



IRL Council and Indian River Lagoon National Estuary Program

Request for Proposals (RFP)
Special Announcement - FY 2023

SPECIAL IRLNEP RFP CATEGORY:

Congressional “Infrastructure Investment and Jobs Act” (2021)

RFP SECTIONS:

1. Background and IRLNEP Priorities
2. Proposal Submission Requirements
3. Proposal Review and Award Information
4. Proposal Application

ATTACHMENTS:

1. Map of the IRL Watershed
2. Proposal Scoresheet
3. Sample Statement of Work
4. Sample IRLNEP Contract Agreement

PROPOSAL SUPPORT: Please address any questions regarding this RFP in writing to info@irlcouncil.org. All submitted questions and responses will be posted on the IRLNEP website at <http://www.onelagoon.org/>

PROPOSAL SUBMISSION DEADLINE: Proposal packages are due on **Friday April 15, 2022, by 5:00 p.m.** Proposals received after this deadline will be considered non-responsive and returned to the applicant. Proposal partner letters of support must accompany the proposal package at the time of submission.

IRLNEP REQUEST FOR PROPOSALS FY2023

Infrastructure Improvement Projects

1. BACKGROUND

SOURCE OF FUNDS:

This is a competitive RFP for one-time Congressional funding for infrastructure improvements. Proposal funding is contingent on amount and availability of funds delivered to the IRL Council from the Bipartisan “*Infrastructure Investment and Jobs Act*” that became law on November 15, 2021. Within the Act, \$132 million was appropriated to the 28 National Estuary Programs to be delivered over the next 5 years (2022-2026).

The IRL Council and IRLNEP are estimating annual revenues at \$908,800 per year for each of the aforementioned 5 years. These funds are anticipated to be allocated between this RFP, approximately 70%, and a Competitive Seagrass Restoration Capacity Building Request for Qualifications (RFQ), approximately 30%. The IRL Council Board of Directors has sole authority to allocate funds based on proposal review, ranking and recommendation of projects to be funded. The IRL Council will place a high priority on projects that provide transformational benefits to the Indian River Lagoon as well as those that address urgent needs. Multiple awards are anticipated from this RFP. Proposals for this FY 2023 RFP announcement may request funds for a single year or multiple years (up to 4 years). Depending on project funding decisions, the IRL Council has the discretion to issue competitive RFPs annually over the next four years to ensure the complete and timely expenditure of federal funds available from the Act.

FUNDING PRIORITIES:

The IRLNEP seeks high-quality, well-designed and outcome-focused infrastructure projects that address the broad goals of the 2021 Congressional “*Infrastructure Investment and Jobs Act*”.

High priority will be given to proposals that are transformative, innovative, provide significant long-term value to IRL restoration, strengthen community resilience with a special focus on small, rural and economically challenged communities, and address high priority infrastructure projects that may not be adequately addressed through other funding opportunities. The IRLNEP encourages proposals that fund planning, design, engineering and permitting activities that would position a project for construction funding.

Proposals MUST align closely with Vital Signs, Strategies, and Recommended Actions identified in the IRLNEP *Comprehensive Conservation and Management Plan (CCMP) – Looking Ahead to 2030* for the IRL (2019). The CCMP is available on-line at [one lagoon](#).

Broad Federal and IRLNEP priorities include infrastructure improvements related to Clean Water, Healthy Habitats, Strong Communities, Environmental Justice, and Climate Change Resilience. All proposed projects should be identified on the IRLNEP Comprehensive Restoration and Stewardship project list prior to proposal submittal. If your project is not on the current list, or if you are unsure, contact Dan Kolodny at kolodny@irlcouncil.org.

FUNDING CATEGORIES AND GUIDANCE

Proposals will be accepted in two categories of infrastructure projects: Water Quality and Habitat Restoration. The appropriate category of a project proposal must be identified in the

proposal application. Examples of some IRLNEP priority infrastructure projects are listed below to guide applicants:

- Projects that promote nutrient and pollutant reductions or removal related to wastewater, septic to sewer, and muck management. Estimates of nutrient and pollutant removal must be quantified.
- Stormwater capture and treatment projects that align with low impact development principles and reduce freshwater, nutrients, sediment and pollutant loads to the IRL. Estimates of freshwater, nutrient and pollutant, and sediment loads to the IRL must be quantified.
- Water quality improvement projects that deliver transformational (not small incremental) benefits to the IRL. Benefits must be quantified with a clear demonstration of the scale of benefits and long-term value.
- Habitat restoration and living shoreline projects that deliver transformational (not small incremental) benefits to the IRL. Benefits must be quantified with a clear demonstration of the scale of benefits and long-term value. Projects that deliver best practice examples of green or blue infrastructure, low impact development (LID), or USACE Engineering with Nature® will be ranked highly.
- Large, complex, multi-partner infrastructure projects that align with one of the priorities listed above and require 1 to 4 years of funding for planning, design and engineering and construction.
- Innovative, high-risk/high-reward, pilot-scale projects. To be ranked highly and considered for funding, pilot projects must provide sufficient documentation that completion will deliver one or more of the following outcomes:
 - Enhanced effectiveness and efficiency that would transform lagoon-wide restoration practices.
 - Significant reduction of costs without sacrificing performance.
 - Beneficial uses for waste streams that improve long-term sustainability with a focus on management and beneficial uses of biosolids and/or reclaimed water.
 - Cost effective and efficient approaches to aquatic plant management that are environmentally safe and sustainable.

CONDITIONS FOR FUNDING:

The IRL Council, an Independent Special District of Florida, is the host organization of the Indian River Lagoon National Estuary Program. The IRL Council will consider funding projects submitted to this request under the requirements set forth in this RFP. **Failure to meet all the requirements listed below at the time of proposal package submission will result in a proposal being deemed non-responsive.**

- The 1-page executive summary and 6-page proposal are complete, submitted and received by the IRL Council office on or before the deadline per the instructions herein.
- The proposal must be accompanied by a cover letter from the director, or another person authorized to submit the proposal on behalf of the organization, company or individual. This letter is not counted toward the 6-page limit.

The proposal must be accompanied by a letter from an authorized representative of each partner listed in the proposal. A partner is any agency or organization that commits to working on the project and/or funding for the project (including volunteers, indirect or direct funding support). Letters should endorse the project, specify the partner's role in the project, and describe the partner's commitment (cash or in-kind) to the project. These letters are not counted toward the 6-page limit.

Requirements for Match:

- There are **NO** matching fund requirements for this RFP.
- Proposals demonstrating higher cost-sharing levels will receive bonus points during proposal review and scoring (See Attachment 2: Proposal Scoresheet).
- To promote community access and equity to these Federal funds, projects submitted by small, rural, economically challenged, underrepresented, or environmental justice communities will have bonus points awarded to balance ability of more affluent communities to provide local cost-share matching funds. These considerations will be made in the proposal scoring and ranking process. Applicants need to self-identify and document status in the proposal to be recognized.

Indirect costs may **NOT** be used as part of any cost share portion of the total project cost. However, proposals demonstrating reduced indirect costs as part of the requested budget will receive bonus points during proposal review and scoring. Proof of federally negotiated indirect rates must be submitted to qualify for any reduced indirect bonus points.

Other project proposal considerations: All projects must provide reasonable assurance that the project can be completed within the period for completion identified in the proposal. Once funded, IRL Council contracts may allow for no-cost extensions. However, the granting of a no-cost extension by IRL Council should not be assumed by the applicant or its contractor(s). Requests for a no-cost extension requires submission of a written request by the applicant/contractor documenting reasons for the request. Requests are reviewed on a case-by case basis by IRL Council staff and only awarded based on justifiable and reasonable cause. Phased Projects will NOT be allowed to have cost extensions. IRL Council contracts will require quarterly reports of progress and annual reports of progress. Phased projects that are awarded multi-year funding will have contracts that specify year to year deliverables. Failure to meet year to year deliverables could result in the IRL Council withholding funds or withdrawing funding support.

2. PROPOSAL SUBMISSION REQUIREMENTS

Proposal Deadline: Applications for project funding are due **no later than 5:00 p.m., Friday April 15, 2022**. Applications received after the deadline will be considered non-responsive and returned to the applicant without review.

Proposal Format: Proposals are required to be submitted via electronic mail in Portable Document Format (PDF) only to Daniel Kolodny, Chief Operating Officer (kolodny@irlcouncil.org) with a copy to Kathy Hill, Deputy Director (hill@irlcouncil.org). Applications will not be accepted via U.S. Postal Service or other mail carrier.

Proposals must include all information requested in the Project Proposal Application (attached). Proposals will not be considered if the application is incomplete. During the review and evaluation process, applicants may be asked to provide additional details of the work and associated financial information.

Work Plan Development and Award Timeframe:

Because members of the IRLNEP Management Conference will participate in the review of proposals, Applicants should have no contact with IRLNEP Management Conference members for purposes of influencing ranking or funding decisions during the review and award period of April 15, 2022 through May 13, 2022. A list of Membership Conference members can be found at: [one lagoon](#).

