



HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
(HCBCC)
PURCHASING DIVISION

DATE: March 19, 2020

BID NO. RFP 20-016
Project: Disaster Debris Monitoring

ADDENDUM No. 4

This addendum is being issued to clarify the information regarding the solicitation and answer questions received.

CLARIFICATIONS/INFORMATION:

- C1. The Sebring Airport has solicited services separately at this time and will not be included in the cooperative solicitation.
- C2. Required Forms: The following attached forms have been added to the required forms:
 - A4-3 Federal Debarment Certification Form
 - A4-4 Affidavit of Compliance with 2 CFR 200
 - A4-5 Schedule of Subcontracting and Affidavit of Compliance with 2 CFR 200
 - A4-6 Authorized Signatories/Negotiator Form
 - A4-7 Fee Schedule in Excel (unchanged form, provided in Excel for convenience) The Fee Schedule is to be supplied electronically in a single unlocked Excel file. Additionally, a copy is to be inserted to the tabbed proposal submission as a place holder.Please complete each and attach in Tab A and submit with other required forms.
- C3. Page 9 has been revised to include FEMA as Additional Insured. See attachment A4-2.
- C4. **Page Count: In an effort to efficiently evaluate the submissions, proposers are to be concise with their responses.**
 - The maximum page limit had been increased to 100 pages.
 - All resumes shall be limited to one page per person.
- C5. **Due to the issuance of the declaration of local state of emergency the County will implement the following options for proposal submissions: 1) online submittal option via Vendor Registry or 2) via delivery in accordance with the solicitation documents for this solicitation. Email submissions are NOT permitted.**

QUESTIONS/ANSWERS:

1. The specifications describe hard tickets for the tracking of debris, will electronic records work?
Answer: We are bound by FEMA rule but as long as we have the information needed electronic records work for us and we can print paper copies if necessary.
2. The electronic records show GPS locations and not always roads is that ok?
ANSWER: Yes

3. Will electronic signatures work?

ANSWER: Yes

4. Does Highlands County have a Disaster Plan?

Answer: Yes, there is a Disaster Plan in place. However, we anticipate it being revised in the future.

5. Does the County have citizen drop off site?

ANSWER: Currently no sites have been developed.

6. Is there a control method for citizens dropping debris off to make sure they are resident?

ANSWER: Provide driver license as proof of residency in Highlands County.

7. Do you have rules in place for citizens? What is eligible?

ANSWER: Rules have not been developed to distribute to the citizens explaining what is eligible but will be done prior to an event.

8. Must all the information shown on the Load tickets on page 26-27 be exact? Will GIS locations be allowed?

ANSWER: Most of the information must be exact but GIS locations will be allowed to identify the locations.

9. Does the County provide Private Property Debris removal? Is there a way to determine the public and private roadways?

ANSWER: Private Property Debris Removal will not be allowed unless approved by FEMA and will be done after public roadways have been cleared. GIS maps show private and public roadways. The County has started changing the color of the street signs to indicate public and private but 100% of County has not been completed.

10. Did the County see accumulation of debris in drainage canals with Irma?

ANSWER: Yes

11. Does the County have maintenance records for canals?

ANSWER: Yes, that information is contained in the Road & Bridge Department.

12. Did the county use Force Account labor?

ANSWER: Yes, the County did for the initial push. The County staff did not get involved with the clean up or pick up of debris.

13. Given that the County has requested a 50-page proposal limit as well as comprehensive resumes of proposed personnel, would the County consider allowing resumes to be supplied as an appendix (i.e., Tab C or D) which does not count toward the 50-page limit?

ANSWER: By notice of this addendum the maximum page limit is being increased to 100 pages.

14. Can the County please confirm the due date as Wednesday, March 18, 2020? Pg. 4 of the RFP document states Thursday, March 18, 2020 and the schedule on pg.45 states March 5, 2020.

ANSWER: Dates have been revised. See Addendum 3. Please check for addenda, prior to submission, for any additional revisions or changes.

15. Pg. 33, *Proposal Format, Tab B, Item 1.c: Index*. Can the County please clarify what is required for this section?

ANSWER: The Index should be included as a Table of Contents to show each tab and sub-categories with their appropriate page number.

16. Pg. 34, *Proposal Format, Tab B, Item 2.i* requests a list of current contracts in Florida; pg. 36, *Proposal Format, Tab B, Item 5.c* requests a list of all disaster-related pre-event contracts. Can the County please clarify if it requires a listing of Florida contracts or all contracts and where to place the listing?

