



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

REQUEST FOR PROPOSALS (RFP)		Number: C-8301
		Issue Date: September 6, 1996
Title: LOXAHATCHEE MITIGATION BANK SITE		
<p>Purpose: The purpose of this RFP is to solicit technical and cost proposals from qualified respondents for the services of a private mitigation banker/consultant to perform the work necessary to design, permit and implement a mitigation bank restoration plan.</p> <p>A more complete description of the technical specifications can be found in Part 4 of this RFP.</p>		
Inquiry Period: September 6, 1996 to October 30, 1996 Inquiries may be made between the hours of 8:00 A.M. and 5:00 P.M. weekdays.		
Direct Technical Inquiries to: Project Manager: Marjorie Moore Telephone No. (561) 687-6104 Fax No. (561) 687-6436	Direct Administrative/Insurance/Contractual Inquiries to: Contracts Manager: James Robinson Telephone No. (561) 687-6391 - 6373 Fax No. (561) 687-6397	
Deadline For Proposal Submission: NOVEMBER ²⁰ 1996 - 2:30 P.M.		
7 Copies to be Submitted, Including 1 Marked "Original"		
Confirmation of timely receipt may be made by calling (561) 687-6391		
RFP results and official award information may be obtained by calling the 24-hour BID HOTLINE (800) 472-5290		
Proposals Must be Submitted to the Following Address: South Florida Water Management District Attn: Procurement & Contract Administration B-1 Building, 2nd Floor West 3301 Gun Club Road West Palm Beach, FL 33406	A mandatory Pre-proposal Conference will be conducted on: Monday, September 16, 1996 1:30 - 3:30 P.M. At: Storch Room, B-1 Building 3301 Gun Club Road, West Palm Beach, FL 33406 All prospective proposers are requested to attend.	
This RFP is Comprised of 4 Parts: Part 1 General Guidelines and Information Part 2 Instructions for Preparing Responses Part 3 Evaluation Method Part 4 Statement of Work Part 5 Technical Support Document	Attachments: 1. Sample Contract 2. Statement of No Response 3. Statement of Business Organization 4. Certificate of Insurance 5. Schedule of Subcontractor/MBE Participation 6. Statement of Intent to Perform as an MBE Subcontractor 7. List of Minority/Women Business Contractors	

PART 1
GENERAL GUIDELINES AND INFORMATION

1.1 DEFINITIONS

"RFP." A Request For Proposals, which is a formal written solicitation for sealed proposals in which qualifications and technical ability are among the main selection criteria.

"Proposer" or "Respondent." All contractors, consultants, organizations, firms, or other entities submitting a response to this RFP.

"Proposal" or "Response." The proposer's written response to this RFP offering to provide the specified commodities and/or services. It shall be considered as a formal offer.

"Solicitation." A formal request to obtain commodities and/or services. It includes Requests For Bids, Proposals, Quotes, or Information.

"District." The South Florida Water Management District.

"Contract." A binding written agreement, including purchase orders, containing terms and obligations governing the relationship between the District and the other party.

"Minority Business Enterprise" or "MBE." Any small business entity which is organized to engage in commercial transactions, and which is at least 51 percent owned by minority persons, including women, and whose management and daily operations are controlled by such persons. A minority business enterprise may also primarily involve the practice of a profession. A minority individual includes any Black, Hispanic, Asian/Pacific Islander or Native American/Alaskan Native.

1.2 DISTRICT OVERVIEW AND MISSION

The District headquarters is located in West Palm Beach, Florida. The District currently employs approximately 1,600 people. The District's area of responsibility extends over 16 counties from Orlando to Key West, serving a population of over 5.4 million people.

The Mission of the District is to manage water and related resources for the benefit of the public and in keeping with the needs of the region. The key elements of the Mission are: environmental protection and enhancement, water supply, flood protection, and water quality protection.

The Mission is accomplished through the combined efforts of planning and research, operations and maintenance,

community and government relations, land management, regulation, and construction.