The IRL Council will prepare and post a Notice of Intended Decision regarding proposal awards on the IRL Council website ([one lagoon](#)). Applicants are responsible to monitor the website for Addenda and notices regarding the Request for Proposals.

Once awards are authorized by the IRL Council Board of Directors, IRL Council staff will enter negotiations and begin working with the successful applicants in finalizing the award amounts and Statements of Work. The goal is to have all Statements of Work completed and agreements executed on or before October 1, 2022, or as soon as possible after the October 1 start of the fiscal year. Funds administered through this program are typically provided as a single reimbursement after project completion or in response to quarterly reports of progress and invoicing of work completed during the quarter. **IMPORTANT:** Proposed work cannot be reimbursed by the IRL Council if expenditures to be reimbursed are incurred by the applicant in advance of the IRL Council fiscal year and contract start date of October 1, 2022.

Sample IRL Council Agreement:

A sample IRL Council agreement is included as an attachment for informational purposes only and is not part of the application. While the IRL Council intends to use the sample agreement as a basis for developing the specific agreement entered into with selected proposers, the IRL Council reserves the right to add, delete, or amend terms contained in the sample agreement.

Legal Requirements:

Each applicant must comply with all federal, state, and local laws, ordinances, policies, rules, and regulations that are applicable to this RFP and the work to be performed under the awarded contract. An applicant's lack of knowledge about the applicable laws shall not be grounds for relief from such laws or constitute a defense against the enforcement of such laws.

Public Records:

Any material submitted in response to this RFP will become a public record and shall be subject to public disclosure consistent with the Florida Public Records Law (Part 119, Florida Statutes), except as may be provided by the Public Records Law or other applicable state or federal law. If an applicant contends that part of its application is not subject to disclosure, the applicant shall identify specifically any information contained in the qualifications that the applicant considers confidential or otherwise exempt from disclosure under the Public Records Law, and the applicant shall cite the specific section of the law creating the exemption for such information. The IRL Council reserves its right to make all determinations concerning the applicability of the Florida Public Records Law to any documents submitted in response to this RFP.

Litigation Concerning the RFP and Agreement:

By submitting an application, the applicant agrees that: (a) any and all legal actions necessary to interpret or enforce this RFP or the resulting Agreement shall be governed by the laws of the State of Florida; and (b) the exclusive venue for any litigation concerning this RFP or the Agreement shall be

the state and federal courts in and for Indian River County, Florida.

Public Entity Crimes:

As provided in the IRL Council Operating Procedures Manual, a person or affiliate who has been placed on the Convicted Proposers list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be successful or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list (see section 287.133, Florida Statutes).

Prohibition on Scrutinized Companies:

As provided in F.S. 287.135(2)(a), by submitting an application, or entering into any agreement with the IRL Council, or performing any work in furtherance hereof, the applicant (if a company as defined in section 215.473, Florida Statutes) certifies that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. The applicant shall complete the attached Scrutinized Companies Certification Form which is attached here as Exhibit A.

Non-Lobbying:

Pursuant to section 216.347, Fla. Stat., as amended, funds received from the IRL Council under this Agreement shall not be used for the purpose of lobbying the Legislature or any other state agency.

Right to Protest:

Any actual proposer aggrieved in connection with the solicitation or award of a contract may file a written protest in accordance with the procedures outlined in the IRL Council Operating Procedures Manual.

IRL Council Discretion:

In its sole discretion, the IRL Council may withdraw this RFP either before or after receiving applications, may accept or reject any or all applications, may accept applications which deviate from the non-material provisions of this RFP, and may postpone the application due date and time. The IRL Council may waive any minor irregularity which is defined as a variation from the terms and conditions of this solicitation that does not (1) affect the price of the proposal, (2) give the applicant an unfair competitive advantage over other applicants, or (3) adversely impact the interests of the IRL Council.

Funding Contingencies and Restrictions:

Project funding from the IRL Council is subject to annual funding received from IRL Council local stakeholder contributions, Congressional appropriation to the U.S. EPA under Section 320 of the Clean Water Act for the National Estuary Program, and projected annual revenues from the sales of Indian River Lagoon license plates.

Strategic decisions related to IRLNEP work plan funding are determined annually by the IRLNEP Management Conference with final decision for project priorities and budget allocations by the IRL Council Board of Directors.

Funding of proposals selected under this Request for Proposals (RFP) is contingent upon availability of funds. There is no guarantee that sufficient funds will be available to make awards for all qualified projects. The exact amount of funds awarded for each project will be determined in pre-award negotiations between the applicant and IRL Council staff with final award decisions by the IRL Council Board of Directors.

Proposals accepted for funding may have their requested amounts reduced based on Management Conference recommendations or availability of funding. In the event that a proposal is selected for funding but becomes subject to funding reduction, IRLNEP staff will notify applicants in advance of any reductions and will meet with proposers to provide an opportunity to consider the effect(s) that a funding reduction will have on the project scope and deliverables. The IRL Council is under no obligation to expend all funds allocated within a proposal category.

U.S. EPA Quality Assurance Project Plan (QAPP):

QAPPs are required for any project that collects data and receives funding from the U.S. EPA. The IRLNEP suggests that you provide procedures you will use to ensure that samples, data, and subsequent reports are of high enough quality to meet project objectives. **Note: A project may not begin until a QAPP is approved from EPA Region 4.** The Region 4 QAPP checklist can be found as Attachment 5.

Spatial Boundaries:

All projects funded by the IRL Council are subject to spatial boundaries. IRL Council funds may be used for projects within the formal IRLNEP watershed boundary (Ponce de Leon Inlet, Volusia County to Jupiter Inlet, Palm Beach County), and the IRL-Halifax Buffer Planning Boundary (from Ponce de Leon Inlet, north 25 miles to High Bridge Road, Volusia County). A map of the IRLNEP watershed and IRL-Halifax Buffer Planning Boundary is attached. Projects outside of the IRLNEP watershed and planning boundaries will not be considered for funding.

Cost Sharing:

No matching funds are required under this RFP. However, applicants are encouraged to match requested funds at the highest possible level. Projects with higher cost-share ratios will receive higher scores within the applicable rating criteria. Both cash and in-kind contributions are acceptable for match calculations. Applicants will be required to provide a declarative statement detailing the source of matching funds and when the matching funds will be secured for the project. Applicants using in-kind match will be required to describe in detail the method for documenting in-kind matching contributions and/or volunteer time.

3. PROPOSAL REVIEW AND AWARD INFORMATION

An IRLNEP Proposal Review Committee will review and rank projects. The proposal review committee will be comprised of a minimum of 9 members from the IRLNEP Management Conference. The IRLNEP reserves the right to invite up to three (3) volunteers from outside of the IRLNEP Management Conference who possess special skills, expertise, or interest relevant to this RFP category to serve on the proposal review committee.

No oral presentations to the IRL Council Proposal Review Committee will be conducted. Written proposals will be reviewed and ranked based on their substance, adherence to guidelines and ranking criteria as presented herein.

Proposals will be reviewed by the IRL Council staff to determine if the proposal is complete (responsive) pursuant to RFP instructions herein. Proposals that are determined to be non-responsive will not be reviewed nor scored by the proposal review committee. All responsive proposals will be reviewed and scored independently and individually by members of the proposal review committee. The only exception is when a committee member declares a conflict or potential conflict of interest associated with a proposal. After all ranking sheets are received by IRL Council staff, staff will review score sheets and assign addendum points as appropriate (see sample score sheet herein).

IRL Council staff will compile all the review sheets for each proposal and place them in numeric

ranked order and normalized ranked order (high and low scores removed). If review of scores and ranking reveal additional concerns about outliers, the IRL Council staff may apply a third-level ranking using an appropriate statistical outlier analysis.

IRL Council staff will provide the following information to the IRLNEP Management Conference advisory committees (i.e., Management Board, STEM AC and CAC) for review, discussion, and recommendations at their respective publicly noticed meeting.

- Access to all submitted proposals.
- Project scores and rankings in EXCEL spread sheets.

A sample Proposal Score Sheet is provided (Attachment 2) for informational purposes only and is not part of the proposal application. Applicants should pay close attention to the attached score sheet when developing the proposal. Proposals with a numeric rank score below 70% will not be considered for funding.

IRL Council project funding will be made available October 1, 2022, for the IRL Council 2023 fiscal year (October 1, 2022 – September 30, 2023). Applicants selected for inclusion in the IRLNEP FY 2023 Business Plan will negotiate a detailed scope of work and enter into a contract with the IRL Council. All contract awardees are required to comply with all IRL Council contract provisions, including relevant insurance requirements.

