

INSTRUCTIONS TO RESPONDENTS

1. INTRODUCTION

This Request for Qualifications (RFQ) invites responses (the words, “Response” and “Submittal” have the same meaning in these documents) according to the requirements set forth in this Solicitation,

Through this RFQ, the District is seeking to procure a qualified and experienced professional, as contemplated in §287.055, Fla. Stat., and Rules 40C-1.709 – 40C-1.718, FA.C.,

Respondents understand and agree that any expenditure they make in preparation and delivery of their Submittals or in the performance of any services requested by the District in connection with the Submittals or in response to this RFQ, are exclusively at the expense of the Respondents. In addition, the District shall not pay or reimburse any expenditure or other expense incurred by any Respondent for the following:

- (a) Anticipation of an award of a contract,
- (b) Maintaining the approved status of the Successful Respondent if a contract is awarded, or
- (c) Administrative or judicial proceedings resulting from the solicitation process.

2. DEFINITIONS

The definitions of capitalized terms used in this solicitation that are not otherwise defined herein can be found in the sample contract document (the “Agreement”) that is at the end of these instructions. The Agreement includes these Instructions to Respondents, any addenda published by the District, the Qualifications Submittal provided by Respondent, and all required certifications and affidavits.

3. CONTRACT ADMINISTRATION & CONE OF SILENCE

All inquiries related to this solicitation may only be directed to the Contracts Manager:

Kendall Siemiatkoski, Contracts Manager
Phone: (386) 312-2324
Email: ksiemiak@sjrwmd.com

Between the release of this solicitation and the posting of the notice of intended decision, Respondents to this solicitation or persons acting on their behalf may not contact any employee or officer of the District or its Project Partners concerning any aspect of this solicitation, except the procurement employee listed above. Violation of this Cone of Silence provision is grounds for rejecting a response.

4. WHERE TO DELIVER SUBMITTAL

Respondent must submit its Submittal either by uploading to Demandstar or Central Bidding or in “digital format”. Instructions for submitting are provided below.

Submittals can be uploaded directly to www.demandstar.com OR to www.centralbidding.com, NOT BOTH; **OR**