



# NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

## SOLICITATION ADDENDUM

<b>Northwest Florida Water Management District Attn: Procurement Officer 81 Water Management Drive Havana, FL 33333</b>	<b>Request for Proposal (RFP) No.: 18-003</b>
	<b>ADDENDUM NUMBER: 1</b>
	<b>DATE: 2018</b>
<b>Project Title: Contractual Services – Hydrological, Ecological and Hydrogeological Services</b>	
<b>Deadline For Proposal Submission Remains May 17, 2018 at 2:00 P.M. ET</b>	

This **ADDENDUM NO.1** is issued for the **Contractual Services for Hydrological, Ecological and Hydrogeological Services RFP 18-003** to provide answers to questions received during the inquiry period and to revise text within the RFP for clarifying purposes. Attached are the questions and answers.

### 1. Responses to Questions

**Question 1:** If submitting on multiple categories, should separate proposal response packages be prepared for each? I.e., Should we submit one original and three copies that include items A through J listed under Section 2.1 Proposal Requirements and all required forms of the RFP for each category separately?

**Answer:** Yes, if submitting on multiple categories, one original and three copies of each proposal for each category should be submitted.

**Question 2:** What is the criteria for awarding the 10 points for item “G” the Schedule of Costs of Section 2.1 Proposal Requirements? Is a schedule of cost required for subcontractors?

**Answer:** A schedule of costs is required for each firm including subcontractors. Each Evaluation Committee member will score “Price” based evaluation of the submitted hourly rate schedule(s).

**Question 3:** For client references in submittal item “H” of Section 2.1 Proposal Requirements - can separate project managers for a common agency or municipality be considered “separate client references” as requested in item H of Section 2.1 Proposal Requirements?

**Answer:** Yes, separate project managers within the same agency could be considered as separate client references.

**Question 4:** On Attachment A, Example Schedule of Costs – do we need to present costs for those specific labor categories on the example?

**Answer:** No, you do not need to use the same labor categories as provided on the Example Schedule of Costs.

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**Question 5:** On Attachment A, Example Schedule of Costs – only labor categories are listed. How will other costs, such as equipment pricing and travel costs be addressed?

**Answer:** Travel costs, if any, will be reimbursed under specific task orders in accordance with Section 11.061, Florida Statutes. Other direct costs, such as equipment rentals, will be determined during the development of task order budgets. No mark-ups are allowed on direct costs (e.g. equipment) or subconsultant fees. (See Section 4 – Compensation of Exhibit A – Agreement for Contractual Services).

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**Question 6:** Is page 17, Section 5 Designation of Submittal Categories, intended to be submitted with the proposal? If so, can the “draft” watermark be removed from the form prior to submittal?

**Answer:** Yes, the form should be submitted with the proposal. You may remove the “draft” watermark if you would prefer.

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**Question 7:** In the Key Activities section of Hydrologic and water quality data collection the RFP references ...”instrumentation, operation and maintenance of monitoring stations”. Could you provide a list or types of equipment and instruments that are anticipated to be deployed, operated or maintained?

**Answer:** We do not have a list of the specific equipment or instruments to be deployed at this time.

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**Question 8:** Please provide overall proposal and section page limitations and guidelines to ensure that all proposals are of similar size and limitations and thus the overall evaluation is similar.

- a. How many project descriptions per section?
- b. Is there an upper limit on personnel or resumes?

**Answer:** There are no limitations or specific guidelines regarding the number of pages, project descriptions, personnel, or resumes.

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**Question 9:** Is this open to all business sizes thus competing large national/international firms against small regional companies? If this is the case, will any additional evaluation factors be considered to ensure equitable comparisons between proposals from companies on both extremes of company size?

**Answer:** Yes, this Request for Proposals is open to firms of all sizes. Proposals will be scored using the Evaluation Criteria identified in the Request for Proposals.

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**Question 10: Is the District expecting firms to submit one proposal that covers each of the categories of interest or separate proposals? In other words, if proposing on categories 1, 3, and 5, should that consist of 3 separate proposals or one common proposal which details each of the 3 categories?**

**Answer:** If submitting for multiple categories, one original and three copies of each proposal for each category should be submitted.

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**Question 11: Who are the incumbent companies?**

**Answer:** The District contracted with the following firms for RFP 15-003, which included similar categories.

Hydrologic and Water Quality Data Collection

- (1) Amec Foster Wheeler
- (2) Cardno
- (3) Vanessee Hangen Brustlin, Inc.
- (4) Jim Stidham & Associates

Ecologic Assessment

- (1) Cardno
- (2) Research Planning, Inc.
- (3) Ecological Resource Consultants

Modeling and Analysis of Freshwater and Estuarine Systems

- (1) Janicki Environmental, Inc.
- (2) HSW Engineering, Inc.
- (3) Applied Technology and Management, Inc.
- (4) INTERA