Other project proposal considerations: All projects must provide reasonable assurance that the project can be completed within the period for completion identified in the proposal. Once funded, IRL Council contracts may allow for no-cost extensions. However, the granting of a no-cost extension by IRL Council should not be assumed by the applicant or its contractor(s). Requests for a no-cost extension requires submission of a written request by the applicant/contractor documenting reasons for the request. Requests are reviewed on a case-by case basis by IRL Council staff and only awarded based on justifiable and reasonable cause.

4. PROPOSAL APPLICATION

INDIAN RIVER LAGOON NATIONAL ESTUARY PROGRAM INFRASTRUCTURE INVESTMENT AND JOBS ACT FY 2023 PROPOSAL APPLICATION

Proposals must be received no later than 5:00 p.m., Friday April 15, 2022.

Use this format to submit your application. All items and questions must be addressed to receive funding consideration.

SUBMIT APPLICATION VIA EMAIL AS A PDF TO:

Daniel Kolodny (kolodny@irlcouncil.org) with a copy to Kathy Hill (hill@irlcouncil.org).

EXECUTIVE SUMMARY (One-page narrative; not counted toward 6-page limit)

Provide a one-page, single-sided Executive Summary that includes the following information and follows the 1-page format provided below. Headers are in Montserrat font (12 pt). All other text is in Cambria font (11 point).

Format for 1-Page Executive Summary

Project Title and Category (Category A – Water Quality; Category B Habitat Restoration)	
Lead Organization and Partners:	Name lead organization and all partners
Project Location	Descriptive location of project site with Latitude and Longitude
Key CCMP Vital Sign(s):	Name all CCMP Vital Signs that project addresses
Top Outputs and Outcomes	List key project deliverables and primary value to the IRL
IRLNEP Contribution and Source:	Dollars, IRL Council
Partner Match:	Dollars (XX%) for each partner
Total Project Cost:	Dollars Total

Project Description:

Provide a brief overview of the project, not to exceed 250 words. List any predicted or expected quantitative benefits.

Map and Photo(s):

Provide a high-resolution map of the project location and at least one photo representative of the project (site plan, technology, work of volunteers, etc.). These should be in JPEG or PNG format and a minimum of 300 dpi. Do NOT embed these images in a document. They should be attached to the email sent when submitting your proposal.

Key Outputs (Deliverables):

Outline the specific project deliverables as a list with brief descriptions of each. Be sure to quantify any nutrient reduction estimates, acres of linear feet restored, etc.

Key Outcomes (Benefits to the IRL):

- Outline the specific project benefits as a list with brief descriptions of each. Identify the short-, medium-, and long-term benefits that will be attained when the project is implemented.

FULL PROPOSAL (6-Page Limit)

Section 1: Title Page

1. Project title. Title should be succinct, but descriptive of project and its benefits.
2. Identify project primary Applicant with a list of all partners and their specific role in the project. A partner is any individual or organization that is contributing significant time or investment (direct or in-kind support) to the project.
3. Infrastructure Investment and Jobs Act alignment – state how proposal meets Congressional intent.
4. CCMP Alignment: Identify all Indian River Lagoon Vital Signs and level of IRL health concern addressed by this project. Describe the expected quantifiable benefits. and describe quantified outputs (deliverables) and expected outcomes (benefits the project will provide over the short-, mid- and long-term) for each vital sign you list. Pay close attention to CCMP action recommendations.

Section 2: Project Proposal Detail

- A. Project Overview.
 - Provide a succinct narrative of the work being proposed and document statements as applicable. What are you proposing to do? Where are you proposing to do it? Why was the location/project chosen? How is the proposed project transformational? What long lasting benefits does the project provide? **RECOMMENDATION: DO NOT** waste space in this section with general IRL knowledge and information.
- B. Quantify Project Outputs (Deliverables).
 - Define the project deliverables and timeline.
 - Be specific. Possible examples: Basin size, pollutant or nutrient loading reductions in pounds per year, feet/acres/miles of habitat restored; number of citizens engaged/educated, evaluation metrics; number of peer-reviewed publications anticipated and timeline for submission; transformative impacts of a new technology; etc.
 - Clearly cite methodology used to quantify expected outputs.
- C. Project Outcomes (benefits to the IRL).
 - Clearly describe and quantify, where possible, the expected outcomes of the project to the IRL, its tributaries, or Halifax northern planning boundary. Example: If project deliverable is septic to sewer conversion, describe the expected short, medium and long-term benefits that are expected to arise as the result of project implementation (biological response, percentage of total load reduction achieved, etc.).
 - Clearly cite methodology used to quantify expected outcomes.
 - Does the project provide other resource, infrastructure or economic benefits (e.g., aquifer recharge, water conservation, flood protection, coastal resiliency, endangered/protected species protection, public access, public safety, economic value, or sustainability? Be specific. Do not overstate expected outcomes.
- D. Technical Merit/Justification
 - Clearly articulate the need/urgency for the project and/or the IRL problem(s) that the project will address.
 - Describe why the project location was chosen and is appropriate to achieve success.
 - Does the project enhance or continue existing or ongoing programs?

- Confirm project can be completed within the proposed 1-5 year timeline and budget.

E. Partner and Local Commitment

- Define why partners were chosen and identify the specific contribution that each partner brings to the project (e.g., unique expertise, history of proven performance, geographic or community representation).
- Specify whether the project is or is not a component of any adopted local or regional management plan such as a stormwater master plan, BMAP, Reasonable Assurance Plan (RAP) or local/regional IRL restoration plan.
- Is the proposed project identified in the IRLNEP comprehensive restoration and stewardship project list?
- If project partners are providing funding for the project, document project status (i.e. is funding in hand and available now? Is funding anticipated before contract start date of October 1, 2021?). If funding has been sought but has not yet been secured you must document status and potential risk that funding may not be received.

F. Project Readiness

- If you are proposing a **Planning, Design and Engineering Project (PDE)**, provide a detailed timeline of the PDE phases and permit process with expected milestones and dates.
- If you are proposing a **Construction Project (either water quality infrastructure or habitat restoration)**, document that the PDE process has been completed and list all secured permits (or required permits).
- If you are proposing a **Monitoring Project** document capital equipment to be acquired (e.g., sensor equipment, IT equipment, etc.) and any PDE or construction costs associated with station construction.
- Provide status of any pending permit applications, if applicable. For pending permits, provide documentation from the permitting agency or agencies that the permit has a high likelihood of being issued by the relevant agency.
- Define project phase/status at time of application and readiness to initiate proposed work on October 1, 2022.
- Provide a timeline that communicates the sequencing and timing of major tasks and identify any tasks performed by subcontractors or project partners.

IMPORTANT NOTE: Construction projects that have PDE completed (100%) and all permits issued will be ranked higher than those that are waiting on permit issuance and have uncertainties associated with project start dates and timeline to completion.

G. Project Monitoring/Evaluation and Maintenance Plans.

- Describe how success will be achieved and monitored/evaluated, along with key points in the project where evaluation will occur.
- Provide a brief description of the methodologies you will use for data quality control and management.
- State how the project will be maintained after project completion. Identify who is responsible for long-term maintenance. Remember, this RFP does not support operations and maintenance costs.

H. Project Sustainability

- Is this a project that is expected to seek funding from the IRL Council and IRLNEP for multiple years? If yes, describe and document why and how much recurring funding is

needed.

I. Experience and Past Performance

- Clearly define your expertise and experience to successfully implement the proposed project. Include specific documentation of similar projects implemented in last 5 years with location, documentation of success, dates, cost of project and references to the agency/entity that funded the project.
- Report if the proposed project previously received funding from the NEP or IRL License Plate (if yes, how much and identify years). List benefits to the Lagoon delivered by prior projects. Provide a statement for each project listed that addresses contract performance (i.e., timely delivery of quarterly reports and final report, project completion at or under budget, request(s) for no cost extension(s) and reasons for request(s)).
- Since October 1, 2015, has applicant failed to meet previous contract obligations to the IRL Council based on written documentation? If yes, explain.
- Specify if the proposed project applied for or received funding from other sources. If yes, provide names of sources, amounts, timeline for funding decisions and if funds are or will be tied to specific project deliverables.
- Does applicant have on-going projects under IRL Council contracts that are past the 1-year contract completion deadline and in no-cost extension at the time this proposal is submitted. If yes, explain.

Section 3: Project Funding

No matching funds are required for this RFP. However, a commitment of matching funds will be taken into consideration as part of project scoring and ranking. **If matching funds are committed by any partner to the project (either direct cash or in-kind) be sure to include a letter from an authorized representative for each of the partners documenting their direct or in-kind support and commitment to the project. If this/these letters are not part of the proposal submittal package, the proposal will not be reviewed and will be deemed non-responsive.**

A. Partnership and Cost Sharing

- Identify all project partners, and what components of the project they will be responsible for.
- Provide a declarative statement detailing all sources of matching funds, amounts, and when the matching funds will be secured for the project.
- If using in-kind match, how will you quantify and document the in-kind contribution?
- Indirect (Facilities & Administrative, F&A) costs will **not** be accepted as cost share.
- Other Federal funds that may be applied to this project cannot be listed as matching funds. Note: Section 320 EPA grant funds cannot be used as match for other federal funding sources.
- Cost-Share Matching Requirements: NONE

Proposals must include a summary of the budget in the format below. Single year projects will present a single year budget. Multiple year projects will provide a break-out of costs for each year as well as a total cumulative cost.

