

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
REQUEST FOR INFORMATION
COVER SHEET**

SUBMIT RESPONSES TO: PROCUREMENT SERVICES OFFICE
 SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Direct Inquiries to: Sherry Wooten, Procurement Specialist

Phone: 352-796-7211, Ext. 4146; FAX: 352-754-3497; E-mail: procurement@watermatters.org

DATE POSTED:

Friday, April 1, 2022

DUE DATE / RESPONSES OPENING DATE:

Monday, April 18, 2022, at 5:00 p.m. Local Time

Title: REGULATION DIVISION STERLING INITIATIVE ASSESSMENT

SPECIFICATIONS:

The Southwest Florida Water Management District's Regulation Division seeks to gather information from experienced and qualified firms on consulting services as it relates to the evaluation of the Regulation Division's Sterling assessment initiative, as well as, implementing one of the District's strategic plan goals in the area of customer and community services.

Respondent Name:

Mailing Address:

City-State-Zip:

Telephone Number:

Email Address:

Email address for correspondence:

Authorized Signature:

Date:

Full Name (please print or type):

Title (please print or type):

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**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
REQUEST FOR INFORMATION
REGULATION DIVISION STERLING INITIATIVE ASSESSMENT**

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RFI No. 2226
REGULATION DIVISION STERLING INITIATIVE ASSESSMENT

I. INTENT/OVERVIEW

The Southwest Florida Water Management District is seeking information from experienced and qualified firms on consulting services as it relates to the evaluation of the Regulation Division's Sterling assessment initiative, as well as implementing one of the District's strategic plan goals in the area of customer and community services.

This Request for Information closes on **Monday, April 18, 2022, at 5:00 p.m. local time.**

For further information or clarification, any and all questions should be presented in writing to the Southwest Florida Water Management District's Procurement Office by Monday, April 11, 2022, at 5 p.m. local time.

Questions should be sent to:

Sherry Wooten
Procurement Specialist
Southwest Florida Water Management District
procurement@watermatters.org

All questions submitted will be answered in writing. If your question results in a change to this RFI, an Addendum will be issued and posted on the District's website and www.demanstar.com for all prospective Respondents.

Information furnished to the Southwest Florida Water Management District (District) in response to this RFI should not be construed as a commitment on the part of the District to contract for or purchase any of the involved products and/or services. The District will not enter into any exclusive agreement for this service and reserves the right to use various providers to supply this service.

Respondents are responsible for all costs incurred in preparation of a response to this RFI. The District shall incur no obligation or liability whatsoever to the Respondent or any third party by reason of issuing this RFI.

Please do not divulge the contents of your Information to any other District personnel. This stipulation is neither intended to impede nor inhibit the Respondents marketing or sales activity to the District, but rather to ensure the confidentiality of your Information.

Please submit one (1) signed, by an authorized signatory, electronic Response via email in an Adobe™ Portable Document Format File (.PDF). Please **do not** "lock, restrict or protect" the file, as the District may need to copy portions from the file. This electronic

process is part of the Procurement Services “Eco-friendly” program. The Proposal shall be presented on 8.5" x 11" paper for ease of printing and text shall be single-spaced using 12-point font, except for headers, footers, tables, graphs, and charts which can use 10-point font. All information furnished must be legible. All pages will be clearly numbered for reference purposes in the event that clarification is requested from the Respondent. Promotional materials can be emailed as a PDF or image files.

In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and will have the same force and effect as a written signature.

All responses must be emailed to the following email address:

Sherry Wooten
Procurement Specialist
Southwest Florida Water Management District
procurement@watermatters.com

In the event you do not wish to submit a response to this RFI, please give written notice of your intent by completing ATTACHMENT B.

II. SUBMITTALS

The following information shall be submitted with your response to this RFI and must contain the following information in the stated order:

1. ATTACHMENT A – Description of Needs
2. ATTACHMENT B – No Response Form

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ATTACHMENT “A”

DESCRIPTION OF NEEDS

1. STATEMENT OF NEED

The District seeks to gather information from experienced and qualified firms to provide information on consulting services to fit the need of the organization as it relates to implementing one of our strategic plan goals related to the area of customer and community services. Specifically, we are seeking to compile the responses received from this RFI to inform our approach to conducting a review of consultive services to help the Regulation Division assess where it currently stands in relation to the Sterling Baldrige criteria with a goal of applying for the Governor’s Sterling Award (GSA) in - November 2024. This Sterling Baldrige criteria can be found at the following link. <https://www.floridasterling.com/wp-content/uploads/2021/08/2022-Sterling-Resource-Guide.pdf>.

