon County Board of County Commissioners, Wakulla County Board of County Commissioners, City of Tallahassee City Commission, the City of Tallahassee's Mayor, the County Administrator for Leon County, the County Administrator for Wakulla County, the City Manager for the City of Tallahassee, or any staff member of Wakulla County, the City of Tallahassee, or Leon County other than the County Contacts and the Leon County Minority, Women and Small Business Enterprise Division. Any such contact shall be cause for rejection of the Respondent's Proposal.

k. Prohibited Communications – Leon County, Wakulla County, City of Tallahassee:

Any form of communication, except for written correspondence, shall be prohibited regarding this RFP between:

(1) Any person or person's representative seeking an award from such competitive solicitation; and

(2) Any Leon County Commissioner, any Wakulla County Commissioner, any City of Tallahassee Commissioner, any Commissioner's staff, or any Leon County employee authorized to act on behalf of the Leon County Commission to award the associated contract.

For the purposes 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 deadline to submit the proposal, bid, or other response to a competitive solicitation.

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 Leon County Board, Wakulla County Board, or City of Tallahassee Commission, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, or any dispute resolution process following the filing of a protest between the person filing the protest and any employee.

The provisions of this section shall 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 penalties for an intentional violation of this article shall be those specified in Section 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.

l. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the County Purchasing Division (850) 606-1600 no less than five (5) workdays prior to the meeting. Persons who are hearing or speech impaired should contact the County Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1-800-955-8771 (TDD).

m. Proposer Registration: Potential Proposers who obtain solicitation documents from sources other than the 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 identified 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 a vendor's Proposal to be rejected as non-responsive.

i. As a convenience to vendors, the 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 the following site location, by clicking the planholder link to the right of the respective solicitation: http://www.leoncountyfl.gov/Purchasing/Plan&Specs/index.asp.

ii. Registered planholders not submitting a Proposal are asked to please return the form attached at the end of the RFP, marked "No Proposal."

n. The County, Wakulla County or the City of Tallahassee are not liable for any costs incurred by vendors or Proposers who are not awarded a contract, and not responsible for any costs incurred by the successful Proposer prior to the issuance of an executed contract.

o. Proposers must be available for interviews by County staff, the Evaluation Committee, and/or the Board of County Commissioners.

p. The contents of the Proposal of the successful Proposer will become part of the Contractual obligations.

q. Proposals must be typed or printed in ink. All corrections made by the Proposer prior to the Opening of Proposals must be initialed and dated by the Proposer. No changes or corrections will be allowed after the Opening of Proposals.

r. The County reserves the right to reject any 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 the final award of Contract.

s. Contract Provisions - The contract the County anticipates awarding, in response to this RFP, will include contract provisions which provide the County the right to:

i. Terminate the contract without cause by giving no less than thirty (30) days written notice of its intent to terminate and requires the maintenance of the contract prices until the end of the thirty (30) day period;
ii. Terminate at any time as a result of the Contractor's failure to perform; and
iii. Retain/withhold payment for nonperformance if deemed appropriate to do so by the County.

t. 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, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

u. 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 responsibility matters as contained on the attached certification form.

v. Licenses and Registration: The contracted Proposer shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, Wakulla County or the State of Florida. Every vendor submitting a proposal on this RFP **shall** include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the Proposer 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 Proposal. A business formed by an attorney actively licensed to practice law in the state of Florida, by a person actively licensed by the Florida Department of Business and Professional Regulation or the Florida 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 Florida 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.

w. Audits, Records, and Records Retention: The Proposer shall agree:

i. 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 under this contract.
ii. 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.
iii. Upon completion or termination of the contract and at the request of the County, the Proposer will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified hereinabove.
iv. To assure that these records shall be subject at all reasonable time to inspection, review, or audit by Federal, state, or other personnel duly authorized by Leon County, Wakulla County or the City of Tallahassee.
v. Persons duly authorized by Leon County, Wakulla County or the City of Tallahassee and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and 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.
vi. To include the aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

x. Monitoring

To permit persons duly authorized by Leon County, Wakulla County or the City of Tallahassee 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 Leon County, Wakulla County or the City of Tallahassee 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, or the findings of Wakulla County or the City of Tallahassee, 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 provided being deemed in breach or default of the contract; (2) withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

y. Local Preference in Purchasing and Contracting

i. Preference in Requests for Proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
(1) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.
(2) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.

ii. Local Business Definition. For purposes of this section, "local business" shall mean a business which:
(1) 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
(2) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
(3) 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 another business.

iii. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Leon County Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

z. Certification Regarding Debarment, Suspension, and Other Responsibility Matters: The prospective primary participant must certify to the best of its

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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.

aa. Unauthorized Alien(s): The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. 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."

bb. 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/Purchasing/addenda/index.asp. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Leon County Purchasing Division will make a good faith effort to ensure that all registered planholders (those vendors who have 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 Keith Roberts or Don Tobin with the Leon County Purchasing Division at (850) 606-1600 to verify any addenda. The receipt of all addenda must be acknowledged on the response sheet.

3. BACKGROUND, SCOPE OF SERVICES/SPECIFICATIONS:

Section 1 - BACKGROUND

To provide a broad overview and introduction, the following highlights some of the studies, findings, recommendations and actions taken to date to identify the sources of increased nitrate levels in Wakulla Springs, as well as options and actions taken to reduce the nitrate load. 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.

a. Wakulla Springs and Nitrate Concentrations

Geographically, this area of Florida is unique. Leon County is divided by an east to west feature known as the Cody Scarp, which was formed thousands of years ago when sea levels were much higher. The characteristic marks an area where elevations drop from heights of 230 feet to 50 feet in a relatively short distance and where red clay in the north changes abruptly to soft sand in the Woodville Karst Plains to the south. There is a high level of sinkhole activity to the south of Cody Scarp in the Woodville Karst Plain, an unconfined portion of the Floridan aquifer, which attracts geologists from all over the world. The Woodville Karst Plain hosts the Wakulla Springs, the world's largest and deepest freshwater spring and a national, natural treasure.