1.3 INVITATION

This invitation is extended to all qualified firms, including businesses certified as minority-owned or joint ventures which can provide the requirement(s) specified herein. Responses should be prepared simply and economically, addressing the requirements in a straightforward and concise manner. The requirements presented in this solicitation represent the District's anticipated needs.

1.4 POINTS OF CONTACT AND TIMETABLE FOR INQUIRIES

Respondents may contact the District to discuss this solicitation. Points of contact for both technical and administrative inquiries are specified on the cover page. All respondent's verbal inquiries should be confirmed in writing either through the mail or via facsimile transmission. Inquiries will not be entertained beyond the cut-off date indicated on the cover page in order that answers to substantive questions, in the form of written addenda, may be distributed to all who requested the solicitation.

1.5 ADDENDA

If any solicitation revisions become necessary, including changes to the deadline for response submission, the District will provide written addenda to those who requested this solicitation. Each addendum issued by the District will include a receipt acknowledgement. A separate receipt for each addendum must be signed and submitted to the District.

If issued, the District will mail written addenda at least seven (7) calendar days before the date fixed for opening the responses. All respondents should contact the District before the solicitation deadline to ascertain whether any addenda have been issued. Failure to do so could result in a determination that the submission is non-responsive.

1.6 STATEMENT OF NO RESPONSE

Respondents not responding to this solicitation should complete the attached Statement of No Response form and return it to the District by the deadline for response submission in an envelope plainly marked with the solicitation number and the reference: "No Response." Failure to return this form may result in your firm being dropped from consideration for future solicitations. The form may be submitted via facsimile transmission to number (561) 687-6397.

1.7 WITHDRAWAL OF RESPONSE

Respondents may withdraw their submitted response by notifying the District either in writing or in person through an authorized representative at any time prior to the submission deadline. Individuals making the withdrawal shall provide evidence that they are an authorized representative of the respondent. Responses, once received, become the property of the District, and will not be returned to respondents even when they are withdrawn from consideration. Responses, once opened, may not be withdrawn or modified except to the extent agreed to by the District during subsequent contract negotiation.

1.8 DEVELOPMENT COSTS

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this solicitation. All information in the response shall be provided at no cost to the District.

1.9 RESPONSE SUBMISSION AND OPENING

All responses must be submitted in a sealed envelope by the deadline indicated on the cover page of this solicitation. The response shall identify the solicitation number and title specified on the cover page of this solicitation. This reference information shall also be marked on the outside of the sealed envelope, including the respondent's return address. The District assumes no responsibility for responses not properly marked.

The District cautions respondents to assure actual delivery of responses either hand delivered or mailed via U.S. mail or overnight courier, directly to the District's Division of Procurement and Contract Administration in the District's B-1 Building, 2nd Floor West prior to the deadline set for opening responses. The District will not accept responses delivered after the established deadline. Receipt of a response by any District office, receptionist or personnel other than the Division of Procurement and Contract Administration does not constitute "delivery" as required by this solicitation. Telephone confirmation of timely receipt of the response may be made by calling (561) 687-6391 before the opening time of the responses. The District shall not accept or consider responses submitted via facsimile transmission.

The public is welcome to attend the solicitation opening.

1.10 DISCLOSURE

Upon receipt, responses become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents must invoke the exemptions to

disclosure provided by law, in the response to the solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

Responses will be made available for public inspection at the time the District posts notice of its decision or intended decision concerning contract awards, or ten (10) days after the response opening, whichever is earlier.

1.11 REJECTION OF RESPONSES

The District reserves the right to reject any and all responses when such rejection is in the District's interests. Minor irregularities contained in a response may be waived by the District. A minor irregularity is a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, or does not adversely impact the interests of the District. The District may also re-advertise and solicit for other responses when it is considered to be in the District's interests to do so. The District further reserves the right to cancel this solicitation at any time if it is in the District's interest to do so.

