

Title Page

STATE OF FLORIDA
DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH
BUREAU OF ONSITE SEWAGE PROGRAMS

INVITATION TO NEGOTIATE
FOR
STATEWIDE INVENTORY OF ONSITE SEWAGE TREATMENT AND DISPOSAL
SYSTEMS IN FLORIDA

Vendor Name _____

Vendor Mailing Address _____

City-State-Zip _____

Telephone Number _____

Email Address _____

Federal Employer Identification Number (FEID) _____

Authorized Signature (Manual) _____

Authorized Signature (Typed) and Title _____

STATEWIDE INVENTORY OF ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEMS IN FLORIDA

Timeline

EVENT	DUE DATE	LOCATION
ITN Advertised - Released	September 1, 2008	Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
Questions Submitted in Writing	Prior to 3:00 PM EST September 15, 2008	Submit to: Florida Department of Health Purchasing – [enter administrative lead name], Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, Florida 32399-1749 Fax: (850) xxx-xxxx E-mail: [enter administrative lead name]@doh.state.fl.us
Optional Pre-Proposal Conference	September 22, 2008	Department of Health 4042 Bald Cypress Way Conference Room 240 P Tallahassee, Florida 32399
Answers to Questions	September 23, 2008	Posted electronically via the following Internet site: http://vbs.dms.state.fl.us/vbs/main_menu
Sealed Proposals Due and Opened	Must be received PRIOR to: 3:00 PM EST October 1, 2008	Florida Department of Health Purchasing – [enter administrative lead name], Suite 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749
Anticipated Evaluation of Written Proposals	Beginning October 1, 2008	Individual Evaluation of written proposals – Note: any Evaluation Team Meetings will be publicly noticed.
Anticipated Evaluation of Oral Presentations	October 8, 2008	Research Review and Advisory Committee Public Meeting Location to be determined
Anticipated Beginning Negotiations	October 20, 2008	Department of Health 4042 Bald Cypress Way Tallahassee, Florida 32399
Anticipated Posting of Intent to Award	October 21, 2008	Vendor bid system: http://vbs.dms.state.fl.us/vbs/main_menu

SECTION 3.0 INTRODUCTORY MATERIALS

3.1 Statement of Purpose

The purpose of this Invitation to Negotiate (ITN) is to solicit responses from qualified vendors to provide an inventory of all onsite sewage treatment and disposal systems in Florida for the Division of Environmental Health, Bureau of Onsite Sewage Programs. This number is estimated to be 2.5-million systems.

3.2 Term

The initial term of the contract resulting from this solicitation shall end on June 30, 2009.

3.3 Definitions

ArcMap – Geographic Information Systems (GIS) software component that is used for all map-based tasks including cartography, map analysis, and editing.

ATU – Aerobic treatment unit, a treatment receptacle that utilizes air to further treat wastewater prior to discharge into a drainfield

Conventional System – Standard septic tank and drainfield to treat wastewater on site that does not perform advanced treatment

CHD – County Health Department – There is a County Health Department in each of Florida's 67 counties

DEH – The Division of Environmental Health within the Florida Department of Health

DOH – The Florida Department of Health or the department

EHDB – Environmental Health Database – Proprietary database currently managing the Onsite Sewage data for the DEH and counties

FAC – Florida Administrative Code

Geo-code – Assigning geographic identifiers derived from address information to a format compatible with ArcMap in a projection compatible with DOH standards

IT – Information Technology - DOH division responsible for approving and setting DOH standards for computer hardware, off-the shelf software, and approving customized applications

OSTDS – Onsite Sewage Treatment and Disposal Systems

RRAC – Research Review and Advisory Committee, a committee with the Florida Department of Health, Division of Environmental Health, that develops priorities for research in onsite sewage, reviews and ranks research proposals, and reviews project reports

PBTS – Performance Based Treatment System, a type of OSTDS that has been designed to meet specific performance criteria for certain wastewater constituents

State - The State of Florida and legally authorized employees, agents, contractors, or vendors acting on behalf of the aforementioned for the purpose of conducting State business

TRAP – Technical Review and Advisory Panel, a panel with the Florida Department of Health, Division of Environmental Health, that assists the department with rule adoption

SECTION 4.0 TECHNICAL SPECIFICATIONS

4.1 Scope of Service

This inventory will cover the entire state of Florida and may involve interaction with local governments and utilities. The final deliverable shall include location information as well as minimal system information as available, for all systems, in a format that can be indexed, geo-coded, and updated. The deliverables shall meet the Department of Health's IT standards.