Wakulla Springs is a first magnitude spring and is the longest and deepest known submerged freshwater cave system in the world. Located 14-miles south of downtown Tallahassee, 5-miles south of the Leon County line, and within Wakulla County, Florida, Wakulla Springs is an important part of the regional ecology, and recreational economy.

Nitrate-N concentrations have increased from about 0.2 to as high as 1.1 mg/L (milligrams per liter) during the past 30 years in Wakulla Springs. Wakulla Springs' nitrate level has been hanging steady in recent years at 0.5 mg/L, which is above the .35 milligram per liter regulatory limit that the Florida Department of Environmental Protection is considering enacting. While below the 10 mg/L federal drinking water standard, such elevated nitrate concentrations have led to rapid growth of invasive aquatic plants and nuisance algal mats that smother native plants and disrupt the spring's ecosystem.

Conclusions of a 2002 report prepared by the Northwest Florida Water Management District, Nitrate Loading as an Indicator of Nonpoint Source Pollution in the Lower St. Marks-Wakulla Rives Watershed ("2002 NWFWMD Report") included:

(1) Existing data indicate that nitrate concentrations in the Floridan Aquifer ground waters beneath the semi-confined portion of Leon County have been constant or slightly increasing over the past 20 years. This implies that the flux of nitrate-N from the semi-confined Floridan Aquifer into the unconfined Floridan Aquifer (along the Cody Scarp) has been relatively constant over this period. The estimated nitrate-N mass flux across this boundary under present conditions is 73,000 kg-N/yr.

(2) Analysis indicate that the increase in nitrate-N output from Wakulla Springs over the past 25 years is largely attributable to nitrogen inputs that have occurred south of the Cody Scarp.

(3) Assuming that removal efficiencies remain at present levels, the nitrogen load discharged through the spring will increase as the population of Leon and Wakulla counties increases.

In March, 2009, Leon County adopted a Primary Springs Protection Zone (PSPZ), which was mapped to capture a single area of Leon County with the highest aquifer vulnerability. The PSPZ lies to the south of the Cody Scarp and includes approximately 10,763 parcels of land located both in the Tallahassee City limits and unincorporated areas of Leon County.

b. Sources of Nitrate Loading in Wakulla Springs

The 2002 NWFWMD Report identified human sewage, from the City of Tallahassee's wastewater treatment facilities (WWTF) that is located south of the Cody Scarp, including WWTF residuals and livestock grazing at the associated sprayfield farm, as the most significant human introduced source of nitrogen discharged into the Wakulla Springs recharge area (Table 1). In response to this and other report findings, the City of Tallahassee began making improvements at the City-owned WWTF and associated sprayfield farm: the City ceased land application of wastewater residuals, prohibited the use of additional fertilizers, and removed all livestock from the sprayfield farm in June, 2006. The City also agreed to a new permit for operation of the wastewater treatment facility that called for upgrading to Advanced Wastewater Treatment standards. The upgrade to the existing facility will cost approximately $220 million and will reduce nitrate concentrations in the treated effluent from approximately 12 mg/L down to 3 mg/L.

The 2002 NWFWMD Report contributed 6% of the nitrogen loading in the Wakulla Springs contributory area to Onsite Sewage Treatment and Disposal Systems (OSTDS) (i.e., septic tanks with drainfields) (Table 1) and recommended technologies that provide for on-site wastewater treatment system de-nitrofication (beyond what currently applied technologies give) should be encouraged, particularly south of the Cody Scarp and within the Wakulla Springs contributory area. *However, as previously noted, the estimated 56,000 kg/y Nitrogen load from OSTDS into Wakulla Springs will increase as the number of OSTDS that contribute nitrogen to the Wakulla Springs contributory area increase.*

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Table 1 - Relative Contribution from Inventoried Nitrogen Sources to 1990-1999 Average N Loading in the Wakulla Springs Contributory Area (Nutrient Budget for Wakulla Springs)					
Source	**Predominant Form**	**10-Year Average N Load (kg/yr)**	**10-Year Median N Load (kg/yr)**		
			Includes Atmospheric Deposition		**Excludes Atmospheric Deposition**
Atmospheric Deposition	*Inorganic*	*360,000*	345,000	40%	0
Wastewater Treatment Facility (WWTF) Effluent	Inorganic	232,000	229,000	26%	44%
WWTF Residuals	Indeterminate	130,000	126,000	15%	24%
On-Site Sewage Treatment and Disposal Systems (OSTDS) (1999 values)	**Inorganic**	**56,000**	**56,000**	**6%**	**11%**
Commercial Fertilizer	Inorganic	60,000	65,000	7%	12%
Livestock (1999 values)	Organic	33,000	33,000	4%	6%
Sinking Streams (1999 values)	Organic	14,000	14,000	2%	3%
Total		885,000	868,000	100%	100%
Source: 2002 Northwest Florida Water Management District Report, Nitrate Loading as an Indicator of Nonpoint Source Pollution in the Lower St. Marks-Wakulla Rivers Watershed, Table 14, Page 111					

c. Number of OSTDS Within Leon and Wakulla Counties

While there is no complete inventory of the number of OSTDS within Leon and Wakulla counties, estimates from the Florida Department of Health's database are summarized below (Table 2), with details available at the following website: http://www.doh.state.fl.us/Environment/ostds/statistics/ostdsstatistics.htm In Leon County, there were approximately 1,000 OSTDS installations per year in the early 1980s through 1991/92; there has been a decline in installations since that time, to an average of approximately 308 per year over the last five years (2003/04 through 2007/08). In Wakulla County, there has been an average of 314 OSTDS installations a year over last five years. Of note, these figures do not account for systems taken out of service (data is not available on the numbers of systems that were taken out of service).