1.12 AWARD

The respondent understands that this solicitation or the response does not constitute a contract with the District. No contract is binding or official until responses are reviewed and accepted by appointed District staff, approved by the appropriate level of authority within the District, and either an official contract is duly executed by the parties or a purchase order is issued to the respondent. A sample contract is attached to this solicitation. The District anticipates that the final official contract will be in substantial conformance with the sample contract. Nevertheless, respondents are advised that any contract which may result from this solicitation may deviate from the sample contract. Any deviations from the sample contract that may be required by the respondent shall be submitted with the response for consideration by the District.

The respondent to whom the award is made shall, within thirty (30) calendar days after notice of award has been given provide evidence of any required insurance and schedule of subcontractors (if applicable) and sign the necessary contract in substantially the form attached. Failure to execute the contract and/or to provide evidence of any required insurance coverage shall be just cause for the annulment of the award. Award may then be made to the next most responsible and responsive respondent or the work may be readvertised as the District may decide.

The District anticipates entering into contract negotiations with the respondent who submits the response judged by the District to be the most responsive and responsible based on the evaluation criteria specified in this solicitation. The District anticipates awarding one contract, but reserves the right to award more than one contract, or not to make any award whatsoever, if to do so is in the interest of the District.

1.13 FORMAL NOTICE OF INTENT TO AWARD

In compliance with Chapter 120 of the Florida Statutes, the Notice of Authorization to Enter into Contract Negotiations will be posted in the Division of Procurement and Contract Administration. This notice will remain posted for a period of seventy-two (72) hours. Failure to file a protest within the time prescribed in Rule 40E-7.302 Florida Administrative Code and Section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

1.14 TAX EXEMPT STATUS

The District is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

1.15 ORAL PRESENTATIONS

As part of the evaluation process following the submission of responses, the District may require any respondent to make an oral presentation of the response. These presentations provide an opportunity for the respondent to clarify the response for the District. The District will schedule any such presentations.

1.16 EQUAL OPPORTUNITY/ MBE PARTICIPATION

The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age or sex. The District encourages participation by minority business enterprises (MBE's) at both the prime and subcontractor levels, and requests MBE's to submit evidence of such certification with their response. For further information on certification as an MBE, respondents may contact the District's MBE Office at (561) 687-6446.

The District has identified available and capable minority-owned businesses in the relevant geographic area which provide the services required under this solicitation. All respondents shall take all necessary and reasonable steps to ensure that minority-owned enterprises have the maximum opportunity to compete for and perform under the resultant contract.

It is the responsibility of the respondents to exercise good faith efforts to maximize MBE participation. The respondent's

good faith efforts shall reflect: (1) the process used by the respondent to identify MBE firms and contracting opportunities, (2) the methods used to notify and inform MBE firms of opportunities, and (3) the good faith efforts used in evaluating and contracting with MBE firms as subcontractors or joint venture partners. At its discretion, the District may request documentation of good faith efforts for each contract.

PART 2 INSTRUCTIONS FOR PREPARING RESPONSES

2.1 RULES

Each response by an individual or firm shall state the name and address of all persons or entities having an interest in the response. Responses shall be signed by an authorized person or member of the firm making the response. In no case may a response be transferred or assigned by a respondent.

2.2 STATEMENT OF BUSINESS ORGANIZATION

All respondents responding to this solicitation shall complete the attached Statement of Business Organization. This form provides the District with vital information concerning the responding organization as well as joint venture or subcontractor participation levels (if applicable) and MBE status.

2.3 PUBLIC ENTITY CRIMES

Any respondent, or any of his suppliers, subcontractors, or consultants who shall perform work which is intended to benefit the District, shall not be a convicted vendor or, if the respondent or any affiliate of the respondent has been convicted of a public entity crime, a period longer than 36 months has passed since that person was placed on the convicted vendor list. The respondent further understands and accepts that any contract issued as a result of this solicitation shall be either voidable by the District or subject to immediate termination by the District, in the event there is any misrepresentation or lack of compliance with the mandates of Section 287.133, F.S. The District, in the event of such termination, shall not incur any liability to the respondent for any work or materials furnished.