Respondents must provide an Executive Summary. The Executive Summary shall be a “high level”, general overview of how the Respondent proposes to accomplish the requirements of this RFI. The Executive Summary shall demonstrate the firm understands the RFI requirements.

All responses must be made on the basis of, and either meet or exceed, the requirements of this RFI.

2. BACKGROUND AND OBJECTIVES

The Southwest Florida Water Management District encompasses roughly 10,000 square miles in all or part of 16 counties and serves a population of nearly six million people. The goal of the District is to meet the water needs of current and future water users while protecting and preserving the water resources within its boundaries. The District was established in 1961 as a flood protection agency. Since then, its responsibilities have grown to include managing the water supply, protecting water quality and preserving natural systems that serve important water-related functions.

The District is encompassed by five divisions, including the Regulation Division. The Regulation Division involves multiple permit and compliance activities that promote a fair allocation of the water resources, protect wetlands, enforce well construction standards, and ensure that activities do not increase the risk of flooding or degrade water quality. The Division is highly regulated by Florida Statutes, the Department of Environmental Protection, and by the District’s Governing Board. The Division has approximately 150 employees, many of whom are licensed or certified in scientific fields, and are based in one of four service offices (Tampa, Sarasota, Bartow, and Brooksville). The Division’s mission is “to manage water resources through consistent, accurate, and timely regulatory decisions.”

The following list is not comprehensive but is intended as a basic guide to the capabilities we are seeking for a consultant:

- a. Assessment of where the Regulation Division currently stands within the Sterling Governor's Sterling Award (GSA) criteria
- b. Action plan with recommendations
- c. Assist in preparing the GSA application
- d. Preparing staff for site visits (i.e., mock site visits)
- e. Be available for site visit interviews

Comprehensive requirements will be provided if the District elects to proceed with a formal solicitation.

Firms do not need to meet all requirements in order to respond to this RFI.

3. REQUESTED INFORMATION

3.1 Please supply the answers to the following areas in your response:

- a) Have you worked with similar organizations, utilities or public sector entities on a similar project?
- b) What is required from the organization to effectively conduct your assessment?
- c) What is your overall, high level, approach to this type of project?
- d) How do you develop and prioritize your action plan, after the assessment, and how involved are you in its execution?
- e) What is your process for preparing a GSA application?
- f) How do you verify the application is complete and ready for submittal?
- g) How do you prepare an organization and their staff for a GSA assessment?
- h) Do you support or provide continuing resources after GSA application submittal?
- i) The District employees approximately 550 employees. What is your anticipated timeline for completion for the Regulation Division of which is approximately 150 employees?
 - a. How long does it typically take to complete an assessment of an organization?
 - b. How long does it take to prepare a report of recommendations?
 - c. How long does it take to prepare a GSA application?
- j) The pricing model that your company uses on projects such as this. Supply the average cost estimate for this type of project. ** The District cannot award from a request for information; this data will be used for budgeting purposes only.
 - a. Professional Services Cost
 - b. Any ongoing costs
- k) How do you prefer to conduct services – virtually or on-site?
- l) Are your fees inclusive of any travel costs?
- m) Are there any other items that you think the District should consider in this project?

**ATTACHMENT B
NO RFI RESPONSE FORM**

If you choose not to submit a response for this RFI, please complete and return only this form, on or before the due date. Thank you for taking this opportunity to help us update and improve our solicitation process.

Email response to:

**Sherry Wooten, Procurement Specialist
Southwest Florida Water Management District**

Due Date: April 18, 2022

Number: RFI-2226

Description: Regulation Division's Sterling Initiative Assessment

Please check the appropriate response(s). We respectfully submit "No Response" for the following reason(s):

1. We cannot provide a service to meet the required specifications. ☐
2. The closing date does not allow adequate time to prepare a response. ☐
3. We have chosen not to do business with the Southwest Florida Water Management District. ☐
4. Other (comment below or provide your response on your business/firm letterhead). ☐

Business/Firm Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____ Telephone No.: _____