Table 2 – *On-Site Treatment and Disposal System Installations and Repair Permits			
	Leon County	**Wakulla County**	**Total (Leon & Wakulla)**
1970 Census (in service)	9,921	2,151	12,072
Total Estimated In Service as of 2007-08 (1970 Census, Plus Total Installations, Minus 50% of Repairs (assumes 50% of repairs were replacements) (Cumulative Total)	35,663	9,905	45,568
Average Annual Number of Repair Permits During Last 5 Years (2003/04 through 2007/08)	385	110	495
Source: Florida Department of Health's Statistics			

In Wakulla County, the majority of its growth is in areas where central sewer is not available (Table 3). While in raw numbers the amount of growth in Leon County has exceeded that of Wakulla County, the OSTDS installations have been comparable over the past few years. The 2008 population estimate is 264,063 for Leon County and 31,089 for Wakulla County (Table 6).

Table 3 – Sewer and Water Utility Customer Base for Wakulla County (as of 10/18/2006)

Customers	Wakulla County Utility	Talquin Electric	Panacea Area Water System (PAWS)	City of Tallahassee	Sopchoppy Water	St. Marks	Winco/ Southern Water Services***	River Plantation
Water Customers	110	2,387	1,000	608	3,168	229/38 **	1,500	N/A^
Sewer Customers	1,760	320	N/A*	N/A	0	229	1,500	47^

Source: OSTDS and Decentralized Systems Wastewater Treatment Program, Phase I Report, prepared by FSU Center for Economic Forecasting and Analysis, Revised January 2007
NOTES:
Utilities include both residential and commercial customers.
*Sewage billing for Wakulla County Utility and some 10 mile radius of Panacea is handled by PAWS
**229 inside city limits; 38 outside city limits, City of Tallahassee Water for St. Marks. City of St. Marks handles sewage at Purdom Plant upgraded to 0.150 mgd.
***Southern Water Services in Quincy is the utility that services Wakulla Correctional Institution sew and water, owned by Winco.
There is expansion capable for 3,000 customers including the commercial printing operation, CSG. Current capacity = 0.450 mgd, treating 0.200mgd
^67 capacity for sewer, 47 hooked up. There are 109 lots in River Plantation, NA^47 are hooked up to City of Tallahassee water.

Risks associated with the growing number of standard onsite systems used in the karst environments of Leon County and Wakulla County include increasing nitrate and phosphorus loadings, as well as bacteria and virus loadings to ground and surface waters.

d. OSTDS within the Most Vulnerable Areas

The following estimates of OSTDS within the most vulnerable areas of the two counties have been identified:

- The 2002 NWFWMD Report provided the following 1999 estimates of OSTDS within Leon and Wakulla County: 17,498 systems in the semi-confined areas of Leon County; 4,290 in the unconfined areas of Leon County (comparable with the PSPZ); and 6,429 in the unconfined areas of Wakulla

County. Based on this data, there was approximately 10,719 OSTDS in the most vulnerable areas of the two counties in 1999.

- The Wakulla Spring Basin Working Group's septic tank committee's 2006 estimate was 6,500 septic tanks in the basin's most vulnerable area: 4,100 in southern areas of Leon County and 2,400 in Wakulla County.

- In 2009, Leon County staff estimated there were 6,640 OSTDS within Leon County's Primary Springs Protection Zone (6,609 within the unincorporated area of Leon County and 31 within the City of Tallahassee).

e. For purposes of this RFP, Proposers are asked to utilize the following estimates for the number of OSTDS within Leon and Wakulla counties (Table 4).

Table 4 - Estimates of OSTDS within Leon and Wakulla Counties (for RFP purposes)

	Leon County	Wakulla County	Total (Leon & Wakulla)
A. Total Estimated In Service as of 2007-08 (1970 Census, Plus Total Installations, Minus 50% of Repairs (assumes 50% of repairs were replacements) (Cumulative Total)	35,663	9,905	45,568
B. Number within the Leon County PSPZ (a subset of "A" above)	6,640 of which 31 are within City limits		

f. Requiring Performance-Based Onsite Sewage Treatment Disposal Systems

As of mid-2007, all new Wakulla County development not on the central sewage system must install performance-based (i.e., nitrate reducing) treatment systems. Additionally, any standard septic tank systems in Wakulla County that fail must be replaced with the performance-based system. Leon County is considering an ordinance which would require the use of performance-based treatment systems within the PSPZ, and has appointed a citizens committee to consider implementation of a loan program to assist with the associated increased costs.

g. Operational Management of Onsite Sewage Treatment Disposal Systems

Chapter 381 and Part III, Chapter 489 Florida Statutes, and Chapter 64E-6, Florida Administrative Code, define state-standards for onsite sewage treatment

and disposal systems, including an operational management program for aerobic treatment units (ATU) and performance-based treatment systems (PBTS) throughout the state.

Florida law requires owners of ATU and PBTS to have a contract with an approved maintenance entity.

