

**NORTHEAST FLORIDA REGIONAL COUNCIL**

**REQUEST FOR PROPOSAL**

**FOR**

**TIDAL INUNDATION ANALYSIS**

**FOR BAKER COUNTY VULNERABILITY ASSESSMENT**

May 8, 2025

Northeast Florida Regional Council  
40 E. Adams Street, Suite 320, Jacksonville, FL 32202  
Tel: (904) 279-0880  
<http://www.nefrc.org>  
Point of Contact: Donna Starling [dstarling@nefrc.org](mailto:dstarling@nefrc.org)

## I. Introduction

### A. Invitation

The Northeast Florida Regional Council (NEFRC) requests proposals from qualified vendors to conduct a tidal inundation analysis along the tidally influenced portion of the St. Marys River as part of the Baker County Vulnerability Assessment being conducted by NEFRC, based on the criteria listed in section II. Project Description. The total cost for this project is not to exceed \$20,000.

### B. List of Events

Action	Deadline (Eastern Time)
Request for proposal - released/published	Thursday, May 8, 2025
RFP questions from vendors due to the NEFRC	Wednesday, May 14, 2025 @ 4:00 pm
NEFRC response to RFP questions published	Friday, May 16, 2025 @ 4:00 pm
<b>Proposals due (Technical &amp; Price)</b>	<b>Thursday, May 29, 2025 @ 4:00 pm</b>
NEFRC approval of the award	Friday, June 6, 2025
Contract Awarded to vendor	June, 2025

#### RFP Questions and Response

To ensure consistent responses and provide correct information to all interested parties, questions regarding this Request for Proposals should be directed to Donna Starling [dstarling@nefrc.org](mailto:dstarling@nefrc.org) no later than **Wednesday, May 14, @ 4:00 p.m.**

Use subject line: **Baker VA TI Analysis Proposal Questions**

The NEFRC will post the responses to the Vendor RFP questions to the NEFRC website <https://www.nefrc.org/> no later than **Friday, May 16, 2025, @ 4:00 p.m.**

## II. Project Description

### A. Purpose

This Request for Proposal (RFP) is to obtain the services of a Vendor that provides environmental data analysis to assist the NEFRC in determining the extent, depth, and timing of tidal inundation along the tidally influenced portion of the St. Marys River (from the mouth to the furthest extent of the Florida-Georgia border that includes Baker County) as part of a Vulnerability Assessment (VA) being conducted by NEFRC for Baker County. A VA is a study undertaken to identify the impacts of different types of flooding on community assets in both the natural and built environments and is required of all counties pursuant to Florida Statutes section 380.093. The intent of this project is to predict potential future flooding in areas adjacent to the river and combine this information with other flood scenarios throughout Baker County analyzed for its VA.

#### Description of Entity

The NEFRC is a dynamic network of local governance, serving seven counties – Baker, Clay, Duval, Flagler, Putnam, Nassau, and St. Johns – and 25 municipalities. The mission of the NEFRC is to celebrate the unique assets of Northeast Florida and to engage its people, businesses, governments, and organizations. In doing so, the NEFRC communicates issues, convenes stakeholders, collaborates with others, and calculates, analyzes, and constructs solutions.

The NEFRC is a regional government agency created through the Florida Statutes. The NEFRC is governed by a 35-member Board, two-thirds elected officials and one-third gubernatorial appointees. The NEFRC receives funding from federal, state, and local governments.

## **B. Scope of Work**

The following provides a set of tasks to be completed by the vendor under this scope of work. These tasks are expected to be completed using GIS Data Standards approved by the Florida Department of Environmental Protection (FDEP). The project should include, but is not limited to, the following:

### **1) Design Analysis and Develop Methodology**

- a. Develop a plan for an analysis using an appropriate methodology that can determine the extent, depth, and timing of tidal inundation along the tidally influenced portion of the St. Marys River (see map showing the study area from the mouth of the river to the furthest extent of the Florida-Georgia border that includes Baker County) during normal fluctuations and/or extreme events, based on existing, publicly available data. The plan should include, but is not limited to, the following:
  1. Rectification of any differences in vertical datum or variables measured among different datasets (see datasets listed below)
  2. Method for QA/QC of comparisons of different datasets and outputs
  3. Use of historical data as a basis for comparable future conditions that cause fluctuations in river water levels due to normal or extreme tides
  4. Use of the planning horizons of the years 2040 and 2070.
- b. Conduct up to three (3) planning meetings with NEFRC staff on analysis design and development/refinement of the appropriate methodology.
- c. Submit a detailed plan to NEFRC describing the analysis design and methodology.