Budget Category	Cash	In-kind
Total Project Cost	\$XX.XX	N/A
Funds requested from IRL Council	\$XX.XX	N/A
Applicant matching funds and type (cash and/or in-kind)	\$XX.XX	\$XX.XX
Partner matching funds and type (cash and/or in-kind)	\$XX.XX	\$XX.XX
Partner matching funds and type (cash and/or in-kind)	\$XX.XX	\$XX.XX
Partner matching funds and type (cash and/or in-kind)	\$XX.XX	\$XX.XX
Total Matching funds (cash)	\$XX.XX	N/A
Total Matching funds (in-kind) Value of In-kind match (volunteer labor time is \$24.04/hr.)	N/A	\$XX.XX
Matching as percentage of Total Project Cost	X%	

B. Detailed Project Budget Table

Include a list of all deliverables, detailed accounting of in-kind and cash match, and sources of all funds: Identify all indirect (F&A) or overhead costs and the rate used to calculate them (e.g., percent of total funding received from the IRL Council)

Sample Budget Table: Revise deliverable (task) descriptions and number of budget lines as appropriate to the type of your project and its scope – PDE Project or Construction Project:

Task Line Item	Deliverables	IRL Funding Amount	Cost Share Funding Amount	Cost-Share Funding Source (Cash or In-Kind)
1	Deliverable 1	\$	\$	
2	Deliverable 2	\$	\$	
3	Deliverable 3	\$	\$	
4	Deliverable 4	\$	\$	
5	Deliverable 5	\$	\$	
6	Deliverable 6	\$	\$	
	Summary Costs	\$	\$	
	Total Project Cost	\$	\$	

RFP ATTACHMENTS

Information on the following pages is provided for information only.

Attachments are NOT part of the proposal application.

ATTACHMENT 1: Map of the IRL Watershed and IRLNEP Project Planning Boundary

(Note: Project proposals within the IRL-Halifax planning boundary extension are encouraged).



ATTACHMENT 2:
IRLNEP Proposal Score Sheet RFP Category 6:
Infrastructure Investment and Jobs Act Projects

IRLNEP FY 2022 Request for Proposals Infrastructure Investment and Jobs Act Projects
Reviewer Name:
RFP Category (A-Water Quality; B- Habitat Restoration):
Project Title:
Project Applicant:
Project Partners with Direct or In-Kind Support:
Requested Funding from IRLNEP: \$
Applicant Match Amount :
Total Project Cost (Requested Funding + Match Amount):
Percent Match (Match Amount/Total Project Cost):

Bonus Points: This section will be filled out by IRLNEP staff and provided to reviewers as part of the proposal review process.		
INFRASTRUCTURE INVESTMENT AND JOBS ACT EVALUATION CRITERIA	POINTS AVAILABLE	POINTS EARNED
Does the proposal show that the project is listed in an adopted Basin Management Action Plan (BMAP), or a Reasonable Assurance Plan? If Yes, add 2 points.	2	
Will the proposed infrastructure project make a <u>transformational or long-term</u> change to IRL water quality, habitat restoration, or community resiliency? <u>If Yes, add 10 points.</u>	10	
Does the project promote coastal resilience, adaptation or implement strategies to address sea-level rise? If Yes, add 2 points.	2	
Will the project support small IRL communities that are economically disadvantaged or underserved? If Yes, add 5 points.	5	
Does the project protect historical, archeological or cultural assets of significance? If Yes, add 2 points.	2	
Has the requesting organization ever failed to meet previous contract obligations to the IRL Council based on written documentation? If Yes, deduct 5 points.	- 5	
Does the requesting organization have on-going projects that are past the 1-year contract deadline? If Yes, deduct 5 points.	- 5	
Project demonstrates reduced Indirect Costs. <ul style="list-style-type: none"> - A minimum of 25% reduction: 1 point - 26% - 50% reduction: 2 points - Greater than 50% reduction: 3 points 	1 - 3	
Project demonstrates greater than the 0% match requirement. Note that Indirect Costs may NOT be used as Match. <ul style="list-style-type: none"> - 1% - 25%: 1 point - 26% - 50%: 2 points - 51% - 75%: 3 points - 76% - 100%: 4 points 	1 - 4	
Total bonus points awarded or subtracted:		

PROPOSAL SCORE SHEET

Proposals that do not achieve a minimum score of 70% of total points available will not be considered for funding.

INFRASTRUCTURE INVESTMENT AND JOBS ACT EVALUATION CRITERIA	POINTS AVAILABLE	POINTS EARNED
Executive Summary		
<p>A 1-Page Project Executive Summary is provided with required documentation, in proper format and contains adequate information to explain the project.</p> <p>Reviewers: Score 0 – 10 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-4 points Good: 5-7 points Excellent: 8-10 points</p>	10	
Full Proposal – Project Specifics		
A. Project Overview		
<p>Proposal provides a succinct but descriptive overview of the work being proposed, outlines the project deliverables and provides a time frame. Proposal is responsive to the Water Quality or Habitat Restoration priorities listed herein and in the IRLNEP CCMP.</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points</p>	20	
B. Quantify Project Outputs (Deliverables)		
<p>Proposal is specific in quantifying, the outputs (deliverables) of the project and cites, as applicable, the methodology used to quantify expected outputs.</p> <p>Reviewers: Score 0 – 10 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-4 points Good: 5-7 points Excellent: 8-10 points</p>	10	
C. Project Outcomes (Benefits to the IRL)		

<p>Proposal clearly describes the outcomes (benefits) to the IRL, its tributaries, or the Halifax northern planning boundary. Project describes and quantifies the expected short-, mid- and long-term benefits. To be excellent, project must deliver multiple benefits related to infrastructure, economy, coastal resilience, quality-of-life, job creation or other benefits as appropriate.</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points</p>	<p>20</p>	
<p>D. Technical Merit/Justification</p>		
<p>Proposal clearly outlines the need to implement the project; justifies its readiness and urgency; Proposal adequately identifies the project location and explains why the site was selected and deemed appropriate for achieving success. Proposal explains any connection to existing or ongoing programs; and there is reasonable assurance that project can be completed in the proposed 1 to 4-year time frame.</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points</p>	<p>20</p>	
<p>E. Partner and Local Commitment</p>		
<p>Proposal defines why partners were selected and clearly identifies the specific contribution(s) being made by all project partners. Proposal specifies whether the proposed project is included in any adopted local or regional management plans (stormwater master plan, BMAP, or local/regional IRL Restoration plan).</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points</p>	<p>20</p>	
<p>F. Project Readiness</p>		

<p>If the proposal is for a Design and Engineering project (D&E), a detailed timeline is provided for D&E development and permitting, with expected milestones and dates noted.</p> <p>If a construction project, proposal documents that D&E is completed, required permits are listed and the status of any required permit is noted. Proposal adequately describes project readiness to initiate work and a detailed timeline showing start/completion, milestones, dates for quarterly reports, and other major tasks are noted. If permits are required, but have not been secured, 10 points is the maximum score for a construction proposal.</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide:</p> <ul style="list-style-type: none"> Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points 	<p>20</p>	
---	------------------	--

G. Project Monitoring/Evaluation and Maintenance Plans		
<p>Proposal describes how project success will be evaluated or monitored and the timeline for any monitoring. Proposal notes the key points during the project where evaluation of success will take place.</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points (to get an excellent score, proposal must address data quality control and management)</p>	20	
H. Project Sustainability		
<p>Proposal describes whether the project will seek IRL Council funding over multiple years, and if yes, describes the project’s phasing and funding justification. If the project is envisioned to not continue for multiple years with IRL Council funding, the proposal describes how the project will be sustained.</p> <p>Reviewers: Score from 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points</p>	20	
I. Experience and Past Performance		
<p>Proposal clearly defines applicant expertise. Successful implementation of previous projects in the last 5 years is documented. References for funders of previous projects are provided. Proposal documents previous funding from IRL Council or IRLNEP and provides adequate explanation if a currently funded project is, or expects to, utilize a no-cost extension.</p> <p>Reviewers: Score 0 – 20 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-8 points Good: 9-15 points Excellent: 16-20 points</p>	20	
Project Funding		
A. Partnership and Cost Sharing (Cost Sharing is Not Required)		
<p>Proposal documents via letters from applicant and each partner the direct or in-kind match contribution to the project. Proposal details matching sources and amounts. Proposal includes a summary budget table showing project cost, funds requested from IRL Council, total matching funds, and match as a percentage of the overall project cost.</p> <p>Reviewers: Score 0 – 10 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-4 points Good: 5-7 points Excellent: 8-10 points</p>	10	

