



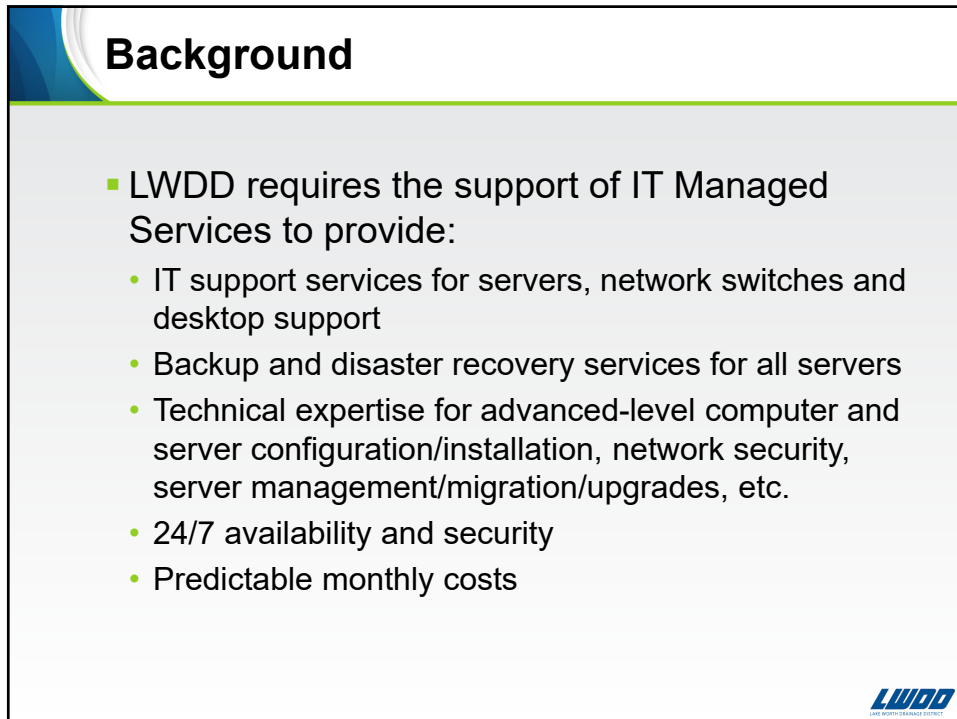
**IT Managed Services  
Request for Proposals**

Juan Tobar, IT Manager  
Governing Board Workshop  
September 6, 2023  
Agenda Item #3




LWDD  
LAKE WORTH DRAINAGE DISTRICT

1



## Background

- LWDD requires the support of IT Managed Services to provide:
  - IT support services for servers, network switches and desktop support
  - Backup and disaster recovery services for all servers
  - Technical expertise for advanced-level computer and server configuration/installation, network security, server management/migration/upgrades, etc.
  - 24/7 availability and security
  - Predictable monthly costs



LWDD  
LAKE WORTH DRAINAGE DISTRICT

2

## Service Level Agreement (SLA)

- Define expectations, responsibilities, and quality of service
- Costs determined by:
  - Managed Servers
  - Managed Switches
  - Managed Workstations
  - Backups



3

## IT Managed Services RFP

### Timeline

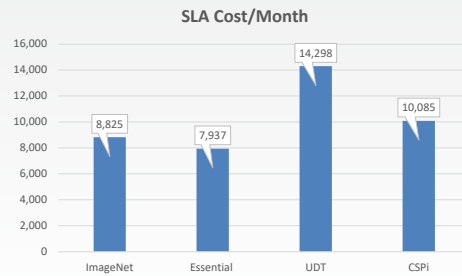
- ✓ June 18 – Advertise RFP
- ✓ August 9 - RFP packages due
- ✓ August 16 - Committee review and ranking
- September 13 - Board authorization to enter into a contract with top-ranked firm



4

## Ranked Firms

1. *ImageNet Consulting (current)*
2. *Essential Solutions*
3. *United Data Technologies*
4. *CSPi Technology*



**LWDD**  
LAW NORTH SHANNON COUNTY

5

## Contract Terms

- Initial two-year term, with successive annual renewals thereafter
  - Not to exceed \$8,825 monthly / \$105,900 annual
- 120-day notice required for rate increase; capped at 6.5% annual after initial two-year period
- 90-day termination notice to cancel by either party

**LWDD**  
LAW NORTH SHANNON COUNTY

6

## Staff Recommendation (DRAFT)

- Approval to enter into a contract with ImageNet Consulting for IT Managed Services



# Annual Surveying Services for Canal Rehabilitation Program Request for Proposals (RFP)

Project # 23-9584L.08

Ibrahim Nunez, Project Surveyor  
Board Workshop – September 06, 2023  
Agenda Item #3



1

## Background



- Canal Rehabilitation Program requires the support of surveying services
- Need for surveying services exceeds the workload capacities of District staff
- Contract effective for initial three-year term with two (2) one-year options to renew; board approval required for renewal thereafter