4.2 Programmatic Authority

The Bureau of Onsite Sewage Programs operates under Section 381.0065 et seq. of the Florida Statutes. Chapter 381.0065(3)(c) directs the department to “develop a comprehensive program to ensure that onsite sewage treatment and disposal systems ... are sized, designed, constructed, installed, ... operated, and maintained ... to prevent groundwater contamination and surface water contamination”. 381.0065(3)(j) specifically directs the Department of Health to award research projects “through competitive negotiation, using the procedures provided in s. 287.057, to public or private entities that have experience in onsite sewage treatment and disposal systems in Florida and that are principally located in Florida”.

Laws of Florida, 2008-152, includes Specific Appropriation 1682 requiring “from the research fees collected pursuant to section 381.0066, Florida Statutes, \$150,000 shall be used by the Department of Health to provide a statewide inventory of onsite treatment and disposal systems.”

4.3 Major Program Goals

The mission of the Department of Health is to promote and protect the health and safety of all Floridians. The Bureau of Onsite Sewage Programs' mission is to protect the public health and environment by developing and promoting a comprehensive onsite sewage program. The vision of the bureau is to make the Florida onsite sewage program a model for the nation using research as the cornerstone to develop scientific standards. The bureau does not have a comprehensive inventory of the approximate 2.5-million onsite sewage systems under its jurisdiction. Such an inventory is necessary for the department to accurately estimate the impact of these systems on the environment. This inventory is a fundamental component of the bureau's future plans regarding improvement, maintenance, and management of these systems and expansion of ongoing research.

4.4 Task List

The successful respondent shall perform at least the following tasks:

a) Identify data sources

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- i. OBJECTIVES: Identify the developed properties that use sewage treatment systems under the jurisdiction of DOH
 - ii. ACTIVITIES: The respondent will address the questions of:
 - 1. How best to identify developed properties? [Suggested data source: County Property Appraisers]
 - 2. How best to distinguish the method of wastewater disposal? [Suggested data source: Private and public utilities]
 - 3. How best to determine the minimal information about each onsite system (tank size, drainfield size, etc.)? [Suggested data sources: County Health Department records, septic tank pumper records, septic tank contractor voluntary inspection records]
 - iii. DELIVERABLES: List of the data sources
- b) Gather data**
- i. OBJECTIVES: Collect data from the identified data sources
 - ii. ACTIVITIES: The respondent shall:
 - 1. Make contact with data sources identified in Task A
 - 2. At a minimum the following data fields are required: parcel identification number, property address, data source, latitude and longitude, lot/block/subdivision information, method of sewage disposal
 - 3. At minimum, the following supplemental data fields are required when available: most current OSTDS-permit identifier, estimated flow, estimated tank size, drainfield size, lot size, house size, system type (conventional system, ATU, PBTS), date and result of last inspection, date of next required inspection
 - iii. DELIVERABLES: Report accepted by the department, documenting source contact information for each source and number of records from each source
- c) Develop database structure**
- i. OBJECTIVES: Create a database structure to house the data
 - ii. ACTIVITIES: The respondent shall:
 - 1. Utilize the data collected in Task B to develop a database structure. At a minimum the database shall include the required and supplemental fields listed in Task B
 - 2. Implement a method to address shared systems and multiple systems on one parcel
 - 3. Implement a method to receive regular updates from property records or the EHDB in order to remove active systems when they are abandoned and update records with the most current permit information
 - iii. DELIVERABLES: Data dictionary including a full description of all fields to be included in the database
- d) Integration and extraction of data**
- i. OBJECTIVES: Combine all of the gathered data into a single source
 - ii. ACTIVITIES: The respondent shall:
 - 1. Create a single list of all developed properties in the state [Suggestion: Use the developed properties listing from the Property Appraiser's offices]
 - 2. Identify properties not served by wastewater systems served under DOH jurisdiction [Suggestion: Use utilities listing to remove properties]
 - 3. Use supplemental data sources to populate supplemental fields when available
 - iii. DELIVERABLES: Report accepted by the department, documenting number of developed properties (records identified in a), number of properties removed

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from dataset (records identified in b), number of properties under DOH jurisdiction remaining in dataset, number of properties where supplemental data were available and included (records identified in c)

e) Index and geo-code the data

- i. OBJECTIVES: Provide a unique identifier to allow each property and each OSTDS to be individually mapped with a minimum success rate of 90%
- ii. ACTIVITIES: The respondent shall:
 1. Utilizing Accumail, or other DOH approved software assign geographic identifiers derived from address information in a format compatible with ArcMap in a projection compatible with DOH standards
- iii. DELIVERABLES: Report indicating how many records were successfully geocoded and a list of which records were not

f) Final project database

- i. OBJECTIVES: Final database including all combined records
 - ii. ACTIVITIES: The respondent shall:
 1. Populate the database with the inventory records
 - iii. DELIVERABLES: Provide the department with a database containing all data and including all raw data from all data sources. Full documentation of all data sources and methods used.
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4.22 Required Documentation

The following documentation shall be submitted by respondents participating in this solicitation

- Proposal including sections outlined in sections 4.24 and 4.25 of this ITN
- Attachment II –Respondent Qualifications
- Attachment III – Reference Form
- Attachment VII – Required Certification Form
- Attachment VIII – Additional Certifications

4.23 Evaluation of Proposal

Each response will be evaluated and scored based on the criteria defined in Attachment V and Attachment VI. This is a two step process: with an evaluation of written proposals and an evaluation of oral presentations.