B. Project Budget Table		
<p>Proposal contains a budget table that lists deliverables as tasks, identifies all matching funds, indirect and overhead costs and the rate(s) used to calculate them, and notes reduced indirect charges, if applicable.</p> <p>Reviewers: Score 0 – 10 points using rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1-4 points Good: 5-7 points Excellent: 8-10 points</p>	10	
D. Proposal Urgency		
<p>Does the proposal document the project’s immediate need for funding AND it addresses one of the 6 Critical Health Concern Levels (impaired waters, stormwater, wastewater, seagrasses, harmful algal blooms, and CCMP implementation and financing)?</p> <p>Score 0 – 10 points using the rubric below as a guide: Poorly presented/unresponsive: 0 points Adequate: 1 – 4 points</p> <p>Note: A project that does not address a Critical Health Vital sign cannot score above 4 points. Good: 5 – 7 points Excellent: 8 – 10 points</p>	10	
E. Proposal Value Proposition		
<p>Reviewers: Should the IRL Council/IRLNEP fund this proposal? Point Values: If Yes = 10 points; If No = 0 points.</p>	10	
Total Reviewer Score from above (Maximum 220 points):		
Total Staff-Assigned Bonus Points:		
Final Score:		

ATTACHMENT 3: SAMPLE IRL COUNCIL STATEMENT OF WORK

- I. NAME OF PROJECT
- II. INTRODUCTION/BACKGROUND
- III. VALUE PROPOSITION
Why are you doing this project? What are the expected benefits to the IRL based on the Vision, Mission and Goals of the IRLNEP?
- IV. LOCATION OF PROJECT (Narrative and Project Location Map)
- V. SCOPE OF WORK(Outputs/Deliverables)
 - Output 1 (Deliverable) – Expected Outcome
 - Output 2 (Deliverable) – Expected Outcome
 - Output 3 (Deliverable) – Expected Outcome
- VI. TASK IDENTIFICATION: Recipient shall complete the following tasks:
 - Task 1. Identify Task.
 - Task 2. Quarterly Progress Reports. The recipient shall submit quarterly progress reports starting after the first quarter following contract execution and continuing to project completion.
 - Task 3. Identify Task.
 - Task 4. Identify Task.
 - Task 5. Project Administration and Final Report. The recipient shall complete 100 percent of the project and submit a project final report.
- VII. DELIVERABLES AND TIME FRAMES
 - Task 1. Quarterly progress reports starting after the first quarter following contract execution and continuing to project completion. Quarterly reports must be provided in the standard format provided by the IRL Council as part of the contract agreement.

Deliverables due in Council office quarterly after contract execution. Deliverables: Quarterly Reports.
 - Task 2.
Deliverable due in Council office by (date). Deliverable:
 - Task 3.
Deliverable due in Council office by (date). Deliverable
 - Task 4. Project Final Report.
Deliverable due in Council office by (date). Deliverable: Project final report.

VIII. BUDGET

Task Line Item	Task Description	IRL NEP Funding Amount	Cost Share Funding Amount	Cost Share Funding Source and type (cash or In-Kind)
1	Deliverable 1	\$	\$	
2	Deliverable 2	\$	\$	
3	Deliverable 3	\$	\$	
4	Deliverable 4	\$	\$	
5	Deliverable 5	\$	\$	
	Summary Cost	\$	\$	
	Project Total Cost	\$		

ATTACHMENT 4: SAMPLE IRL COUNCIL CONTRACT AGREEMENT

RECITALS

The waters of the state of Florida are among its basic resources, and the Council has been authorized by the United States Environmental Protection Agency to be the local sponsor for the Indian River Lagoon National Estuary Program.

Pursuant to the IRL Council Interlocal Agreement, the Council is responsible for managing the Indian River Lagoon National Estuary Program.

The Council has determined that providing cost-share funding to Recipient for the purposes provided for herein will benefit the management of the water resources of the Indian River Lagoon.

The parties have agreed to jointly fund the following project to benefit the water resources in accordance with the funding formula further described in the Statement of Work, Attachment A (hereafter "The Project"):

Project Description:

In consideration of the above recitals, and the funding assistance described below, Recipient agrees to perform and complete the activities provided for in the Statement of Work, Attachment A.

Recipient shall complete the Project in conformity with the contract documents and all attachments and other items incorporated by reference herein. This Agreement consists of all of the following documents:

(1) Agreement, (2) Attachment A- Statement of Work; and (3) All attachments, if any. The parties hereby agree to the following terms and conditions.

1. TERM; WITHDRAWAL OF OFFER

(a) The term of this Agreement is from the date upon which the last party has dated and executed the same ("Effective Date") until XX/XX/XXXX ("Completion Date"). Recipient shall not commence the Project until any required submittals are received and approved. Recipient shall commence performance within fifteen (15) days after the Effective Date and shall complete performance in accordance with the time for completion stated in the Statement of Work. Time is of the essence for every aspect of this Agreement, including any time extensions. Notwithstanding specific mention that certain provisions survive termination or expiration of this Agreement, all provisions of this Agreement that by their nature extend beyond the Completion Date survive termination or expiration hereof.

(b) This Agreement constitutes an offer until authorized, signed and returned to the Council by Recipient. This offer terminates sixty (60) days after receipt by Recipient.

2. DELIVERABLES. Recipient shall fully implement the Project, as described in the Statement of Work, Attachment A. Recipient is responsible for the professional quality, technical accuracy, and timely completion of the Project. Both workmanship and materials shall be of good

quality. Unless otherwise specifically provided for herein, Recipient shall provide and pay for all materials, labor, and other facilities and equipment necessary to complete the Project. The Council's Project Manager shall make a final acceptance inspection of the Project when completed and finished in all respects. Upon satisfactory completion of the Project, the Council will provide Recipient a written statement indicating that the Project has been completed in accordance with this Agreement. Acceptance of the final payment by Recipient shall constitute a release in full of all claims against the Council arising from or by reason of this Agreement.

3. OWNERSHIP OF DELIVERABLES. Unless otherwise provided herein, the Council does not assert an ownership interest in any of the deliverables under this Agreement.

4. AMOUNT OF FUNDING.

(a) For satisfactory completion of the Project, the Council shall pay Recipient approximately fifty percent (50%) of the total cost of the Project, but in no event shall the Council cost-share exceed \$XXXXX. The Council cost-share is not subject to modification based upon price escalation in implementing the Project during the term of this Agreement. Recipient shall be responsible for payment of all costs necessary to ensure completion of the Project. Recipient shall notify the Council's Project Manager in writing upon receipt of any additional external funding for the Project not disclosed prior to execution of this Agreement.

(b) In-Kind Services. Recipient agrees to provide \$XXXX in the form of in-kind services for the Project, as further described in the Statement of Work, which shall count toward Recipient's cost-share obligation of \$XXXXX.

5. PAYMENT OF INVOICES

(a) Within 30 days after the closing date of each calendar quarter (March 31, June 30, September 30 and December 31), Recipient shall submit an itemized invoice for the reimbursable expenses incurred during the previous quarter by one of the following two methods: (1) by mail to the IRL Council, 1235 Main Street, Sebastian, Florida 32958, or (2) by e-mail to Dan Kolodny (kolodny@irlcouncil.org) with a copy to Kathy Hill (hill@irlcouncil.org). The invoice shall be submitted in detail sufficient for proper pre-audit and post-audit review. It shall include a copy of contractor and supplier invoices to Recipient and proof of payment. For all approved expenses, the Council shall reimburse Recipient based upon the Council's fifty percent (50%) cost-share of the total approved expenses until the not-to-exceed amount of the Council's cost-share has been expended. The Council shall not withhold any retainage from this reimbursement. Council reimbursement is subject to annual budgetary limitation, if applicable, as provided in subsection (g). If necessary, for audit purposes, Recipient shall provide additional supporting information as required to document invoices.

(b) End of Council Fiscal Year Reporting. The Council's fiscal year ends on September 30. Irrespective of the invoicing frequency, the Council is required to account for all encumbered funds at that time. When authorized under the Agreement, submittal of an invoice as of September 30 satisfies this requirement. The invoice shall be submitted no later than October 30. If the Agreement does not authorize submittal of an invoice as of

September 30, Recipient shall submit, prior to October 30, a description of the additional Project work completed between the last invoice and September 30, and an estimate of the additional amount due as of September 30 for such work. If there have been no prior invoices, Recipient shall submit a description of the work completed on the Project through September 30 and a statement estimating the dollar value of that work as of September 30.