2.4 INSURANCE

The respondent, if awarded a contract, shall maintain insurance coverage reflecting, at a minimum, the amounts and conditions as specified within the District's Certificate of Insurance, attached to this solicitation. Evidence of appropriate insurance coverage shall be provided as an attachment to the response. Respondents may fulfill this requirement by having their insurance agent either (1) complete and sign the District's

Certificate of Insurance, or (2) issue a letter on the insurance agency's stationary stating that the respondent qualifies for the required insurance coverage levels and that the District's Certificate of Insurance will be submitted before final execution or issuance of the contract. All insurers must be qualified to lawfully conduct business in the State of Florida. Failure of the District to notify the respondent that the certificate of insurance provided does not meet the contract requirements, shall not constitute a waiver of the respondent's responsibility to meet the stated requirements. In addition, receipt and acceptance of the certificate of insurance by the District shall not constitute approval of the amounts or types of coverage listed on the certificate.

If the respondent is a self-insured entity, the respondent may contact the District's Contract Administrator or Purchasing Agent, identified on the cover page, and request the District's self-insurance package.

Misrepresentation of any material fact, whether intentional or not, regarding the respondent's insurance coverage, policies or capabilities, may be grounds for rejection of the response and rescission of any ensuing contract.

2.5 RESPONSE FORMAT AND CONTENTS

In order to facilitate District review, responses should be organized in the following sequence:

- A. Letter of Transmittal
- B. Technical Proposal
- C. Qualifications & Experience
- D. Revenue Proposal
- E. Supplemental Information
- F. Attachments

A. Letter of Transmittal

All responses should contain a transmittal letter highlighting the respondent's reasons for responding to the solicitation and unique attributes. The letter must name any and all of the persons authorized to make representations on behalf of the respondent, including the titles, addresses and telephone numbers of each person(s). The letter must declare that the response was prepared without collusion with any other person or entity submitting a response pursuant to this solicitation. An authorized agent of the respondent must sign the transmittal letter indicating the agent's title or authority. The letter should not exceed two pages in length.

B. Technical Proposal

This section of the response should explain the requested Statement of Work as understood by the respondent. This section should also include any assistance, materials,

equipment, reports, space, etc. the District must provide to the respondent to complete the "Statement of Work." The respondent should prepare this section of the response in such a manner that the District can incorporate the proposed "Statement of Work" into the final contract with minimal changes. The following details should be included:

1. A statement of the proposed work objective and scope.
2. A list of resources and/or equipment provided by the respondent.
3. Methodology and rationale for the proposed approach.
4. Proposed work plan including specific tasks, milestones, and deliverables.
5. Proposed project management plan.
6. A project completion schedule to show a detailed schedule for completing each deliverable.

C. Qualifications and Experience

This shall be a separate section and include details as follows:

1. Details on the qualifications of the firm, including a summary of the firm's history, experience, and staffing resources.
2. Details on the qualifications of the individual(s) who will perform the work, including experience in similar work, curriculum vitae, and relevant college, graduate or professional courses.
3. A list of at least three (3) current clients or former clients and pertinent references (include name, address and telephone number) that the District may contact.
4. Indicate the availability of the firm and the individuals proposed to provide the services. Identify the extent and nature of any anticipated outside support.
5. If a joint venture or subcontractor arrangement is involved in the response, the respondent must include a list of such parties by name, address and telephone number, including supervisory and professional personnel, and a summary of how the work will be apportioned. The same information requested above in items (1) through (5) must be provided for each subcontractor/joint venture party.

D. Revenue Proposal

The respondent shall state clearly the total proposed revenue to the District including timing and magnitude of payments. Revenue may be based on a percentage of gross sales, guaranteed payments or other options/mechanisms which provide the largest dollar amount of revenue and the quickest period of recovery. Any mechanism for sharing excess profits should also be set forth.