### **2) Collect Data and Conduct Analysis**

- a. Compile the data provided by NEFRC:
  1. NOAA data from tide gauge at the mouth of the St. Marys River
  2. USGS and/or other upriver gauge data in NAD27 for the St. Marys River
  3. NOAA hurricane and other storm event data
- b. Collect any other necessary data.
- c. Conduct the analysis according to the accepted plan.
- d. Finalize the results of the analysis, including a geodatabase conforming to the GIS Data Standards approved by the Florida Department of Environmental Protection.

### **3) Prepare Report**

- a. Prepare a report describing the background information and assumptions, data and methods used, results, and any conclusions that may be drawn from the analysis.
- b. The report should conform to standards of the Florida Department of Environmental Protection Scope of Work for VAs.

### **4) Close-Out/Final Deliverables**

- a. Provide NEFRC with all data in Excel and approved GIS format.
- b. Provide NEFRC with the report as described.
- c. Provide NEFRC with any additional materials used or generated from this analysis.
- d. Provide NEFRC with invoice.

### **C. NEFRC Responsibilities**

- 1) NEFRC Staff will:
  - a. Provide clarity on requirements in relation to the VA.
  - b. Attend planning and update meetings to review and approve methods and progress.
  - c. Provide data that NEFRC has already collected and curated.
  - d. Incorporate results/report into the corresponding portions of the VA and submit the entire project to the FDEP.

### **D. Technical Qualifications**

#### **1) Prior Experience**

The vendor should describe prior experience in conducting similar types of environmental analyses with multiple large datasets for purposes of determining future flood extent, depth, and timing. Experience should include analyses that involve both saltwater and freshwater, rectification of differences in datasets, and applying appropriate methods to predict future conditions.

#### **2) Technology**

Experience using ArcPro, or other ESRI based GIS platforms, to conduct analysis using data in this format. Additionally, the vendor should make sure the data sets are easily accessible and available to download by NEFRC and shareable with NEFRC partners.

#### **3) Organization**

The Vendor should describe its organization, size, and structure. Indicate, if appropriate, if the Vendor is a small or minority-owned business. Provide information about the team that will conduct the analysis.

#### **4) Staff Qualifications**

Describe the qualifications of staff assigned to the project.

#### **5) Small and/or Minority-Owned Businesses**

Efforts will be made by the NEFRC to utilize small businesses, minority, and women-owned businesses as established by the Small Business Administration (13 CFR 121.3-8). A Minority or Woman-Owned Business is defined as that which is certified by the State of Florida.

### **E. Required Certifications**

The Vendor selected for the project will submit the following certifications:

#### **Public Entity Crimes Certification**

In accordance with Florida Statutes section 287.133(3) (a), when awarded, the Vendor will complete and return the Public Entity Crimes Certification form.

#### **Drug-Free Workplace Certification**

In accordance with Florida Statutes section 287.087, when awarded, the Vendor will complete and return the Drug-Free Workplace Certification form.

## **III. Terms of Agreement**

It is expected that the contract shall be a fixed-fee contract that expires at the end of the calendar year, December 31, 2025.

The Vendor awarded the contract shall secure, maintain, and present insurance coverage reflecting the minimum insurance requirements by the State of Florida for general liability, professional liability, and worker's compensation to include employer's liability limits as required by the State of Florida. The vendor must also name the NEFRC as an additional insured on general liability and professional liability.

#### **IV. Proposal Details**

##### **A. Closing Submission Date**

Proposals must be submitted **no later than 4:00 p.m. on Thursday, May 29, 2025.**

##### **B. Inquiries**

To ensure consistent responses and to ensure consistent and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to Donna Starling [dstarling@nefrc.org](mailto:dstarling@nefrc.org). Use subject line: **Baker VA TI Analysis Proposal Questions**. All questions and answers will be posted at [www.nefrc.org](http://www.nefrc.org). No questions will be accepted after 4:00 p.m. on **Wednesday, May 14, 2025**.