- (c) Final Invoice. The final invoice must be submitted no later than 45 days after the Completion Date; provided, however, that when the Completion Date corresponds with the end of the Council's fiscal year (September 30), the final invoice must be submitted no later than 30 days after the Completion Date. Final invoices that are submitted after the requisite date shall be subject to a penalty of 10 percent of the invoice. This penalty may be waived by the Council, in its sole judgment and discretion, upon a showing of special circumstances that prevent the timely submittal of the final invoice. Recipient must request approval for delayed submittal of the final invoice not later than ten (10) days prior to the due date and state the basis for the delay.
- (d) All invoices shall include the following information: (1) Council contract number; (2) Council encumbrance number; (3) Recipient's name and address (include remit address, if necessary); (4) Recipient's invoice number and date of invoice; (5) Council Project Manager; (6) Recipient's Project Manager; (7) supporting documentation as to cost and/or Project completion (as per the cost schedule and other requirements of the Statement of Work; (8) Progress Report (if required); (9) Diversity Report (if otherwise required herein). Invoices that do not correspond with this paragraph shall be returned without action within twenty (20) business days of receipt, stating the basis for rejection. Payments shall be made within forty-five (45) days of receipt of an approved invoice.
- (e) Travel expenses. If the cost schedule for this Agreement includes a line item for travel expenses, travel expenses shall be drawn from the project budget and are not otherwise compensable.
- (f) Payments withheld. The Council may withhold or, on account of subsequently discovered evidence, nullify, in whole or in part, any payment to such an extent as may be necessary to protect the Council from loss as a result of: (1) defective work not remedied; (2) failure to maintain adequate progress in the Project; (3) any other material breach of this Agreement. Amounts withheld shall not be considered due and shall not be paid until the ground(s) for withholding payment have been remedied.
- (g) Annual budgetary limitation. For multi-year agreements, it is necessary for the Council to budget as accurately as possible the amount of funds that will be expended by the Council during each fiscal year. The Statement of Work, Attachment A, includes the parties' current projection of the Council's cost-share on a fiscal year basis (October 1 – September 30). If Recipient's reimbursable costs exceed the budgeted amount during any fiscal year, the excess reimbursable costs shall be paid at the start of the next fiscal year. Recipient shall promptly notify the Council when it appears that Recipient's reimbursable costs will exceed the budgeted amount during any fiscal year and provide the Council with a revised funding plan. If the Council's annual budget permits, the Council may, in its sole discretion, prepare a Council Supplemental Instruction Form incorporating the revised funding plan and authorizing additional reimbursement

during the current fiscal year.

6. **INDEMNITY.** Recipient shall indemnify and hold harmless, release, and forever discharge the Council, its public officers, employees, agents, representatives, successors, and assigns, from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, arising from or caused by the Recipient, its employees or sub-contractors, in the performance of the Work. The Recipient shall further indemnify the Council for all costs and penalties the Council incurs related to any failure to offer Patient Protection and Affordable Care Act compliant health care coverage to Recipient- employees performing under this contract.
7. **INSURANCE.** Recipient shall acquire and maintain all insurance required by Attachment B, Insurance Requirements, and shall not commence Work until it has provided Certificates of Insurance to the Council as per Attachment B. Receipt of Certificates of Insurance indicating less coverage than required does not constitute a waiver of the Insurance Requirements. Recipient waives its right of recovery against the Council to the extent permitted by its insurance policies. Recipient's insurance shall be considered primary, and Council insurance shall be considered excess, as may be applicable to Recipient's obligation to provide insurance.
8. **FUNDING CONTINGENCY.** This Agreement is at all times contingent upon funding availability, which may include a single source or multiple sources, including, but not limited to: (1) the United States Environmental Protection Agency; (2) annual appropriations by the Florida Legislature, or (3) appropriations from other agencies or funding sources. Agreements that extend for a period of more than one Fiscal Year are subject to annual appropriation of funds in the sole discretion and judgment of the Council's Board of Directors for each succeeding Fiscal Year. Should the Project not be funded, in whole or in part, in the current Fiscal Year or succeeding Fiscal Years, the Council shall so notify Recipient and this Agreement shall be deemed terminated for convenience five (5) days after receipt of such notice, or within such additional time as the Council may allow. For the purpose of this Agreement, "Fiscal Year" is defined as the period beginning on October 1 and ending on September 30.
9. **PROJECT MANAGEMENT**
 - (a) The Project Managers listed below shall be responsible for overall coordination and management of the Project. Either party may change its Project Manager upon three (3) business days prior written notice to the other party. Written notice of change of address shall be provided within five (5) business days. All notices shall be in writing to the Project Managers at the addresses below and shall be sent by one of the following methods: (1) hand delivery; (2) U.S. certified mail; (3) national overnight courier; (4) email or, (5) fax. Notices via certified mail are deemed delivered upon receipt. Notices via overnight courier are deemed delivered one (1) business day after having been deposited with the courier. Notices via e- mail or fax are deemed delivered on the date transmitted and received.

IRL COUNCIL
[NAME], Project Manager
IRL Council
1235 Main Street
Sebastian, Florida 32858
[Phone]

RECIPIENT
[NAME], Project Manager
[Agency/organization]
[Address 1]
[City], FL [Zip]
[Phone]

[E-mail]

[E-mail]

- (b) The Council's Project Manager shall have sole responsibility for transmitting instructions, receiving information, and communicating Council policies and decisions regarding all matters pertinent to performance of the Project. The Council's Project Manager may issue a Council Supplemental Instruction (CSI) form, Attachment C, to authorize minor changes in the Project that the parties agree are not inconsistent with the purpose of the Project, do not affect the Council cost-share or Completion Date, or otherwise significantly modify the terms of the Agreement.

10. PROGRESS REPORTS AND PERFORMANCE MONITORING

- (a) Progress Reports. Recipient shall provide to the Council Project update/status reports as provided in the Statement of Work. Reports will provide detail on progress of the Project and outline any potential issues affecting completion or the overall schedule. Reports may be submitted in any form agreed to by Council's Project Manager and Recipient, and may include emails, memos, and letters.
- (b) Performance Monitoring. For as long as the Project is operational, the Council shall have the right to inspect the operation of the Project during normal business hours upon reasonable prior notice. Recipient shall make available to the Council any data that is requested pertaining to performance of the Project.

11. FAILURE TO COMPLETE PROJECT.

- (a) Should Recipient fail to complete the Project, Recipient shall refund to the Council all of the funds provided to Recipient pursuant to this Agreement. However, the Council, in its sole judgment and discretion, may determine that Recipient has failed to complete the Project due to circumstances that are beyond Recipient's control, or due to a good faith determination that the Project is no longer environmentally or economically feasible. In such event, the Council may excuse Recipient from the obligation to return funds provided hereunder. If the Project has not been completed within 30 days after the Completion Date, Recipient shall provide the Council with notice regarding its intention as to completion of the Project. The parties shall discuss the status of the Project and may mutually agree to revise the Completion Date or the scope of the Project. Failure to complete the Project within 90 days after the Completion Date shall be deemed to constitute failure to complete the Project for the purposes of this provision.
- (b) In the event the Project constitutes a portion of the total functional project, this paragraph shall apply in the event the total functional project is not completed. In such event, the 90-day timeframe provided herein shall commence upon the date scheduled for completion of the total functional project at the time of execution of this Agreement, unless extended by mutual agreement of the parties.
- (c) This paragraph shall survive the termination or expiration of this Agreement.

12. TERMINATION

- (a) Termination for Default. If Recipient materially fails to fulfill its obligations under this Agreement, including any specific milestones established herein, the Council shall

provide Recipient written notice of the deficiency by forwarding a Notice to Cure, citing the specific nature of the breach. Recipient shall have thirty (30) days to cure the breach. If Recipient fails to cure the breach within the thirty (30) day period, the Council shall issue a Termination for Default Notice and this Agreement shall be terminated upon receipt of said notice. In such event, Recipient shall refund to the Council all funds provided to Recipient pursuant to this Agreement within thirty (30) days of such termination. The Council may also terminate this Agreement upon ten (10) days written notice in the event any of material misrepresentations in the Project Proposal.

- (b) Termination for Convenience. The Council may terminate this Agreement at any time for convenience upon thirty (30) calendar days prior written notice to Recipient. Upon receipt of notice, Recipient shall place no further orders for materials, equipment, services, or facilities, for which reimbursement would otherwise be sought. Recipient shall also make every reasonable effort to cancel, upon terms satisfactory to the Council, all orders or subcontracts related to the Project for which reimbursement would otherwise be sought. In the event of such termination, Recipient shall be compensated for all work performed pursuant to this Agreement prior to the effective date of termination.