For each residential system under maintenance contract, the approved maintenance entity is required to obtain the applicable permit from the local county health department for a fee of $100.00. The state operational management program is limited in the fact that it does not require mandatory pumping for these types of systems. No maintenance requirements are mandated by law or rule for conventional septic tank systems. However, the Florida Department of Health recommends a septic tank should not require pumping more than once every 3 to 5 years based on the daily sewage flow and individual household wastewater characteristics. It is also recommended that the tank be inspected to determine the depth of the accumulated sludge and grease, which could have an adverse effect on the functioning of the system, if excessive.

The State of Florida's current procedures require the county health department to inspect the systems with operating permits, including performance-based treatment systems, on an annual basis for residences and two times per year for commercial business. In addition, the approved maintenance entity must inspect the system two times per year for residences and four times per year for commercial businesses. These systems require regular routine monitoring, because they are more advanced than the simple septic tank and have filters and moving parts, such as motors and pumps that require routine servicing and a greater level of user knowledge.

In addition, commercial wastewater systems, such as those serving restaurants, and systems located in industrial/manufacturing zones or the equivalent require operating permits from the Department of Health for a fee of $150 and are inspected annually.

Florida's inspection and monitoring requirements for aerobic treatment units (ATU's) and performance-based treatment systems are summarized in Table 4, including inspection/maintenance frequencies by County Health Departments (CHD) and Maintenance Entities (ME).

Leon County is considering adopting inspection and maintenance requirements for conventional septic systems, to ensure such systems are performing properly, and has appointed a citizen committee to draft recommendations. Such a program

could require county-wide inspections on a periodic basis or at the point of sale (a model followed by Escambia County, Florida) or limit inspections to environmentally sensitive areas of the county, such as the PSPZ (a model followed by Charlotte and Santa Rosa counties in Florida). The Florida models staff identified provide for centralized tracking of inspections by the County Health Departments, with inspections performed by the County Health Departments and/or private inspectors, with the costs paid by the property owner.

Table 5 - Inspection and Monitoring for ATU's and PBTS, 64E-6 FAC Summary

Performance Standards	Conventional Septic System	Aerobic Treatment Unit	>1500 gpd Aerobic Treatment Unit	Secondard Treatment Standards	Advanced Treatment Standards	Advanced Wastewater Treatment Standards	Florida Keys Treatment Standards	Other[6]
INSPECTION MAINTEN-ANCE FREQUENCY	Recommended every 3 to 5 years	1 x per year – CHD 2 x per year – ME	1 x per year – CHD 2 x per year – ME (Class D Operator)	1 x per year – CHD 2 x per year – ME	1 x per year – CHD 2 x per year – ME	1 x per year – CHD 2 x per year – ME	1 x per year – CHD 2 x per year – ME[5]	1 x per year – CHD 2 x per year – ME[5]
MONITORING / SAMPLING (This is for all systems designed to meet the specified treatment standards)	N/A	N/A	CBOD5 and TSS or Ponding Depth[1] and Fecal Coliforms Semi-annually	Specifi-cations to be Set by Design Engineer[4]	Specifi-cations to be Set by Design Engineer[4]	CBOD5 and TSS or Ponding Depth[1] Frequency Varies[2]	Specifi-cations to be Set by Design Engineer[4]	Specifi-cations to be Set by Design Engineer[4]
For Drainfield Reductions	N/A	N/A	N/A	Ponding Depth[1] Quarterly[3]	Ponding Depth[1] Quarterly[3]	Ponding Depth[1] Quarterly[3]	Ponding Depth[1] Quarterly[3]	Ponding Depth[1] Quarterly[3]
For Reduced Setbacks and/or Increase Authorized Flows	N/A	N/A	N/A	Fecal Coliforms Semi-annually	TN, P and Fecal Coliforms Semi-annually	TN, P and Fecal Coliforms Frequency Vaires[2]	N/A	N/A

NOTES:
1. Ponding depth cannot be measured in a drip irrigation system. You can either sample for CBOD5 and TSS or perform a visual inspection of the ground surface above the emitter lines for soil saturation.
2. Twice monthly for the first 6 months, if results are in compliance with applicable standards, then the frequency is reduced to quarterly, if 8 consecutive quarterly results are below the applicable standards, the frequency is reduced to twice per year. See Chapter 64E-6.029(1), FAC for more specific details.
3. If drainfield size reduction is the only benefit being utilized, then the only monitoring required is ponding depth on a quarterly basis.
4. Engineer cannot specify "Per Chapter 64E-6 FAC" as monitoring requirements.
5. If injection well is utilized, maintenance shall be performed every 4 months.
6. These are other performance-based treatment systems mandated by local county ordinances that do not meet any of the PBTS standards set forth in this rule.

h. Management Options Identified to Date

i. A December 2005 report, Degradation of Water Quality at Wakulla Springs, Florida: Assessment and Recommendations, prepared by the Peer Review Committee on the Workshop Solving Water Pollution Problems in the

Wakulla Springshed of North Florida, made the following recommendation relative to septic systems: "...establish a wastewater utility and charge it with maintaining all on-site disposal systems and facilitating the necessary environmental education of septic-tank owners." It recommended the utilities' activities should be in accordance with the goal of minimizing the input of nitrate and other pollutants to groundwater and encompass those areas of Leon and Wakulla Counties not currently served by a wastewater treatment facility and should be funded by an appropriate fee. It identified the following benefits of a utility: (1) Failing systems would get prompt attention; (2) Advanced systems would be employed where necessary to protect the aquifer; and (3) The cost of maintenance and improvement would be distributed, rather than falling on the individual homeowner.

ii. A report prepared by the Florida State University's Center for Economic Forecasting and Analysis (CEFA) in January, 2007 provided a high-level assessment of Wakulla County's situation. The CEFA study noted "...the costs of managing onsite wastewater treatment systems are mostly determined by the local soil conditions and the corresponding types of wastewater treatment technologies used" and identified seven options for OSTDS management.