2

## Annual Surveying Services for Canal Rehabilitation Program RFP



### Proposed Timeline

- ✓ June 14 - Board authorization to advertise
- ✓ July 23 - Advertise RFP
- ✓ August 25 - RFP packages due
- ✓ August 31 - Committee review and ranking
- September 13 - Board approval of ranked firms and authorization to negotiate contracts with top ranked firm(s); District anticipates selecting two firms
- October 11 – Board approval to enter into contracts with selected firms

3

## Ranked Firms



### Responsive

1. **WGI, Inc.**
2. **Bowman Consulting Group**
3. Caulfield & Wheeler
4. Zeman Consulting Group
5. Engenuity Group
6. HQS Group
7. KCI Technologies
8. Whidden Surveying & Mapping
9. DRMP, Inc
10. Craig A. Smith & Associates
11. Longitude Surveyors
12. Precision Measurements

### Non-Responsive

Michael B. Schorah & Associates – Proof of insurance not submitted

4

**Staff Recommendation (DRAFT)**

- Approval of ranked firms and authorization to enter into negotiations with top ranked firms
- Staff to present final contracts for approval at the October 11<sup>th</sup> Board Meeting

## Right-of-Way Temporary Access Policy

Reagan Walker, Assistant Executive Director  
 Governing Board Workshop  
 September 6, 2023  
 Agenda Item #4



1

### Background Temporary Right-of Way Access/Use



- LWDD Operating Policies provide process for request of Temporary Access/Use of the canal rights-of-way
- Most often requested for construction access on properties adjacent to LWDD canal where there is insufficient access through adjacent property
  - Construction of pools, fences, cell towers, etc.
- Also requested for intermittent vegetation maintenance/removal on adjacent properties
- Most recently, LWDD receiving requests by vendors hired by adjacent property owners to access right-of-way for iguana control; also receiving requests by commercial operations offering guided hunts on canals
  - Board requested staff to review requirements for temporary access, specifically where vendors may be providing services to control exotic and nuisance species

2



## LWDD Operating Policies



- Section 2: Permitting Program
  - 2.2.11 Temporary Access
- Section 3: Right-of-Way Restrictions
  - 3.7 Unauthorized Use of Right-of-Way as Access
  - 3.8 Vendors on Right-of-Way

3

## Section 2: Temporary Access



- Permit Requirements:
  - All requests considered on an individual basis; Board approval required for uses of right-of-way for periods greater than six months
  - Petitioner must submit an application with proof of minimum \$1 million liability insurance with LWDD listed as an additional insured
  - Permit subject to all general permit conditions including agreement to hold harmless and indemnify the LWDD from any and all liability
  - For any use greater than 30 calendar days, petitioner shall furnish a bond or letter of credit equal to \$50 per linear foot of right-of-way to be used, plus \$500 for equipment mobilization, to guarantee the return of the right-of-way to its original condition.
  - Application Fee - \$670.00
    - Requests for an extension of temporary access are considered a permit extension and permittees will be charged accordingly (\$300.00)

4

### Section 3.7: Unauthorized Use of Right-of-Way as Access



- All motorized vehicles, other than those that are performing maintenance and/or operational tasks upon LWDD facilities or those vehicles that have prior authorization from LWDD, are prohibited from being on the dry ground areas of LWDD Canals.

5

### Section 3.8: Vendors on Right-of-Way



- Vendors are not permitted on any LWDD right-of-way. If necessary, assistance from the applicable local law enforcement will be requested to remove vendors from the right-of-way.

6

## Temporary Access Permit Policy Proposed Changes



- Staff recommends changes to current temporary access policy to accommodate intermittent access for businesses that provide services to manage vegetation and control exotic and nuisance wildlife/species
- Services benefit LWDD and adjacent property owners by controlling non-native/exotic vegetation and species
- Authorization for exotic/nuisance control would NOT authorize vendors to conduct commercial operations within LWDD rights-of-way (e.g., tours, guided fishing or hunting trips)

7

## Iguanas

- Impacts:
  - Iguana burrows undermine canal banks, seawalls, and other vital infrastructure
  - Displace threatened, native wildlife such as burrowing owls and gopher tortoises
- State regulations allow iguana hunting on private land – with owner's permission— and on 25 Florida Fish and Wildlife Conservation Commission (FWC) areas
- Like other non-native species, iguanas are not protected except by anti-cruelty law; must be humanely terminated on-site and cannot be trapped and relocated
- No permit or hunting license is required, but local laws regarding firearms must be observed. Since most iguanas are found within city limits, air rifles are a popular method of take



8



9



10

## Temporary Access Permit Policy Proposed Changes



Intermittent access for management of non-native, exotic, and nuisance species:

- Applicant must provide proof of insurance naming LWDD as additional insured and proof of service agreement with adjacent property owner
- Approved by staff for specific period of time; all requests for additional time will be managed as a permit extension with updated documentation required
- Permittee must provide 48-hour notice to area field representative prior to accessing right-of-way
- Access authorized on dry ground only; not from within channel
- Access to the LWDD rights-of-way for indiscriminate trapping and removal is not permitted; unauthorized entry will be considered trespassing, and permit will be revoked
- Reduced fees

11

## Discussion



12