ADDITIONAL PROVISIONS (Alphabetical)

- 13. ASSIGNMENT. Recipient shall not assign this Agreement, or any monies due hereunder, without the Council's prior written consent. Recipient is solely responsible for fulfilling all work elements in any contracts awarded by Recipient and payment of all monies due. No provision of this Agreement shall create a contractual relationship between the Council and any of Recipient's contractors or subcontractors.
- 14. AUDIT; ACCESS TO RECORDS; REPAYMENT OF FUNDS.
 - (a) Maintenance of Records. Recipient shall maintain its books and records for the purpose of audit in accordance with the requirements of Attachment D, National Estuary Grant Program Requirements.
 - (b) Repayment of Funds. Council funding shall be subject to repayment after expiration of this Agreement if, upon audit examination, the Council finds any of the following: (1) Recipient has spent funds for purposes other than as provided for herein; (2) Recipient has failed to perform a continuing obligation of this Agreement; (3) Recipient has received duplicate funds from the Council for the same purpose; and/or (4) Recipient has received more than one hundred percent (100%) contributions through cumulative public agency cost-share funding.
 - (c) Inspector General. It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section.
- 15. CIVIL RIGHTS. Pursuant to chapter 760, Fla. Stat., Recipient shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, age, handicap, or marital status.
- 16. DISPUTE RESOLUTION. Recipient is under a duty to seek clarification and resolution of any

issue, discrepancy, or dispute involving performance of this Agreement by submitting a written statement to the Council's Project Manager no later than ten (10) business days after the precipitating event. If not resolved by the Project Manager, the Project Manager shall forward the request to the Council's General Counsel, which shall issue a written decision within ten (10) business days of receipt. This determination shall constitute final action of the Council and shall then be subject to judicial review upon completion of the Project.

17. **DIVERSITY REPORTING.** The Council is committed to the opportunity for diversity in the performance of all cost-sharing agreements. The Council encourages Recipient to make a good faith effort to ensure that women and minority-owned business enterprises (W/MBE) are given the opportunity for maximum participation as contractors. The Council will assist Recipient by sharing information on W/MBEs. Recipient shall provide with each invoice a report describing: (1) the company names for all W/MBEs; (2) the type of minority, and (3) the amounts spent with each during the invoicing period. The report will also denote if there were no W/MBE expenditures.
18. **FEDERAL FUNDING REQUIREMENTS (IF EPA FUNDED).** This Agreement is funded, in whole or in part, with funds received by the Council from the United States Environmental Protection Agency under the National Estuary Program for the Indian River Lagoon (CFDA No. 66.456), under the authority of section 320 of the Clean Water Act, 33 U.S.C. § 1251, et seq., and 40 C.F.R. Part 31 and 40 C.F.R. Part 35, Subpart P. The amount of federal funds provided under this Agreement is \$XXXXXX. Recipient, as a sub-grantee of these federal funds, must comply with the provisions of Attachment D.
19. **GOVERNING LAW, VENUE, ATTORNEY'S FEES, WAIVER OF RIGHT TO JURY TRIAL.** This Agreement shall be construed according to the laws of Florida and shall not be construed more strictly against one party than against the other because it may have been drafted by one of the parties. As used herein, "shall" is always mandatory. In the event of any legal proceedings arising from or related to this Agreement: (1) venue for any state or federal legal proceedings shall be in Indian River County; (2) each party shall bear its own attorney's fees, including appeals; (3) for civil proceedings, the parties hereby consent to trial by the court and waive the right to jury trial.
20. **INDEPENDENT ENTITIES.** The parties to this Agreement, their employees and agents, are independent entities and not employees or agents of each other. Nothing in this Agreement shall be interpreted to establish any relationship other than that of independent entities during and after the term of this Agreement. Recipient is not a contractor of the Council. The Council is providing cost-share funding to assist Recipient in accomplishing the Project. Recipient is solely responsible for accomplishing the Project and directs the means and methods by which the Project is accomplished. Recipient is solely responsible for compliance with all labor and tax laws pertaining to Recipient, its officers, agents, and employees.
21. **INTEREST OF RECIPIENT.** Recipient certifies that no officer, agent, or employee of the Council has any material interest, as defined in chapter 112, Fla. Stat., either directly or indirectly, in the business of Recipient to be conducted hereby, and that no such person shall have any such interest at any time during the term of this Agreement.
22. **NON-LOBBYING.** Pursuant to section 216.347, Fla. Stat., as amended, Recipient agrees that funds received from the Council under this Agreement shall not be used for the purpose of lobbying the Legislature or any other state agency.

23. PERMITS. Recipient shall comply with all applicable federal, state and local laws and regulations in implementing the Project and shall include this requirement in all subcontracts pertaining to the Project. Recipient shall obtain any and all governmental permits necessary to implement the Project. Any activity not properly permitted prior to implementation or completed without proper permits does not comply with this Agreement and shall not be approved for cost-sharefunding.
24. PUBLIC ENTITY CRIME. A person or affiliate who has been placed on the convicted vendorlist following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, 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 s. 287.017 for CATEGORY TWO (\$35,000) for a period of 36 months following the date of being placed on the convicted vendor list.
25. PUBLIC RECORDS.
- (a) Records of Recipient that are made or received in the course of performance of the Project may be public records that are subject to the requirements of chapter 119, Fla. Stat. If Recipient receives a public records request, Recipient shall promptly notify the Council's Project Manager. Each party reserves the right to cancel this Agreement for refusal by the other party to allow public access to all documents, papers, letters, or other material related hereto and subject to the provisions of chapter 119, Fla. Stat., as amended.
- (b) IF RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNCIL'S CUSTODIAN OF PUBLIC RECORDS DANIEL KOLODNY AT KOLODNY@IRLCOUNCIL.ORG, 1235 MAIN STREET, SEBASTIAN, FLORIDA 32958.**
- (c) Recipient shall keep and maintain public records required by the Council to perform the Project.
- (d) Upon request from the Council's custodian of public records, Recipient shall provide the Council with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119, Fla. Stat. or as otherwise provided bylaw.
- (e) Recipient shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the Council.
- (f) Upon completion of the contract, Recipient may transfer, at no cost, to the Council all public records in possession of the Recipient or keep and maintain public records

required by the Council to perform the service. If the Recipient transfers all public records to the Council upon completion of the contract, the Recipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Recipient keeps and maintains public records upon completion of the contract, the Recipient shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Council, upon request from the Council's custodian of public records, in a format that is compatible with the information technology systems of the Council.

26. ROYALTIES AND PATENTS. Recipient certifies that the Project does not, to the best of its information and belief, infringe on any patent rights. Recipient shall pay all royalties and patent and license fees necessary for performance of the Project and shall defend all suits or claims for infringement of any patent rights and save and hold the Council harmless from loss to the extent allowed by Florida law.

IN WITNESS WHEREOF, the IRL Council has caused this Agreement to be executed on the day and year written below in its name by its Executive Director, and Recipient has caused this Agreement to be executed on the day and year written below in its name by its duly authorized representatives, and, if appropriate, has caused the seal of the corporation to be attached. This Agreement may be executed in separate counterparts, which shall not affect its validity. Upon execution, this Agreement constitutes the entire agreement of the parties, notwithstanding any stipulations, representations, agreements, or promises, oral or otherwise, not printed or inserted herein. This Agreement cannot be changed by any means other than written amendments referencing this Agreement and signed by all parties.

IRL COUNCIL

RECIPIENT XXXXXX

BY:

BY:

Signed

Signed

Duane E. De Freese, Ph.D.
Executive Director

Authorized Representative
Typed and Title

APPROVED BY THE IRL COUNCIL GENERAL COUNSEL

Attest:

Signed

Glen J. Torcivia, Esquire
Torcivia, Donlon, Goddeau & Rubin, P.A.

IRL CONTRACT AGREEMENT ATTACHMENTS

- ATTACHMENT A – Statement of Work
- ATTACHMENT B – Insurance requirements
- ATTACHMENT C – Council Supplemental Instructions Form
- ATTACHMENT D – National Estuary Program Grant Requirements

ATTACHMENT A - STATEMENT OF WORK

Inserted Here

See sample statement of work above on pages 23 and 24 of this RFP

ATTACHMENT B - INSURANCE REQUIREMENTS

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which shall be considered primary coverage, with any Council insurance considered excess coverage. Contractor shall not commence the Work until it has provided Certificates of Insurance to the Council documenting such coverage. The “IRL Council” shall be shown as an additional insured under all policies to the extent of the Council’s interests under this Agreement, except workers’ compensation and auto liability. The insurance certificate shall include an endorsement requiring ten (10) days prior written notice to the Council before any change or cancellation is made effective. In addition, it shall have the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents, or representatives” stricken from the cancellation clause in the Certificate of Insurance. Any deductibles or self-insured retentions must be declared to and approved by the Council.

Contractor is responsible for any deductible or self-insured retention. Insurance is to be placed with insurers having an A.M. Best rating of A-:V or greater. Council receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) Workers’ Compensation Insurance. Workers’ compensation and employer’s liability coverage, including maritime workers compensation, if applicable, in not less than the minimum limits required by Florida law. If an exemption from workers’ compensation is declared, an exemption letter issued by Florida Department of Financial Services, Division of Workers’ Compensation, shall be submitted to the Council.
- (b) General Liability. Commercial General Liability Insurance on an “Occurrence Basis,” with limits of liability not less than \$300,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, (4) broad form property damage, and (5) property damage resulting from explosion, collapse or underground (x, c, u) exposures. Extensions shall be added, or exclusions deleted to provide the necessary coverage. “Claims made” coverage will be accepted only after verification that “occurrence” coverage is not available.
- (c) Automobile Liability. Minimum requirements of Florida law.