(1) Status Quo – The Wakulla County Health Department provides oversight as provided for by Department of Health regulations. Consistent with Wakulla County's ordinance, new development would install performance-based systems, and failing systems and those in need of repair would replace their traditional system with a performance-based one. Individual property owners will remain responsible for contracting with certified OSTDS operators to meet inspection and maintenance requirements for the performance-based systems.
(2) Wakulla County Health Department Oversight (greater than currently required by the State) – This option would involve additional financial support for expanding the Wakulla County Department of Health staff.
(3) Wakulla County or City of Carrabelle Management Utility for OSTDS – The City of Carrabelle or Wakulla County may levy property taxes, set fees, rates, charges and penalties; condemn land, impose special assessments; issue general obligation and revenue bonds; and establish rules and regulations. There is an established governing body.
(4) Wakulla County Management Utility for all Wastewater (sewer and OSTDS) and/or a Wakulla County Management Utility for all Water and Wastewater – Similar to point 3, however, now including water and sewer in addition to OSTDS functions.

(5) "Special District" Utility for OSTDS or Special District Utility for all wastewater (OSTDS and sewer). A special district can involve a county OR a region OR a defined geographical area. Two types of special districts are a Private Entity (operated for profit or as a non-profit, established under general law), and a Government Utility Authority created by interlocal agreement.

iii. Recommendations made by the Friends of Wakulla Springs State Park, during its presentation at the February 25-26, 2009 Wakulla Springshed Restoration Workshop, included the recommendation for centralized management of septic systems by the Wakulla County Health Department with the Wakulla County Health Department responsible for annual assessments for all septic systems in the county; maintaining a database of all systems in the county; annual inspections of all systems; contracting with local contractors for pump outs and for maintenance contracts for performance-based systems; permitting of repair and new systems; recommending policy changes to the Board of County Commissioners; and recommending annual fees.

iv. On January 23, 2007, Leon County's Septic Tank Advisory Committee recommended that the Board of County Commissioners require a U.S. Environmental Protection Agency (EPA) Model 3 or higher management program for new OSTDS installed within the PSPZ and the Board of County Commissioners accepted that recommendation.

v. Leon County's Comprehensive Plan provides the following requirement within the Primary Springs Protection Zone, "To ensure that all existing traditional OSTDS and new Performance Based OSTDS function effectively, local government shall designate or institute a Responsible Management Entity and supporting fee structure" and defines a Responsible Management Entity as follows: "A legal entity that has the technical, managerial, and financial capacity to ensure viable long-term, cost-effective, centralized management, operation, and maintenance of decentralized wastewater systems in accordance with appropriate regulations and generally accepted accounting principles. Viability is defined as the capacity of a responsible management entity to provide adequate technical, managerial, and financial resources to protect the public health and the environment consistently, in perpetuity, and at a minimal cost to taxpayers."

vi. Leon County has appointed the Leon County Health Department as its management entity for performance-based treatment systems. This appointment does not preclude the appointment of additional entities for more

complex systems, or for oversight, management or coordination beyond that required by Florida law, or revision of the current appointment, etc.

i. Relative to land use, Leon County's Comprehensive Plan includes the following guidance for the Primary Springs Protection Zone:

   i. The preferred method of wastewater treatment in the PSPZ within the Woodville Rural Community and the Urban Service Area shall be connection to sewer facilities designed to achieve Advanced Wastewater Treatment standards.
   ii. New development and redevelopment in the PSPZ shall use a Low Impact Development approach, in addition to conventional water quality treatment infrastructure required outside the PSPZ, to minimize adverse impacts of development on water quality and Wakulla Springs. Land development regulations shall specify the mechanism for implementing the Low Impact Development planning and design approach.
   iii. Establish a transfer of development units system within the PSPZ to foster growth in Woodville Rural Community, increase the feasibility of providing centralized sewer service, and protect Wakulla Springs. The transfer of development units system shall be based on the policies below:
      (1) The Rural and Urban Fringe Future Land Use Map categories inside the PSPZ shall be designated as the sending areas to transfer dwelling units out of. Expansion of the Urban Fringe Future Land Use Map category shall not be allowed in the PSPZ.
      (2) Areas inside the Woodville Rural Community Future Land Use Map category, where connection to sewer facilities designed to achieve Wastewater Treatment standards is available and required, shall be designated to receive dwelling units.
      (3) No net increase in dwelling units, as allowed by the Future Land Use Map on the effective date of this policy, shall be allowed in the PSPZ. Areas inside the USA are exempt from this policy and may increase in allowed density when consistent with applicable Comprehensive Plan policies. Approval of a Future Land Use Map amendment outside the USA that would allow an increased number of dwelling units shall require appropriate documentation that rights to the number of increased dwelling units have been, or are committed by a legally binding agreement to be, acquired from the designated sending areas.
   iv. The Urban Fringe clustering provision provided in Policy 2.2.2: [L] shall not be allowed within the PSPZ. Urban Fringe areas in the PSPZ may develop at one dwelling unit per three acres or as a Conservation Subdivision.

