1. **SCOPE OF SERVICE**

Provide a vendor pool for on-call services for environmental studies and assessments. Services shall include but not limited to the performance of Phase I and Phase II environmental site assessments and studies, wetland delineation investigations and surveys, biological surveys for protected and endangered species, and preparation of related reports, plans, and permits. Services shall include permitting with regulatory agencies to include but not limited to the Florida Department of Environmental Protection (FDEP), Water Management District (WMDs), Florida Fish and Wildlife Conservation Commission (FWC), and the U.S. Army Corps of Engineers (USACE) etc., and services shall be in accordance with FAC 62-780, FAC 62-772, and 40 CFR 312.10.

The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. Orders may be funded in whole or in part with federal funds and is subject to federal requirements including, but not limited to those set forth in 2 C.F.R. Part 200, Appendix II. Work performed shall be in strict compliance with the latest codes, standards, and practices and in accordance with Federal, State, and Local laws.

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary to complete the tasks.
  2. Provide for skilled, qualified, and English-speaking staff with a cell phone in good working order.
  3. Maintain all licenses and permitting as required in the State of Florida, and its regulatory government agencies.
  4. Provide a neat and clean-in-appearance dress code to project a professional image, deal effectively with the public, and discharge duties in a courteous and efficient manner.

1. **COUNTY RESPONSIBILITIES**

County will:

* 1. Reserves the right to award to one or more vendors.
  2. Reserves the right to add or remove services in conjunction with the County’s needs.
  3. Reserve the right to audit, inspect, and approve all records, material, supplies, workmanship, and equipment for contract performance.
  4. Provide available pertinent reference materials, such as but not limited to Geographical Information Services (GIS) Data, aerial photos, topographic maps, boundary surveys, etc. to assist in providing and performing the required services.
  5. Reserves the right to dismiss Contractor’s staff for disorderly conduct or unsatisfactory performance in accordance with contract specifications.

1. **DELIVERY REQUIREMENTS AND ACCEPTANCE.**
   1. Phase I Environmental Site Assessment (Phase I - ESA)
      1. Services shall be conducted by an Environmental Professional, as defined in 40 CFR 312.10 and shall be consistent with the current standard of practice set forth in ASTM E1527-21, as recognized by the U.S. Environmental Protection Agency for satisfying the requirements of the All-Appropriate Inquiries Rule and include but not limited to:
         1. Examination of applicable environmental laws and regulations set forth by the Environmental Protection Agency (EPA) and state environmental agencies.
         2. Verify permits and licenses required for operations.
         3. Identification and assessment of potential contamination source areas.
         4. Examination of historical land use records (aerial photos, fire insurance maps, topographic maps, property use, and ownership.
         5. Review of records and environmental lines.
         6. Evaluation of hazardous substances utilized on-site.
         7. Interview of neighboring site owners and tenants.
         8. Identification of suspected Asbestos-Containing Building Materials.
         9. Assembly of Phase I Environmental Audit Report consolidating all findings into a comprehensive document to include an executive summary, detailed narrative, conclusion, and recommendations.
   2. Phase II Environmental Site Assessment (Phase II ESA)
      1. Services shall be consistent with the current standard of practice set forth in ASTM E1903-19 guidelines and accepted industry practices to include but not limited to:
         1. Provide a detailed investigation plan outlining specific areas of concern and the types of samples to be collected.
         2. Determination of sampling techniques and equipment to be used from various environmental media such as borings, monitoring wells, or surface water collection.
         3. Collect physical samples and conduct laboratory analyses to determine the presence, nature, and extent of contamination.
         4. Sample preservation following industry standards for shipping or transport to accredited laboratories.
         5. Interpret data and risk assessment involving human health and the environment based on contaminate levels and exposure scenarios.
         6. Assembly of Phase II Audit Report consolidating all findings into a comprehensive document to include an executive summary, data analysis, site maps, a conclusion, and recommendations of remedial actions aligned with state and federal guidelines.
   3. Wetland Delineation Investigations and Surveys
      1. Contractor shall be proficient in the Florida Unified Wetland Delineation Methodology as outlined in Chapter 62-340, F.A.C.
      2. Provide field surveys of wetland inspection and delineation, soil, hydrology, and vegetation analysis.
      3. Provide comprehensive documentation of methodologies, findings, and any supporting data to facilitate regulatory review and approval.
      4. Provide permit coordination with the Florida Department of Environmental Protections (FDEP), Water Management Districts (WMDs), and the U.S. Army Corps of Engineers (USACE)
   4. Biological Surveys for Protected and Endangered Species
      1. Services shall be performed by personnel possessing a relevant degree in biology, ecology, environmental science, or a closely related field, and who have appropriate training and demonstrated experience in conducting wildlife and biological surveys using recognized methodologies.
      2. Provide FWC-compliant biological surveys for protected and endangered species such as but not limited to gopher tortoise, Florida scrub jays, burrowing owls, and wetland-dependent species.
      3. Prepare detailed ecological reports, relocation permit preparation, and submission.
      4. Coordinate directly with permitting and regulatory authorities for relocation to FWC-approved recipient sites.
2. **TASK ORDER AUTHORIZATION**
   1. Task order authorization is a written document executed by both parties setting forth and authorizing professional services, tasks, or work consistent with the contract documents.
   2. Task orders shall include:
      1. Project specific scope of work.
      2. Project completion date.
      3. Statement of hour estimate and fee schedule for services in accordance with contract pricing.
   3. No work shall commence without obtaining task order authorization.
   4. A purchase order will be issued by the County after task order authorization.
3. **SUPPLEMENTAL TASK AUTHORIZATIONS (CHANGE ORDERS)**
   1. Additional services shall be administered and authorized as supplemental task authorizations or change orders.
   2. Contractor shall not provide or perform any additional services until a written task authorization is agreed to and executed by both parties.
   3. County will not incur nor accept any obligation to compensate the contractor for any additional services performed without authorization.
   4. Supplemental Task Authorizations shall include:
      1. Scope of the additional services requested.
      2. Basis of compensation in accordance with contract pricing.
      3. Schedule for project completion.
4. **OWNERSHIP OF DOCUMENTS**
   1. Upon project completion, termination, or change orders removing portions of the scope of work; all documents shall be delivered within seven (7) calendar days.
   2. Documents prepared or developed by the Contractor shall remain the property of the contractor until compensation is received for performing services and producing such documents.
   3. Contractor shall keep and maintain adequate records and support documentation for a minimum of five (5) years from the date of termination of this contract.
   4. County reserves the right to audit, inspect, and copy all records during regular business hours as deemed necessary during the period of any agreement and during the period of five (5) years thereafter.

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