4.23.1 Evaluation of Written Proposals

The Written Proposal Evaluation Criteria Worksheet (Attachment V) will be used by the selection review committee to designate the point value assigned to each proposal. The scores of each member of the selection review committee will be averaged with the scores of the other members to determine the final scoring. The selection review committee will develop points of common weakness or strength that respondents shall specifically address in their oral presentations (see 4.23.2).

In determining vendor responsibility, the agency may consider any information or evidence which comes to its attention and which reflects upon a vendor's capability to fully perform the contract requirements and/or the vendor's demonstration of the level of

integrity and reliability which the agency determines to be required to assure performance of the contract.

At the department's discretion, respondents with the highest scores may be invited to give oral presentations to a presentation evaluation committee. The order of presenters will be determined by lot. Participants will be invited by email and phone to give oral presentations. The invitation will include time and location of the presentation, the points of common weakness, and the scoring methodology used for the evaluation of presentations.

4.23.2 Evaluation of Oral Presentations

The selected respondents will present their proposal to the presentation evaluation committee, which is the department's Onsite Sewage Research Review and Advisory Committee (RRAC). The presentation evaluation committee members will use the Oral Presentation Evaluation Criteria Worksheet (Attachment VI) to score and subsequently rank the presenters. The average rank of all evaluators will determine the final ranking of respondents. The presentation evaluation committee will recommend to the department whether or not to pursue separate contracts for tasks.

The scoring of proposals establishes a reference point from which to make negotiation decisions. It in no way implies that a contract will be awarded. The department reserves the right to award more than one contract resulting from evaluation of proposals submitted in response to this ITN, as well as the right to reject all proposals.

Negotiation will commence with the respondent who has the highest ranking as assigned by the presentation evaluation committee. Prior to the beginning of negotiations, the respondent shall have submitted a completed truth-in-negotiation certificate (Attachment VIII). If negotiations with this respondent are unsuccessful the respondent who ranks the next highest will be contacted, and negotiations will begin with that respondent and so on.

4.24 Description of Approach to Performing Tasks

The proposal shall include the following sections to provide insight into the respondent's approach to providing the services as specified in this solicitation. The respondent will address all areas of work within the Task List. The respondent's approach will demonstrate a thorough understanding and insight into this project.

4.24.1 Introduction (2 page limit)

Provide a brief narrative that demonstrates that the respondent understands the project described by this ITN, and its intention to meet the purpose and the needs of the project (3.1 and 3.2).

4.24.2 Company Background (2 page limit)

This section shall provide information on the historical background of the respondent and on the respondent's organization structures. This should include years in operation and years involved in services that are relevant to the services being requested in this ITN.

4.24.3 Willingness to meet time and budget constraints (2 page limit)

The respondent shall state the willingness to meet the time and budget constraints of the department. These include completion within the milestones provided in 4.4, and within a budget that cannot exceed \$150,000. Final budget constraints depend on availability of funding.

4.24.4 Description of Approach (5 page limit)

The respondent shall describe the approach proposed to achieve the purposes of the project. The description should address at least the following elements with consideration of the questions posed in 4.4 (a):

- a) Identify data sources
- b) Gather data
- c) Develop database structure
- d) Integration and extraction of data
- e) Index and geo-code the data
- f) Final project database