Except for as provided above and for current business, during the bidding process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

##### **C. Conditions**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Vendor and will not be reimbursed by the NEFRC.

##### **D. Price**

The total cost for the analysis and associated deliverables is not to exceed \$20,000. Cost proposals for providing the services described above should include a cost breakdown of the Vendor's price to complete this project by task. For example, the Vendor should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should be indicated.

##### **E. Applicable Laws and Regulations**

The selected Vendor shall comply with all federal, State, and local laws, rules, and regulations.

##### **F. Right to Reject**

The NEFRC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP. The NEFRC may request additional information from any proposer.

##### **G. Public Records**

Information supplied by the Vendor to the NEFRC is subject to the Florida Public Records Law. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, F.S., The Public Records Law. Information and materials received by the NEFRC in connection with all Vendor's response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first. Section 119.071, F.S.

## V. Submission of Quote

All Proposals should be submitted in three (3) documents/sections and title the documents/sections as follows:

**Part I- Project/Scope Description**

**Part II- Technical Qualifications**

**Part III- Price Proposal**

**Proposals may be submitted via email or hard copy.**

To submit via email:

1. Send the **three pdf documents** described above to Donna Starling [dstarling@nefrc.org](mailto:dstarling@nefrc.org)
2. Use the subject line: **Baker VA TI Analysis Proposal – Your Company Name**
3. Failure to use the correct subject line on the email may disqualify the vendor
4. Email should be sent no later than **Thursday, May 29, 2025 @ 4:00 pm.**
5. **It is the vendor's responsibility to obtain email receipt confirmation of quote submittal.**

To submit via hard copy:

1. Quotes should be addressed to:  
**Northeast Florida Regional Council**  
**40 E. Adams Street, Suite 320**  
**Jacksonville, FL 32202**  
**Attention: Donna Starling – Baker VA TI Analysis Proposal**
2. Submit the three parts described above in hard copy form
3. Submit one (1) PDF/electronic version on a flash drive
4. Proposals must be **received** by the NEFRC on **Thursday, May 29, 2025.**

**Late proposals will not be considered.**

The NEFRC reserves the right to waive any immaterial inconsistencies in a proposal that might otherwise appear to make said proposal nonresponsive. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not include all the required documentation.
- The proposal does not address the Scope of Work.

## VI. Evaluation Criteria

Evaluation of each proposal will be based on the following criteria:

<b>1 Prior experience</b>		
a. Experience conducting flood-related analysis with multiple, large datasets	0-10	
b. Experience rectifying differences in datasets - vertical datum, variables, etc.	0-10	
c. Experience working with GIS spatial analysis tools	0-10	
d. Experience comparing variables pertinent to saltwater vs. freshwater	0-10	
e. Experience with Vulnerability Assessments and FDEP data standards	0-10	
	<b>Experience</b>	<b>Up to 50 points</b>
<b>2 Description of proposed methodology</b>		
a. Description addresses all parts of the scope of work	0-10	
b. Appropriateness of the proposed method for the analysis	0-20	
	<b>Methodology</b>	<b>Up to 30 points</b>
<b>3 Organization type, size, and structure</b>		
a. Organization's capacity to complete the project in the specified timeline	0-5	
b. Minority-owned business	0-5	
	<b>Organization</b>	<b>Up to 10 points</b>
<b>4 Staff qualifications</b>		
a. Team composition adequate to conduct all parts of scope of work	0-5	
b. Prior experience of team members	0-5	
	<b>Staff qualifications</b>	<b>Up to 10 points</b>
	<b>Maximum Possible Points</b>	<b>100</b>

## VII. Review and Notification Process

The NEFRC may, at its discretion, request presentations by or meeting with any or all Vendors, to clarify or negotiate modifications of the Vendor's proposals.

However, the NEFRC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose.

The NEFRC contemplates award of the contract to the responsible Vendor with the highest total points.

It is expected that the NEFRC will have a decision selecting the successful Vendor by June 6, 2025.

In accordance with Florida Statutes section 120.57, Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms,

conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph. The NEFRC reserves the right to segment proposals or accept portions of proposals as is in the best interest of the program and the NEFRC. Final price negotiation will be the result of selection of all, or portion of the most successful proposal.