Note: Under the May 10, 2005 Water and Sewer Agreement, entered into by Leon County and the City of Tallahassee, the City was granted the water and sewer franchise for all of Leon County, except where there were existing water or sewer franchises previously granted or where there were active applications for water or sewer franchises prior to the date that the Water and Sewer Agreement was executed. The Water and Sewer Agreement provides criteria for the service of new development within Leon County based on the distance of the new development from existing City utility systems. If the development is beyond these distances, the City is not required to serve the property. When a proposed development is outside of the areas which the City is obligated to serve, Section 8 of the Water and Sewer Agreement, the County may revoke the franchise for the geographic area in question and grant water and/or sewer franchises to other providers.

j. County Quick Facts – The following facts regarding Leon and Wakulla Counties, from the U.S. Census, are provided (Table 6).

Table 6 – County Quick Facts

Quick Facts	Leon County	Wakulla County
Population, 2008 estimate	264,063	31,089
Population, percent change, April 1, 2000 to July 1, 2008	10.30%	36.00%
Population estimates base (April 1) 2000	239,454	22,866
High school graduates, percent of persons age 25+, 2000	89.10%	78.40%
Bachelor's degree or higher, pct of persons age 25+, 2000	41.70%	15.70%
Persons with a disability, age 5+, 2000	31,077	4,047
Mean travel time to work (minutes), workers age 16+, 2000	21.7	35.5
Housing units, 2007	121,057	13,154
Homeownership rate, 2000	57.00%	84.20%
Housing units in multi-unit structures, percent, 2000	30.90%	1.90%
Median value of owner-occupied housing units, 2000	$110,900	$96,200
Households, 2000	96,521	8,450
Persons per household, 2000	2.34	2.57
Median household income, 2007	$48,739	$46,997
Per capita money income, 1999	$21,024	$17,678
Persons below poverty, percent, 2007	17.00%	11.30%
Land area, 2000 (square miles)	666.74	606.66
Persons per square mile, 2000	359	37.7

SECTION 2 – SCOPE OF SERVICES

Scope of Services - As Leon and Wakulla Counties continue to grow in areas where central sewer systems are not available, additional OSTDS will be installed with ramifications for introduction of additional nitrate into Wakulla Springs. Wakulla

County, Leon County and the City of Tallahassee are seeking options and cost information that can be further refined at a later date through another process not part of this RFP.

a. The successful Contractor will perform a feasibility study with the goal of reducing nitrate load to Wakulla Springs from on-site treatment and disposal systems, and 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 deems appropriate:

   i. An assessment and summarization of existing data and prior research.

      (1) Identification of gaps in information that would assist decision makers in identifying cost-effective means to reduce the nitrogen load to Wakulla Springs from OSTDS.
      (2) Provision of the missing data elements, when practical.

      Notes:
      - The County understands that, at this point in time, specific detailed cost estimates cannot be provided. Therefore, the County is seeking high level cost and rate projections, including unit pricing, based on other projects and the Proposer's expertise.
      - **For each of the following items, the Contractor will be required to provide details relevant to each of the following geographic areas: (a) Wakulla County only; (b) Leon County – Countywide, with subset data for areas within the City of Tallahassee; (c) Leon County – PSPZ only, with subset data for areas within the City of Tallahassee; and (d) Combined Leon and Wakulla approach.**
      - Utilize the following estimates of OSTDS within Leon and Wakulla Counties in development of Proposals:

Estimates of OSTDS within Leon and Wakulla Counties (for RFP purposes)			
	Leon County	**Wakulla County**	**Total**
A. Total Estimated In Service as of 2007-08 (1970 Census, Plus Total Installations, Minus 50% of Repairs (assumes 50% of repairs were replacements) (Cumulative Total)	35,663	9,905	45,568
B. Number within the Leon County PSPZ (a subset of "A" above)	6,640		

ii. Identification of treatment options where central sewer is not available and, for each treatment option, provision of the following:

(a) Projected total and unit cost information that includes:

(i) Total implementation costs (including design, construction, land acquisition, etc., as appropriate);
(ii) Annual operating, maintenance, repair, replacement costs;
(iii) Life cycle cost analysis;
(iv) Anticipated levels of nitrogen reduction (near-term and long-term); and
(v) Cost/pound of nitrogen reduction/year.

(b) Pros, cons and considerations associated with each option, including scalability and relevant, comparable locations where these options have been implemented.

iii. Identification and discussion of options for managing the permitting, operations and maintenance of privately-owned and publicly-owned treatment options (such management options are not limited to a single management entity for Leon and Wakulla Counties, or within either county), including:

(a) Responsibilities and service levels;
(b) Projected annual costs (total and unit cost information);
(c) Pros, cons and considerations regarding each management option, including relevant, comparable locations where these options have been implemented.

iv. Review, identification and discussion of:

(a) Practical funding sources and preliminary rate schedules for the treatment and management options, and identification of relevant, comparable locations where these funding sources and rate schedules are being utilized.
(b) The affordability, ability and willingness of the customer base to pay in accordance with the necessary fee structure
(c) Fee collection mechanisms.
(d) The economic sustainability with attention to the initial, lifetime, operating, maintenance and replacement costs.

v. A suggested hierarchy by which on-site sewage treatment and disposal systems and management options may be reasonably phased in.

vi. Identification of generalized areas where central sewer would be the recommended method.

vii. Development of a recommended scope of work for further analysis, including a recommended subset of treatment and management options for decision makers to evaluate in greater detail (note: such further study is not part of this solicitation), and potential funding sources for a future Phase II study.

viii. Reporting Requirements –

(1) Progress Reports (the timeline and format will be developed).
(2) Furnish forty-five (45) copies of the final report documents, inclusive of all schedules and narratives.
(3) Provide three (3) copies of work papers.
(4) Make three (3) presentations of the final report, if requested, which may be in a meeting or workshop setting.