Groundwater Flow and Transport Modeling

- (1) Tetra Tech, Inc.
- (2) INTERA
- (3) Cardno
- (4) Taylor Engineering

Hydrogeologic Services

- (1) Cardno
  - (2) Atkins North America
  - (3) Tetra Tech, Inc.
  - (4) Jim Stidham & Associates
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**Question 12: What is the anticipated annual award value for each category?**

**Answer:** There is not a specific annual award amount anticipated for each category.

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**Question 13: Will an extension be provided for the proposal due date pending the issuance of an RFP addendum in response to inquiries?**

**Answer:** An extension is not anticipated at this time.

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**Question 14: The RFP indicates that proposers are to submit two Schedule of Costs (hourly rates) consistent with Attachment A of Exhibit A, Agreement for Contractual Services. Are hourly rates required for all labor categories?**

**Answer:** Hourly rates are required for all labor categories associated with assigned or anticipated staff.

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**Question 15: Please describe how points will be awarded for price based upon submittal of the Schedule of Costs (hourly rates).**

**Answer:** Each Evaluation Committee member will score "Price" basing their evaluation of the submitted hourly rate schedule(s).

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**Question 16: Since each category of work will be scored separately, should the Schedule of Costs be submitted for each category?**

**Answer:** Yes, Schedules of Costs should be submitted as part of the proposals submitted for each category. Each category will be scored and evaluated separately.

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**Question 17: At Section 2.1, Proposal Requirements, Item C requires demonstration of experience, expertise, and capabilities for each category that is being pursued. For Items B, D, E, F, G, and H, should information be provided for each category that is being pursued?**

**Answer:** There is not a specific format for providing the required information.

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**Question 18: Since each category will be evaluated separately, should separate proposals be submitted for each category? If so, can the proposals be submitted together in one overall package?**

**Answer:** Yes, if submitting on multiple categories, one original and three copies of each proposal for each category should be submitted. The proposals may be submitted together in one package.

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**Question 19: By what date will NFWFMD issue an addendum addressing the above questions?**

**Answer:** The Addendum will be issued following the inquiry period, which ended May 2, 2018.

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**Question 20:** Can you please confirm that the District has not specified page limits for any of the Sections A through J of a Respondent's proposal?

**Answer:** There are no page limitations.

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**Question 21:** Are letters of reference required to be submitted with the proposal or is it sufficient for a Respondent to provide only names, contact information, and a brief description of a project for the three clients?

**Answer:** Respondents should provide the client name, address, telephone number and contact for which the firm(s) has performed similar work in the past five years. Letters of reference are not required.

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**Question 22:** We plan on submitting one (1) page Project Descriptions in Section C of our proposal. Section H specifies client references for projects performed within the past 5 years. Is there a time frame requirement for Project Descriptions submitted in our proposal to demonstrate our firm's experience, expertise and capabilities?

**Answer:** No, there is not a time frame specified for Proposal Requirement 2.1C: *A description of the experience, expertise, and capabilities of the firm(s) and subcontractors (if any) and assigned staff in the categories for which the firm(s) has requested to be evaluated.*

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**Question 23:** The labor categories in Attachment A do not include any categories for "Engineer". The list does show "Other personnel (provide titles)". Can we identify our firm's personnel labor categories by replacing "Scientist" with "Engineer" so that there is a consistency with Scientist and Engineer labor categories?

**Answer:** This Request for Proposals is not for engineering services. "Scientist" categories should not be replaced with "Engineer" labor categories. If a firm(s) has assigned staff outside the "Scientist" and other categories shown on the "Example Schedule of Costs" that would be anticipated to perform services identified in Section 1.2 Scope of Work, the titles and hourly rates of those staff should be added to the Schedule of Costs and included in the submitted proposal(s) for evaluation. However, the fact that an engineer may perform the scientific services sought by the RFP, which could be performed by another type of scientist, does not change the type of services sought by the RFP.

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**Question 24:** Section 1.5 identifies the schedule of milestones for the RFP 18-003. On July 12, 2018 the Board will consider the recommendations for the District's selection of firms for each of the five (5) Categories. Will a Respondent firm have the opportunity to negotiate a lower Schedule of Costs before or after the Board considers the recommendations of the District for selection of firms for each of the five Categories?

**Answer:** Any contract negotiations would occur following the Governing Board approval of the Evaluation Committee scores and authorization for the Executive Director to execute agreements with highest ranked firms in each category.

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**Question 25:** When the District issues a specific Task Work Order, will the Task Work Order be issued to only a single firm from the pool of firms with contracts for a specific Category or will a work order be issued to multiple firms in the pool of firms awarded specific category contracts?

We ask this question because the follow on statement in Section 3.5 of the RFP The District will issue a Task Order to the firm deemed to be the most qualified by the District in its sole judgment and discretion implies that a firm's detailed scope of work/technical approach, cost estimate and schedule may be evaluated by the District on a competitive basis from the pool of responses provided for a Task Word Order by the multiple firms that will be awarded contracts for each specific Category.