E. Supplemental Information

This section shall include the following items:

1. Provide a summary of any litigation filed against the respondent in the past three years which is related to the services that respondent provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.
2. Provide financial statements for the past two years, annual reports, or other similar evidence of respondent's financial stability.
3. Any additional information which the respondent considers pertinent for consideration should be included in this part of the proposal. Additional information may be required from joint venture respondents where one or more of the partners are considered eligible Minority Business Enterprises by the District.
4. The respondent should also review the Sample Contract and identify any changes or deviations for consideration by the District.

F. Attachments

The following attachments shall be provided with the response:

1. Signed receipts for each addendum issued by the District (if applicable).
2. Certification from the Florida Secretary of State, if respondent is a corporation or partnership, verifying respondent's corporate status and good standing. If respondent is also an out-of-state corporation, provide evidence of authority to conduct business in the State of Florida.
3. Statement of Business Organization.
4. Evidence of current levels of insurance.

5. MBE Forms:

- (1) Schedule of Subcontractor/MBE Participation.
- (2) Statement of intent to perform as an MBE Subcontractor. One statement must be completed for each MBE listed on the Schedule of Subcontractor/MBE Participation form.

**PART 3
EVALUATION METHOD**

3.1 EVALUATION PROCEDURE

The District will appoint a committee consisting of members of its staff to evaluate responses and to select the response(s) which meets the needs/requirements of the District. The District shall be the sole judge of its own needs/requirements, the response(s), and any resulting negotiated contract(s). The District's decisions will be final.

3.2 EVALUATION CRITERIA

The District's evaluation criteria will include consideration of the following:

Maximum Points	Category
30	Technical: <ul style="list-style-type: none">● Proposed technical approach to establishing wetlands mitigation● Demonstrated understanding of the scope of work● Staffing and workload distribution
30	Qualifications and Experience: <ul style="list-style-type: none">● Qualifications of the Consultant and subcontractor(s)● Related experience and demonstrated success of the Consultant and/or subcontractors in wetlands mitigation banking or in carrying out wetlands evaluation, restoration design, removal of exotic species, the marketing/sale of mitigation credits and monitoring restoration projects at the federal, state and local levels● Past performance of the Contractor, subcontractor(s) on similar wetlands mitigation contracts (based on discussions with references, e.g. plan design - on time and on budget)● Availability of qualified personnel
30	Financial: <ul style="list-style-type: none">● Demonstrated financial assurance and/or bonding capability● Proposed revenue to the District including timing and magnitude of payments. Revenue may be based on percentage of gross sales, guaranteed payments or any other options/mechanisms which provide the largest dollar amount of revenue and the quickest period of recovery. Any mechanism for sharing excess profits should also be set forth.
10	Minority Business Enterprise: <ul style="list-style-type: none">● Certified MBE status

PART 4

LOXAHATCHEE MITIGATION BANK SITE Statement of Work

I. OVERVIEW

The South Florida Water Management District ("District") requires the services of a private mitigation banker/consultant ("Consultant") to perform the work necessary to design and permit a mitigation bank restoration plan ("Plan"), implement construction of the Plan, market/sell credits, operate and initially maintain the Loxahatchee Mitigation Bank Site ("Site"). The Site comprises a total of 1222 acres located adjacent to the Loxahatchee National Wildlife Refuge and Water Conservation Area 1. The Plan will have two major components produced simultaneously. The first component of the Plan will prepare a restoration plan for the mitigation bank site, develop the construction permit application package, develop a mitigation banking instrument and process it through the applicable agencies, including the Mitigation Banking Review Team (MBRT), an inter-agency Federal and State review team. The second component of the Plan will consist of developing the Site in accordance with the mitigation banking instrument/permit requirements, the marketing/sale of credits and the operation and initial management of the site.