4. PROPOSAL CONTENT:

Proposals are to be prepared and submitted in the same manner and format that follows for each section. Proposals are to be submitted in three ring binders or bound by binder clips **only**. No manner of plastic, comb or wire bindings or staples are acceptable. Be sure to follow and clearly mark each section of your proposal according to the sections below (A, B, C, etc.):

a. Bid response sheet with manual signature and addendum acknowledgment.

b. Cover letter. The first page of the proposal SHOULD be a one-page cover letter that includes the following:
   i. Name of Proposer.
   ii. The address of the Proposer's corporate headquarters and the number and the locations of any branch offices.
   iii. The primary office(s) that would be directly involved in this project and if multiple locations are to be used, the functions to be provided by each office.
   iv. The name, title, email address, and telephone number of the person authorized by the Proposer to:
      (1) Contractually obligate the Proposer.
      (2) Authorized to negotiate the contract on behalf of the Proposer.
      (3) Be contacted for clarification.
   v. Be signed by the person authorized to contractually obligate the Proposer.

c. Background and Credentials Specifications – Background and credentials information must include:

i. Firm Background.

(1) Provide founding date, brief history, overall philosophy, unique benefits and qualifications, names and titles of key management and number of years with the company.
(2) Identify the services the firm offers; the total number of full-time employees; and total number of full-time employees by specialty.
(3) Identify the qualifying background and related experience.
(4) Provide the firm's organization chart, designating specific individuals and consultants proposed to be assigned to this project, and specifically identifying the Core Team (see #2 below).

ii. Core Team/Staff Assignments. Provide current biographies, including relevant education and work experience, of those planned to be assigned as core members of the team if awarded the contract; the role of each core member; and their length of agency tenure. The agency may have more personnel assigned to perform work related to the contract; however, the response to this section should be limited to the core team members.

iii. Current Relevant Clients and Projects. List the clients' names, services the Proposer provided, actual billing or contract amount, length of current contract and prior contract relationships with the client, and client contact information.

iv. Other Key Clients. For other key agency clients not included in number 4 above, provide a list of the name of prior key clients, a brief description of the service the Proposer provided, and when that service was provided.

d. Success Stories - Success stories must include:

i. Proposer's strongest case history(ies) of work completed after 2004. Include objectives and metrics of success. Include work samples if desired.

ii. Success stories should include no less than one project related to the identification of treatment system options, and no less than one project related to the identification of on-site treatment and disposal systems management options.

iii. Success stories should include and identify no less than one project where the Proposer's recommendations have been implemented.

e. Provide a statement of your understanding of and approach to the project; how you envision your firm meeting the needs of Leon County, Wakulla County and the City of Tallahassee, and discuss how your firm's qualifications and Core Team members best fit this RFP. Please specifically address the following:

i. Summary of Planned Tasks – Summarize the proposed tasks necessary to accomplish the goals of this RFP.

(1) Provide a timeline for the accomplishment of each planned task.

(2) So that all Proposers use the same project beginning date, assume the project is under contract and authorized to begin February 1, 2010.

ii. Understanding of Project Requirements – Demonstrate an understanding of the needs that gave rise to this project and the complexities affecting its successful execution.

iii. Approach – Describe your proposed approach to meet the needs and deal with the complexities. Demonstrate why this approach is the best solution to the problem and how it has worked on similar projects in the past. Provide information regarding the services required to ensure the project goals are accomplished, and the materials and methods that will be employed.

iv. Communication – Describe your proposed communication plan to report progress, to assure continued common understandings, etc.

f. Fee Schedule - Provide a complete Fee Schedule, inclusive of all services (see Travel Expenses below).

i. **Fee Schedule shall be delivered in a sealed envelope, separate from the rest of your Proposal.** (The Fee Schedule will be opened as part of the Step 2 evaluation process, as described in the following section).

ii. The Fee Schedule is to identify units of cost and match the services outlined in the Scope of Services section above.

iii. Travel Expenses

(1) 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. The proposed budged shall include all travel expenses required for the Proposer's successful delivery of the scope of work identified in this RFP, and contract, including the Proposal.

(2) Should additional travel be required, that is not covered within the scope of the Proposer's contract and which is billed separately to the County on a cost reimbursement basis, the Proposer must receive prior approval by the department head from whose budget the travel expenses will be paid and the County Administrator, and reimbursement will be in accordance with the Leon County Travel Policy. It is the Proposer's responsibility to read and understand the Leon County Travel Policy, including its reimbursement limits and documentation requirements, prior to traveling on a cost reimbursement basis.

g. Forms - Provide the following completed forms (forms attached): Equal Opportunity/ Affirmative Action Statement; Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions.