**Answer:** For a specific work assignment, the District will issue a Task Order to the single firm deemed most qualified by the District.

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**Question 26:** The contract shall remain in effect through September 30, 2021. This implies that the 3-year period for the base contract period will begin on October 1, 2018. In other parts of the RFP the statement is made that the three year period will start when a contract is executed. Can you please clarify the beginning and ending dates for the three year base period of the contract?

**Answer:** The base contract period will begin when executed and will end September 30, 2021.

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**Question 27:** Can you please clarify when the three year (optional) renewal period would begin? When during the base period should the Respondent reach out to the District to learn what is needed to support getting the extension? Can you please clarify what criteria will be used by the District to decide if the optional three year renewal of the contract will be implemented?

**Answer:** The optional renewal period, at the District's discretion, would begin October 1, 2021. The District will inform firms during spring or summer of 2021 of whether the contracts will be extended.

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**Question 28:** Are we submitting one proposal (1 original and 3 copies) regardless of how many categories we are submitting on, or should we submit a separate proposal (1 original and 3 copies) for each category we are submitting for?

**Answer:** If submitting for multiple categories, one original and three copies of each proposal for each category should be submitted.

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**Question 29:** If this is only one submittal that includes all categories, should we submit a separate org chart per category and are we providing three references per category?

**Answer:** If submitting for multiple categories, one original and three copies of each proposal for each category should be submitted. An organization chart and three references should be provided for each category.

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**Question 30:** For references, can we include multiple projects for the same client with different contact people or do you prefer three completely different clients?

**Answer:** For references you can include multiple projects for the same client with different contact people.

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**Question 31:** In regards to RFP No. 18-003, the “Proposal Requirements” (Page 9 of RFP package) does not state any page limits for sections or resumes, a minimum number of project managers examples to give and/or if examples given should be within the same client agency could be considered as separate client references within a certain time frame (for example, no examples older than 5-years-old). Can you please confirm that respondents can use their discretion regarding these items? Or are there actually limits/requirements that I may be missing?

**Answer:** There are no limitations regarding the number of pages, sections, resumes, or examples of similar work. However, references should pertain to similar work performed within the past five (5) years.

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**Question 32:** Page 10, Section 2.2 Packaging and Delivery section of the RFP states...*One Original and three printed copies of each separate Proposal in a sealed, opaque envelope or box shall be provided.* For clarification, if we pursue all 5 categories, is the District looking to see 20 hardcopies (5 originals and 15 copies) all contained in one box or 5 separate boxes (one per category)?

**Answer:** If a firm requests to be evaluated in all five (5) categories, the District will need four copies of each proposal for a total of 20 hardcopies (5 originals and 15 copies). The proposal can be submitted either together in a single box or in separate boxes.

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**Question 33:** Page 2-3, 12-14. In responding to the RFP, we noticed that Section 1.2 Scope of Work is not an exact match to Section 3.1 Evaluation Criteria. Would the District prefer that we build our team organizational structure following Section 1.2 Scope of Work or the criteria summarized by category, in Section 3.1?

**Answer:** The assigned personnel listed in the team organizational chart will be evaluated under the Evaluation Criteria set forth in Section 3.1

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**Question 34:** Can the District provide additional guidance in terms of preference for the organization of submittals when the respondent is submitting for more than one category? Should the lettered proposal requirements outlined in Section 2.1 of the RFP be separated into sub-sections for each submittal category, or should items A through J be addressed separately for each submittal category?

**Answer:** All Proposal Requirements in Section 2.1 should be addressed separately for each submittal category.

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**ADDENDUM NO. 1**

**RFP No. 18-003**

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
CONTRACTUAL SERVICES FOR HYDROLOGICAL, ECOLOGICAL AND HYDROGEOLOGICAL  
SERVICES**

**Acknowledgement Form**

**NOTE: THIS ADDENDUM MUST BE SIGNED BELOW AND INCLUDED WITH THE PROPOSAL.**

Section 1.9 of RFP 18-003 includes the following text:

*“All addenda issued by the District will include an addendum acknowledgment form which must be signed and included with any Proposals that are submitted to the District. In the event multiple addenda are issued, a separate acknowledgment form for each addendum must be included with the Proposal at the time it is submitted to the District.”*

Failure to file a timely protest of a provision of the RFP within the time prescribed in section [120.57\(3\)](#), Florida Statutes, shall constitute a waiver of the right to contest a term, condition or specification of the RFP in a protest of an attend award.

I, the undersigned, having read Addendum No. 1 to Request for Proposals 18-003, and having a comprehensive understanding of all provisions, rules, requirements, restrictions, etc. contained herein, agree to same and respectfully submit the proposal contained herein.

Please submit a signed copy of this form along with your proposal.

ACCEPTED BY: \_\_\_\_\_  
Signature of Respondent Date

TYPE OR PRINT NAME OF RESPONDENT \_\_\_\_\_