II. OBJECTIVE

The objective of the District's mitigation banking program is to provide an implementation mechanism for the restoration of targeted lands and to meet the needs of the development community. Through a contractual relationship, mitigation banking will facilitate the restoration efforts and generate a revenue stream to the District to recover costs associated with the project including land acquisition, staff costs and to initiate future restoration projects.

The Technical Support Document ("Document", Attachment 1) dated August 1996 as prepared by the South Florida Water Management District Construction and Land Management Department provides detailed information on the inventory, analysis and preliminary design of the Site. The District's objective in providing the information is to set forth the footprint for the restoration design based on best available information. The District is seeking proposals for a contractual relationship to develop a mitigation bank restoration plan that substantially conforms to the design concept set forth in the Document. Conformance with the Document does not necessarily ensure permissibility or success of the preliminary design concept included in the Document. The Consultant has the flexibility to develop design alternatives, provided the objectives set forth in the Document are satisfied. The Consultant will be expected to utilize cooperative and creative problem solving that will contribute to the overall understanding of wetlands restoration

and mitigation banking. Familiarity with the Document will be essential to a successful response to this Request for Proposals.

III. SCOPE OF WORK

Design a detailed ecological and engineering restoration plan which shall include exotic removal, controlled burn management techniques, a revegetation plan for forested and herbaceous species to supplement voluntary recruitment and an engineering plan to restore the hydrology. The restoration plans shall be at an appropriate scale and include excavation and grading plans, planting plans, necessary cross sections or profiles and adequately define all required ground elevations, water levels, pump sizes and other pertinent physical characteristics to adequately permit and construct the restoration plan. Additionally, the consultant shall prepare a strategic operations, phasing, management, monitoring plan and work schedule as part of the permit package. This shall include specific goals addressing restoration, recruitment of listed wildlife species, exotic species control, success criteria, security and long term maintenance.

The design engineering services shall include, but not be limited to, detail surveys, subsurface geologic investigations, hydraulic analyses, preparation of permit drawings, final detailed construction drawings, technical specifications and contract documents, and related services associated with the project construction. The Consultant shall also insure that the design meets all applicable regulatory requirements, proper engineering design standards and applicable codes. The restoration plan shall be coordinated with members of the MBRT and designed to obtain approval pursuant to any local, State or Federal laws, rules and regulations. The consultant shall closely coordinate with the District and all applicable regulatory agencies in the development of the Plan. All engineering services shall be performed under the direction of a Professional Engineer registered in the State of Florida and qualified in the appropriate discipline. All survey related activities shall be performed under the direction of a Professional Land Surveyor registered in the State of Florida.

A. **PART I:** The Consultant shall prepare the following as part of the Scope of Services for the first component of the Plan:

1. Collect all available data - The Consultant shall collect all available data to develop the base mapping and engineering design. The data to be collected includes geologic information, topographic information, location of existing drainage systems and other utilities within the proposed project area, and any other information to be provided by the District as described in the Section entitled "District Responsibilities". During this sub-task the Consultant shall also coordinate with the District the needs for

additional hydraulic analysis and the use of any mathematical models for said hydraulic analysis.