ATTACHMENT C
COUNCIL'S SUPPLEMENTAL INSTRUCTIONS (Sample)

DATE:

TO:

FROM: _____, Project Manager CONTRACT/PURCHASE ORDER NUMBER:

CONTRACT TITLE:

The Work shall be carried out in accordance with the following supplemental instruction issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor changes to the work as consistent with the Contract Documents and return to the Council's Project Manager.

1. CONTRACTOR'S SUPPLEMENTAL INSTRUCTIONS:
2. DESCRIPTION OF WORK TO BE CHANGED:
3. DESCRIPTION OF SUPPLEMENTAL INSTRUCTION REQUIREMENTS:

Contractor's approval: (Choose one of the items below):

Approved:

Date:

(It is agreed that these instructions shall not result in a change in the Total Compensation or the Completion Date.)

Approved:

Date:

(Contractor agrees to implement the Supplemental Instructions as requested but reserves the right to seek a Change Order in accordance with the requirements of the Agreement.)

Approved:

Date:

ATTACHMENT D
Terms and Conditions
for Subawards or Subrecipients of EPA Funds
[Inserted Here]

ATTACHMENT 5 U.S. EPA REGION 4 QAPP CHECKLIST

REGION 4 QAPP REVIEW CHECKLIST

P= Present & Acceptable; NP = Not Present; I = Incomplete; NA = Not Applicable

QAPP Title:
 Project Location:
 Originating Organization:
 Receipt Date:
 Review Date:
 Reviewer:
 Project Number:

USEPA REGION 4 QUALITY ASSURANCE SECTION QAPP REVIEW CHECKLIST

P=Present & Acceptable; NP=Not Present; I=Incomplete; NA=Not Applicable

ELEMENT	COMMENTS
A1. Title and Approval Sheet	
Title of Document	
Organization's Name	
Dated Signature of Project Manager	
Dated Signature of Quality Assurance Officer	
A2. Table of Contents	
A3. Distribution List	
A4. Project/Task Organization	
Identifies key project personnel, with their roles and	

Responsibilities well defined (includes end data users, project QA manager, subcontractors, etc).	
A5. Problem Definition/Background	
Clearly states problems or decision to be made	
Provides historical and background information	
A6. Project/Task Description	
Lists measurements to be made includes on-site field analysis and off-site fixed laboratory analysis	
Cites applicable technical, regulatory, or program-specific standards, criteria, or objectives	
Identifies types of personnel, equipment and instruments required to perform field sampling, field analysis and laboratory analysis	
Provides work schedule and data deliverable timelines	
Summarizes required project and QA records/reports	
A7. Objectives and Criteria for Measurement Data	
State project objectives - quantitatively and qualitatively	
Links measurement quality objectives to applicable action limits, criteria, etc.	

REGION 4 QAPP REVIEW CHECKLIST (Continued)

P=Present & Acceptable; NP=Not Present; I=Incomplete; NA=Not Applicable

ELEMENT	COMMENTS
A8. Special Training Requirements/Certified Listed	
States how training is provided, documented and assured	
A9. Documentation and Records	
Lists information and records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered)	
Specifies the turnaround time for laboratory data deliverables	
Specifies the retention time and location for project records and reports	
B1. Sampling Process Design (Rational for Design)	
Specified the type, number and matrix of samples slated for collection	
Discusses the rationale for the proposed sampling design	
Specifies sample locations and frequency of sample collection at each location	
B2. Sampling Methods Requirements	
Describes sample collection procedures and methods	
Lists equipment needs	
Identifies support facilities	

Identifies individuals responsible for corrective actions in the field	
Describes the process for preparation and decontamination of sampling equipment	
Describes selection and preparation of sample containers – and specifies sample volumes	
Describes sample container, volume, preservation and holding time requirements per each chemical, physical or biological parameter	
B3. Sample Handling and Custody Requirements	
Summarizes sample handling requirements	
Summarizes chain-of-custody procedures	
B4. Analytical Methods Requirements	
Identifies the analytical methods to be followed (including method number – and sample preparation method such as digestion/extraction method where applicable)	
Provides validation information for non-standard methods	
Identifies individuals responsible for corrective action	
Specifies the laboratory turnaround time for analysis and data deliverables	

REGION 4 QAPP REVIEW CHECKLIST (Continued)

P=Present & Acceptable; NP=Not Present; I=Incomplete; NA=Not Applicable

ELEMENT	COMMENTS
B5. Quality Control Requirements	
Identifies QC procedures and frequency for each sampling event, analysis, or measurement technique, as well as associated acceptance criteria and corrective actions	
References procedures and provides equations for calculating QC statistics including bias/accuracy, precision - specifies acceptance criteria for completeness, comparability and representativeness	
B6. Instrument/Equipment Testing, Inspection and Maintenance Requirements	
Identifies acceptance testing of sampling and measurement systems	
Describes equipment preventive and corrective maintenance	
Summarizes availability and location of spare parts	
B7. Instrument Calibration and Frequency	
Identifies equipment needing calibration and frequency for such calibration	
Summarizes required calibration standards, gases and/or equipment	
Cites calibration records and the manner traceable to equipment	

B8. Inspection/Acceptance Requirements for Supplies and Consumables	
Provides a list of the supplies and consumables including pH buffers, conductivity and turbidity standards, etc.	
States acceptance criteria for supplies and consumables	
Identifies the individuals responsible for inspecting supplies and consumables to ensure compliance with requirements	
B9. Data Acquisition Requirements for Non-Direct Measurements	
Identifies type of data needed from non-measurement sources (e.g., computer databases, literature searches, models, etc.) and provides the acceptance criteria for using this information	
Describes the limitations of this information and specifies when and when it cannot be used	
Documents the rationale for original collection of data and its relevance to the project	

REGION 4 QAPP REVIEW CHECKLIST (Continued)

P=Present & Acceptable; NP=Not Present; I=Incomplete; NA=Not Applicable

ELEMENT	COMMENTS
B10. Data Management	
Describes record/data keeping, storage and retrieval policies/requirements for organization/project	
Provides attachments to the QAPP containing SOPs, Checklists, Analytical Methodologies, etc.	
Describes data handling equipment and procedures used to process, compile and analyze data (e.g., computer hardware and software) – identifies the type of software used such as Excel, Statistical, Data Validation, etc.	
Describes the process for assuring that applicable Office of Information Resource requirements are satisfied.	
C1. Assessments and Response Actions	
Lists the required number, frequency and type of assessments or audits complete with dates and names of auditors/personnel conducting these assessments (assessments can include management system reviews, technical systems reviews, peer reviews, surveillance, performance evaluation audits, laboratory audits, data quality audits, etc.)	
Describes the process for planning audits and assessments and identifies the individuals that participate in this planning	

Identifies those individuals responsible for performing audits and assessments	
Specifies the auditors independence, authority and competence in performing audits/assessments	
Specifies how audit findings are documented, verified and communicated to project personnel, senior management and EPA	
Identifies individual(s) responsible for implementing corrective actions	
C2. Reports to Management	
Identifies the frequency and distribution of reports for:	
Project Status Reports	
Results of Performance Evaluations and Audits	
Results of periodic data quality assessments	
Results of quality assurance problems	
Identifies those individuals responsible for preparing reports and those that will receive these items	

REGION 4 QAPP REVIEW CHECKLIST (Continued)

P=Present & Acceptable; NP=Not Present; I=Incomplete; NA=Not Applicable

ELEMENT	COMMENTS
D1. Data Review, Validation and Verification	
Specifies criteria for accepting, rejecting or qualifying data	
Provides a list of data qualifier flags and provides definition of each flag	
Provides project-specific statistics, calculations or algorithms	
D2. Validation and Verification Methods	
Describes or provides the data validation and verification process (can provide validation SOPs)	
Describe resolution procedures for data quality problems and identifies individuals responsible for resolving data quality issues	
Describes the procedures for documenting the results of data validation, review and verification	
Describes the process for communicating data validation results to project personnel	
D3. Reconciliation of Data to Project Objectives	
Describes the process for reconciling project results with the project-specific data quality objectives and identifies the limitations of the data	

Specifies the usability of the data and verifies that it meets project objectives	
Identifies the individuals who are responsible for reconciling the data to the project data quality objectives	

Final QAPP Disposition:

- Approved, no comments*
- Approved, with comments, **Address Comments, Submit Revised QAPP to EPA PO***
- Conditionally Approved, **Address Comments, Submit Revised QAPP to EPA PO***
- Not Approved, **Address Comments, Submit Revised QAPP to EPA PO***

References

1. EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5, EPA/240/B-01/002 (March 2001).
2. EPA Guidance on Systematic Planning Using the Data Quality Objectives Process, EPA QA/G-4, EPA/240/B-06/001 (February 2006).

Both documents can be accessed at the following website: www.epa.gov/quality - Select guidance from the menu options to the left of the screen.