

Submitting an Unsolicited Project Proposal to the Northwest Florida Water Management District

Introduction

This document is a guide to assist “private entities” in submitting an unsolicited project proposal to the Northwest Florida Water Management District. The District will implement this policy in accordance with District policy, priorities and s. 255.065, F.S., and any other applicable provisions of Florida law.

An Unsolicited Proposal is a project proposal submitted to the District independently and outside of any formal District procurement process.

Process

Step 1: Create a project proposal that meets the definition of a Qualifying Project under District policy and s. 255.065, F.S and aligns with District priorities. Please note that this is your initial submittal, and it will be considered a public record.

Please do not include information in your initial proposal that would be detrimental to competition (e.g., design details, cost, etc.) should the District decide to seek additional proposals through a procurement process.

Step 2: Submit an Unsolicited Proposal and \$1,000.00 Initial Application Fee to the District

Proposals may be submitted either as a hard copy to the address provided below or electronically by email to the Agency Clerk at AgencyClerk@nwfwater.com:

Northwest Florida Water Management District
Attn: Agency Clerk
81 Water Management Drive
Havana, Florida 32333

Payment must be made by cashier’s check, online through the District’s online payment portal, or other noncancelable instrument. Personal checks will not be accepted.

Step 3: District staff and legal counsel will determine whether the proposal meets the definition of a Qualifying Project under District policy and s. 255.065, F.S. and aligns with District priorities. If so, the initial proposal will be presented to the Governing Board for consideration of whether to proceed with an evaluation. Prior to your proposal being brought before the Governing Board, you will be notified and should be prepared to discuss your proposal at the Board meeting.

The Governing Board will determine whether to direct staff to proceed with evaluating the proposal, solicit additional proposals, or decline to evaluate.

If the District chooses not to continue with the evaluation process, your Initial Application Fee will be returned to you.

If the District Governing Board elects to evaluate* your project, it will request an estimated Evaluation Fee to cover the costs of processing, reviewing, and evaluating the project, including legal, financial, and technical advisors, which may be adjusted if actual costs exceed the estimate. The District will also provide the Evaluation Criteria that it will utilize to evaluate your project, and a deadline to submit any additional materials the District deems necessary to complete the evaluation.

Regardless of the deadline for submitting additional material, the Evaluation Fee must be submitted within 30 days of receipt of the District’s request. *The District may stop the evaluation of the proposal until it receives the Evaluation Fee.*

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Step 4: If the District Governing Board moves to accept additional proposals, the District will follow the procurement procedures as prescribed in s. 255.065(3), F.S.

An Evaluation Committee will evaluate and score all proposals using the Evaluation Criteria. The evaluation will be carried out by District staff. If the highest-ranked proposals receive identical scores, the Committee may utilize the following tie-breaking methods, each being assigned one point: respondent that certifies compliance with s. 288.703(1), F.S., respondent that certifies compliance with s. 295.187(3)(a), F.S., and respondent that certifies compliance with s. 287.087, F.S.

If the District Governing Board decides not to accept additional proposals, the District must hold two duly noticed public meetings. The presentation of the initial proposal during Step 3 satisfies the first public meeting requirement. The Evaluation Committee will present your proposal at a second duly noticed meeting. As a result of the second meeting, the Committee will make a written recommendation containing the results of the evaluation and, if no additional proposals were evaluated, a Public Interest Determination Report. The Public Interest Determination Report will be published in the Florida Administrative Register for at least 7 days.

Step 5: If your project is selected, District staff will seek Governing Board approval at a monthly Governing Board Meeting to negotiate and enter into a Comprehensive Agreement.

Step 6: Negotiate a Comprehensive Agreement with the District. If additional proposals were accepted, the District may negotiate with private entities in ranked order until negotiations successfully result in an executed Agreement. The District may terminate negotiations at any time at its sole discretion.

Step 7: Enter into a Comprehensive Agreement with the District upon successful negotiations.

**The District may end the evaluation process at any time for any reason at its sole discretion.*