2. Permit requirements - The Consultant shall meet with appropriate agencies having regulatory jurisdiction over the intended works and define the regulatory permit requirements for the project.
3. Surveys and subsurface soil investigation - During this task the Consultant shall be responsible for performing detailed survey activities to establish the project boundaries, to clearly define ground topography and existing features, to assist in the determination of hydrologic and hydraulic parameters (as needed) and to delineate jurisdictional areas of environmental impact. The Consultant shall also perform subsurface soil investigation (as needed) for purposes of determining existing soil profiles and structural characteristics.
4. Based on the information obtained, the Consultant shall review with the District the validity of the preliminary design set forth in the Technical Support Document and the proposed design alternatives.
5. Based on information obtained in Task 1 and the results from any supplemental hydraulic analysis, the Consultant shall prepare the typical design sections for the canals, levees, and inflow/outflow structures.
6. The Consultant shall prepare detailed design plans and construction specifications for construction of the project. The design plans shall be of a level of detail and professional quality to reflect the required work clearly and in a professional manner. The detailed design shall be based on the base mapping developed in Task 1 and with typical design sections developed in Task 2. The technical specifications shall be in Construction Specifications Institute (CSI) standard format and be of sufficient detail to convey the required product performance in accordance with good engineering practices.
7. The consultant shall provide to the District the Mitigation Bank Permit Application package for review prior to submittal to the applicable agencies including the Florida Department of Environmental Protection (DEP) and the Army Corps of Engineers (COE). The District shall review the Construction Permit Application and provide comments to the Consultant within thirty (30) days. Following the District's review, the Banker shall revise the application to address the District's comments and questions. After all comments have been addressed and upon the District's review and acceptance of the

final design drawings and specifications the Consultant shall submit the permit application package to the applicable agencies and the MBRT for review.

8. Subsequent to the agency submittal, the Consultant shall provide the District with all complete final design, engineering and survey drawings on reproducible paper (velum or mylar) and a 3 1/2" floppy diskette (Autocad Release 12) together with corresponding technical specifications in CSI format on 8 1/2" x 11" paper and 3 1/2" floppy diskette (in Word Perfect for Windows Version 5.2). Additionally, the Consultant shall provide the District with copies of all permits obtained by the Consultant.

Throughout the entire design period, the Consultant shall work in close cooperation and conduct monthly progress meetings with District staff to ensure successful and timely completion of the work performed.

B. PART II The Scope of Services for the second component of the Plan shall include:

1. Develop the Site in accordance with all applicable permit requirements.
2. The Consultant shall establish prior to the withdrawal of credits, a long-term management fund for use by the District to maintain and manage the site in accordance with permit conditions. Proceeds from the sale of credits shall be used to fully fund the endowment account.
3. Market/sell the mitigation bank credits and maintain the ledger accounting.
4. Develop the time zero report with detailed information on baseline conditions of the wetlands bank site. Prepare monitoring plan reports as detailed and permitted in the Monitoring Plan component of the permit. Manage and maintain the Site until all the credits have been sold or the Site has received final acceptance by the District.

IV. GENERAL REQUIREMENTS

- A. The consultant shall be encouraged to submit any portions of the Scope of Work as soon as they are complete; however these portions must represent one complete section of the Scope such as all of Item III.A.1.

- B. All applicable study maps and geographic information developed in the performance of this project shall be delivered to the District in ArcInfo Export format.

with the District the preliminary design set forth in the Document and any proposed design alternatives.

V. PROJECT SCHEDULE

- A. The goal is to have the Plan approved by December 1997. In order to meet that deadline, the consultant shall provide a written work schedule, including proposed timing for implementing specific work items.

VI. DISTRICT RESPONSIBILITIES

- A. In addition to the attached Technical Support Document the District will provide the Consultant with the following:

1. Aerial infra-red photographs at a scale of 1" = 500';
2. Conservation easement of the property within 30 days of permit issuance;
3. Electronic copy of the GIS information provided in the Document, in ArcInfo Export Format, to allow the Consultant to interpret and manipulate the data;
4. Electronic copy of the survey information provided in the Document including spot elevations every 100' along each of the seven monitoring transects and perimeter topographic information.

VII. EVALUATION METHOD

- A. In addition to the elements in Part 3, the District's evaluation criteria will include consideration of the following:

1. Proven project management skills;
2. Demonstrated ability of the Consultant and subcontractors to coordinate with agencies and other representative clients/collaborators during all stages of the project;
3. Demonstrated ability to provide for the protection and maintenance of a restored/banked wetland in perpetuity;

Proposals will be forwarded for evaluation to the District's proposal review team. The District may request that the Consultants conduct a presentation to clarify elements of their proposal. During the meeting, the Consultant shall discuss

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