ATTACHMENT I
ITN QUESTIONNAIRE

- 1) **Introduction (2 page limit) (4.24.1)** How does the respondent understand the purpose and the needs of the project and how will the respondent intend to meet this?
- 2) **Company Background (2 page limit) (4.24.2)** Does the history of the respondent, including the number of years in operation relevant to the project, and the organizational structure of the respondent, provide assurance that respondent is capable to perform work?
- 3) **Willingness to meet time and budget constraints (4.24.3)** Is the respondent willing to complete a project by June 30, 2009 and within a budget of \$150,000.00?
- 4) **Description of Approach to Performing Tasks Required by Section 4.4 (4.24.4) (5 page limit)** How well does the respondent address the following issues:
 - a) Approach to identifying data sources
 - b) Approach to gathering the data
 - c) Approach to developing the database structure
 - d) Approach to integrating and extracting these data
 - e) Approach to indexing and geo-coding these data
 - f) Approach to compiling the final project database
- 5) **Qualifications/ Organizational Capacity (Attachment II) (4.25.1)**
 - a) To what extent does the respondent or its proposed subcontractors have the qualifications and staff to perform the work? What personnel will provide the technical services; include the main non-administrative employees who will be responsible for the implementation of the contract resulting from this ITN. Are the qualifications of staff appropriate to the tasks assigned to them in regards to data collection, data management, and project coordination?
 - b) How similar are the projects that the respondent has performed to the one proposed in regard to the methodology that the respondent intends to use? How successful have these projects been (definitive results, guidance for decision making)?
 - c) What additional benefits can the respondent provide that have not been included so far, such as but not limited to, a history of projects in this area, partnering with other organizations, leveraging of funds?
- 6) **Description of Project and Workload Management (4 page limit) (4.25.2)** Does the organization of the project ensure that all necessary skills are present and managed effectively (refer to organization chart submitted as part of Attachment II)? How will the management methods outlined allow to keep costs and schedule under control, maintain qualified staffing, track project progress, and assure the quality of gathered data and their management? What types of corrective actions are foreseen to address problems? Is there potential for conflicts of interests and how will this be addressed?
- 7) **Past Performance References (4.9)** How well do the reports of past performance reflect upon the respondent on average? (Past performance for three clients shall be rated according to Attachment IV and averaged. Where past performance cannot be determined it shall be given a rating of 5)
- 8) **Subcontractor Documentation (4.25.2)** Are proposed subcontracts documented by a 1-page letter on subcontractor letterhead, identifying the solicitation number, project title, and prime contractor with whom the firm intends to subcontract? Failure to submit such a letter from an intended subcontractor shall result in the disallowance of the qualifications and experience of the subcontractor from consideration in the evaluations process.

ATTACHMENT V
WRITTEN PROPOSAL EVALUATION CRITERIA WORKSHEET

Responder Name: _____

Evaluator Name: _____

Date: _____

This sheet will be used by evaluators to assign scores to all written proposals. Evaluators will judge the presence and quality of each response in assigning a score (see Attachment I for questions). The scores range from the highest score representing an excellent response to a zero representing no response. The higher the score the better the response.

ITN Questionnaire Question Number	Point Value	Points Awarded
1. Introduction (4.24.1)	0 - 4	
2. Company Background (4.24.2)	0 - 4	
3. Willingness to meet time and budget constraints (4.24.3)	0 - 8	
4. Description of Approach to Performing Tasks Required by Section 4.4 (4.24.4) (5 page limit)		
a) Identify data sources	0 - 6	
b) Gather data	0 - 6	
c) Develop database structure	0 - 8	
d) Integration and extraction of data	0 - 10	
e) Index and geo-code the data	0 - 4	
f) Final project database	0 - 4	
5. Qualifications/ Organizational Capacity (Attachment II) (4.25.1)		
a) qualification of staff	0 - 8	
b) relevance of past projects	0 - 8	
c) additional benefits	0 - 4	
6. Description of Project and Workload Management (4.25.2) (4 page limit)		
a) organization and assignment of staff	0 - 4	
b) project and quality management	0 - 4	
c) potential for conflicts of interests	0 - 4	
7. Past Performance references (4.9) (average of three, according to Attachment IV)	0 - 14	
8. Subcontractor Documentation (5.7)	yes/no	
Total	100	
	POSSIBLE	AWARDED

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ATTACHMENT VI
ORAL PRESENTATION EVALUATION CRITERIA WORKSHEET

Evaluator Name: _____

Date: _____

A sheet such as this will be used by evaluators to assign scores and subsequent ranks to all respondents for each element in the scope outlined in Section 4.24.4. Evaluators will judge the presence and quality of each proposal by assigning a score. The scores range from the highest score representing an excellent response to a zero representing no response. The higher the score the better the response. The score is then converted to a rank, with 1 being the best respondent.

Presentation Evaluation Criterion	Possible Score	Proposal 1	Proposal 2	Proposal 3
Qualifications/ Organizational Capacity (4.25.1): How well does the respondent address issues such as -qualification of staff -relevance of past performance to this project	5			
Description of Approach to Performing Tasks Required by Section 4.4 (4.24.4) How well does the respondent address a) Identify data sources b) Gather data c) Develop database structure d) Integration and extraction of data e) Index and geo-code the data f) Final project database	10			
Project and Workload Management (4.25.2): How well does the respondent address issues such as -organization and assignment of staff -project and quality management -potential for conflicts of interests	5			
Willingness to meet time and budget constraints (4.24.3): How well does the respondent address the question if this project can be completed within twelve months and within budget.	5			
	Possible	AWARDED	AWARDED	AWARDED
Score	25			
Rank	Rank (1=best, 3=worst)			

Proposals with the same score will receive their average rank, e.g. two proposals tied for first and second place will both receive a ranking of 1.5