5. SELECTION PROCESS:

a. The County Administrator shall appoint an Evaluation Committee composed of no less than three members, including representation of Leon County, Wakulla County and the City of Tallahassee governments ("Evaluation Committee").

i. The Evaluation Committee will review all proposals received by the Submission Deadline and determined by the Leon County Purchasing Director to be responsive.
ii. The Evaluation Committee will select one or more firms for interview, based on the responses of each Proposer.
iii. All meetings of the Evaluation Committee, subsequent to their receipt of the Proposals, shall be public meetings. Notice of all public meetings shall be posted in the Leon County Purchasing Division offices no less than 72 hours (excluding weekends and holidays) and all respondents who submitted proposals no later than the Submission Deadline shall be notified by facsimile or telephone.

b. The Evaluation Committee will recommend, in order of preference (ranking), no more than three (3) firms deemed to be the most highly qualified to perform the requested services.
c. Upon approval by the Leon County Board of County Commissioners, Wakulla County and City of Tallahassee, staff will attempt to negotiate a contract with the firm considered to be the most highly qualified.
d. Should attempts to negotiate a satisfactory contract with the firm considered to be the most highly qualified fail, negotiations with that firm shall be formally terminated. Staff shall then undertake negotiations with the second most qualified firm or, upon Board approval, terminate the negotiation process under this RFP.
e. Should attempts to negotiate a satisfactory contract with the firm considered to be the second most highly qualified firm fail, and the Leon County Board of County Commissioners, Wakulla County or City of Tallahassee has not directed otherwise, staff shall then undertake negotiations with the third most qualified firm.
f. If negotiations with the third most qualified firm fail, the Evaluation Committee may recommend additional firms to continue negotiations, with the approval of the Leon County Board of County Commissioners, Wakulla County and City of Tallahassee, or negotiations under this RFP may be terminated.
g. Evaluation Criteria: Proposals will be evaluated and ranked on the basis of the following considerations:

RFP Title: Request for Proposals for Services to Identify Onsite Sewage Treatment and Disposal and Management Options
Proposal Number:
Opening Date:

Step 1 – Short listing to obtain an invitation to interview with the Evaluation Committee.

Step 1- Evaluation Criteria and Maximum Points	
i. **Comparable Past Performance** – Demonstration the firm has relevant experience and expertise in the identification of treatment of options, management options, financial projections, and fee/rate structures.	5
ii. **Qualifications and Experience of the Core Team Members, including Consultants if Used** – Demonstration of personnel with the education and experience necessary to develop relevant scientific and fact-based treatment options, management options, financial projections, and fee/rate structures.	10
iii. **Success Stories** – Demonstration of successful delivery of projects that are comparable with the services being solicited.	10
iv. **Approach, Planned Tasks and Communications** – Demonstration of a well developed plan with elements necessary for successful product delivery.	25
v. **References**	5
vi. **Local Preference**	5
Total Maximum Points (Step 1)	60

Step 2 – Final Ranking (ranking completed post interview with the Evaluation Committee) – Only Proposers invited to interview with the Evaluation Committee will proceed to Step 2; all other Proposers' evaluations will end with Step 1.

Step 2 - Evaluation Criteria and Maximum Points	
i. **Total Score from Step 1**	60
ii. **Demonstrated Understanding of the Project**	5
iii. **Demonstration that the Approach and Methods are Appropriate, Complete, and will Lead to Successful Project Delivery**	20
iv. ***Fee (from the Fee Schedule)**	15
Total Maximum Point (Steps 1 and 2)	100

*Fee – Points will be awarded in the Fee category according to the amount the Proposer's proposed fee exceeded the lowest fee submitted (of those Proposals which were part of the Step 2 Evaluation). The Proposal with the lowest fee would, therefore, receive 15 points (the highest score possible for this evaluation category). The remaining Proposers would receive a reduced score in proportion to the amount they exceeded the lowest fee proposal. An example follows.

Example – Fee Evaluation						
Proposer	Fee	Difference from Lowest Fee	Percentage over Lowest Fee	Calculation of points to be deducted	15 - % Deviation from Low Bid	Points Awarded
A	$50,000	$10,000	25.00%	15 x .25 = 3.75	11.250	11.250
B	$40,000	$0	0.00%	15 x 0.00 = 0	15.000	15.000
C	$45,000	$5,000	12.50%	15 x .125 = 1.875	13.125	13.125

6. HOLD HARMLESS:

By submitting a Proposal, vendors acknowledge and agree to comply with the following if they become the Contractor:

The Contractor shall agree to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Contractor, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Contractor, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Contractor to provide the defense. The Contractor acknowledges that ten dollars ($10.00) of the amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

7. MINORITY AND WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

a. Participation by Certified Minority and Women Business Enterprise Firms

i. There is no Minority and Women Business Enterprise aspirational target established for this RFP.

ii. 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:

(1) Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.

(2) Establish targets designed to increase MBE and WBE utilization proportionate to documented under utilization.
(3) Provide increased levels of information and assistance available to MBE's and WBE's businesses.
(4) Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

iii. Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available.

iv. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE's, please contact Iranetta Burnett, MWSBE Director, at 2284 Miccosukee Road, Tallahassee, FL 32308, by telephone at (850) 606-1650, fax (850) 606-1651 or by e-mail burnetti@leoncountyfl.gov.

b. Equal Opportunity

i. The Contractor 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.

ii. 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.

iii. 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.

8. INSURANCE REQUIREMENTS FOR CONTRACTORS

Potential Proposers' attention is directed to the insurance requirements below. Potential Proposers should confer with their respective insurance carriers or brokers to determine in advance of Proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. Proposers who fail to comply strictly with the insurance requirements may be disqualified from award of the Contract.

Contractor shall 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 Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

a. Minimum Limits of Insurance – Contractor shall maintain limits no less than the following:

   i. General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage with a $2,000,000 annual aggregate.

   ii. Automobile Liability: $1,000,000 combined single limit per accident for bodily injury and property damage. (**Non-owned, Hired Car**).

   iii. Workers' Compensation and 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.***

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:

   i. 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 insureds 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, it 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.

(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 claim is made or suit is brought, except with respect to the limits of the insurer's liability.

ii. 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.

d. Acceptability of Insurers - Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

e. Verification of Coverages - 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.

f. Subcontractors - Contractors shall include all subcontractors as insureds 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.

9. 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.