ANSWER: These are two different requests. One relating to experience and knowledge and the other to demonstrate potential workload/schedule commitments that could have impact to the County in an event. The requested information will be identified and placed in order specified. (e.g. Tab B, Item 2., i will include government agencies within Florida and Tab B, Item 5., c., will include existing disaster related pre-even contracts.

17. Page 35, *Proposal Format, Tab B, Item 4.5.iii* requests 5 references; pg. 37, *Proposal Format, Tab B, Item 6, References* requests 5 references. Can the County please confirm that it would prefer references solely under *Section 6, References*?

ANSWER: References should be provided under Tab B Section 6. Under Tab B Item 4. a. 5. iii is to be deleted. Please see A4-1 Attachment A Page 36 Revision, showing deletion in strike through format.

18. Page 35, *Proposal Format, Tab B, item 3.n: Public announcements/notices, including specific date on proposed venues*. Can the County please clarify what is required for this section?

ANSWER: A sample PSA will suffice but if you have other announcements or notices that are used that identify dates on proposed events for providing information.

19. Can the County please provide a copy of the pre-proposal meeting sign-in sheet?

ANSWER: See Addendum No. 2.

21. Could the County please provide the sign-in sheet for the pre-proposal meeting held on March 2nd?

ANSWER: See Addendum No. 2.

22. The required information for Tab-B is limited to 50 pages, however the number of items requested is extensive. In order for proposers to provide a thorough response to the County, we ask that this page limitation be removed. For instance, the County Fee Schedule (3 pages), litigation information, sample cover letter and invoice, listing of all contracts in Florida, comprehensive list of equipment, staff certifications, and comprehensive management plan of the firm's internal policies, are all required items that cannot be shortened and remain in compliance with the RFP. Additionally, resumes and additional information is requested under the 50-page limit. Would the County please consider removing the page limitation?

ANSWER: See question 13.

23. Page 36 states proposers must: *Provide example flow schematics from at least three (3) projects for a public safety organization of similar size or larger than Highlands County performed by your firm in the past three (3) years, in the State of Florida. List and provide copies of the applicable certifications/licenses/credentials of the person designated in Tab B, section 3, above, and describe their experience for the service being proposed.* Would the County please clarify this requirement, as the flow schematics described here do not apply to debris monitoring services?

ANSWER: The requirement of Subsection 4. e. under Tab B on page 36 of 72 is deleted and will not be required. See A4-1 Attachment A Page 36 Revision.

24. We are kindly requesting that the County waives all of the Bonding requirements as the Federal procurement regulations in 2 CFR §200.325 only recommends bonding requirements for construction or facility improvements contracts. 2 CFR 200.325 states the following:

§ 200.325 Bonding requirements. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or passthrough entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- a. A bid guarantee from each bidder equivalent to five (5%) percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.*
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.*
- c. A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.*

ANSWER: A Bid Bond is not required for this solicitation. Payment and Performance Bond is required for work exceeding \$200,000. Work will be issued pursuant to Task Orders. Bonding requirement may be based on the Task or cumulatively at the County’s discretion.

25. Section VII. Proposal Format Criteria and Presentation Criteria -Tab B, No.3 . Ability of Personnel and Experience - requests resumes for the Project Manager and all other key personnel who will be associated with the County be provided (p.34). Thompson understands the County has set a (50) page limit on all responses.

Are resumes included in the (50) page limit, or would the County consider excluding the resumes from the page count?

ANSWER: See question 13

26. Are materials requested under separate cover, such as Proposer’s training manual (p.33), counted towards the (50) page limit? If so, would the County consider excluding said materials?

ANSWER: The training manual shall be provided under separate cover and will not count towards the maximum page limit.

27. Given the growing concerns with COVID-19 and the uncertainty of whether delivery services will be available in the coming weeks, we would like to ask whether the County would consider allowing proposals in response to this RFP to be submitted electronically, instead of hard copies.

ANSWER: Due to the issuance of the declaration of local state of emergency the County will implement the following options for proposal submissions: 1) online submittal option via Vendor Registry or 2) via delivery in accordance with the solicitation documents for this solicitation. Email submissions are NOT permitted.

ATTACHMENTS:

A4-1 Attachment A Page 36 Revision, 1 page

A4-2 Page 9 Revision, 1 page

A4-3 Federal Debarment Certification Form

A4-4 Affidavit of Compliance with 2 CFR 200

A4-5 Schedule of Subcontracting and Affidavit of Compliance with 2 CFR 200

A4-6 Authorized Signatories/Negotiator Form

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