



St. Johns River Water Management District

Michael A. Register, P.E., Executive Director

525 Community College Parkway S.E. • Palm Bay, FL 32909 • 321-984-4940 • www.sjrwmd.com

DATE: May 31, 2024
TO: Prospective Respondents
FROM: Amy Lucey, Senior Procurement Specialist
SUBJECT: Addendum #1 to Request for Qualifications # 39442, Specific Purpose Survey –
Elevation Transects in Blue Cypress Marsh Conservation Area

The following clarifications/changes are provided for your information. Please make all appropriate changes to your submittal documents.

1. The Evaluation Committee Meeting date has been changed to **June 26, 2024.**
2. Correction:

Page 6, 5. OPENING OF SUBMITTALS, has been changed to the **Palm Bay Service Center,
525 Community College Parkway, SE, Palm Bay, FL 32909.**

NOTE: The Submittal Due Date remains 2:00 p.m. **Monday June 24, 2024.**

Please acknowledge receipt of this Addendum on the Submittal Form provided in the proposal package.

If you have any questions, please e-mail me at alucey@sjrwmd.com.

Attachments:

Page 2, revised Addendum 1

Page 6, revised Addendum 1

The purpose of the pre-submittal conference is to review requirements of this solicitation, and to provide Respondents an opportunity to view Project site. Access to the Project site is limited; the pre-submittal meeting will be the only opportunity for Respondents to visit and review the Project site.

Any Submittal (defined herein) received after the dates and times stated will not be considered and will be returned to Respondent unopened. The District reserves the right to waive any minor deviations in an otherwise valid Submittal to the solicitation process, and to reject any or all Submittals to this Request For Qualifications.

This solicitation is issued subject to the legal requirements established under Contractors' Competitive Negotiation Act, §287.055, Fla. Stat., and Rules 40C-1.709 – 40C-1.718, F.A.C.

The District will conduct the RFQ process as follows:

Date	Description
June 12, 2024	Pre-Submittal Conference (Project Site)
June 24, 2024	Submittals due
June 28, 2024 June 26, 2024	Evaluation Committee meets to review the Submittals
July 2, 2024	District Issues Notice of Intended Decision (NOID) notifying Respondents of Rankings
Aug 13, 2024	District Governing Board consideration to approve a ranking of designated firms and competitive negotiations be instituted
Aug 15, 2024	District enters into cost negotiations with the highest-ranked Respondent. Additional negotiations, if any, shall take place with the other Respondents in ranked order.

Americans With Disabilities Act (ADA)

The District does not discriminate on the basis of disability in its services, programs, or activities. Special accommodations for disabilities may be requested through Amy Lucey or by calling (800) 955-8771 (TTY), at least five business days before the date needed.

- (b) delivering all files on a single pin/thumb/jump drive either by mail or hand-delivery in a sealed envelope labeled as follows:

SEALED SUBMITTAL – DO NOT OPEN Respondent's Name: _____ Request for Qualifications: 39442 Opening Time: 2:00 p.m. Opening Date: June 24, 2024 <p style="text-align: center;">Amy Lucey Senior Procurement Specialist St. Johns River Water Management District Palm Bay Service Center 525 Community College Parkway SE Palm Bay Florida 32909</p>

DO NOT SUBMIT YOUR SUBMITTAL BY EMAIL — THIS WILL RESULT IN THE SUBMITTAL BEING REJECTED AS NONRESPONSIVE.

5. OPENING OF SUBMITTALS

Respondents or their authorized agents are invited to attend the opening of the Submittals at the following dates, times, and place:

June 24, 2024, 2:00 P.M. St. Johns River Water Management District Headquarters <u>Palm Bay Service Center</u> 4049 Reid Street, Palatka, Florida 32177-2571 <u>525 Community College Parkway SE, Palm Bay, FL 32909</u>
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The Florida Public Records Act, §119.071(1)(b), Fla. Stat., exempts sealed submittals from inspection and copying until such time as the District provides notice of an intended decision pursuant to §120.57(3)(a), Fla. Stat., or until 30 days after opening of bids, proposals, submittals, or final replies, whichever is earlier. This exemption is not waived by the public opening of the submittals.

Unless otherwise exempt, Respondent's Submittal is a public record subject to disclosure upon expiration of the above exemption period. If any information submitted with the Submittal is a trade secret as defined in §812.081, Fla. Stat., and exempt from disclosure pursuant to §815.04, Fla. Stat., Respondent must clearly identify any such material as "CONFIDENTIAL TRADE SECRET" in its Submittal **AND** explain the basis for such exemption. The District reserves the right, in its sole judgment and discretion, to reject a Submittal for excessive or unwarranted assertion of trade secret confidentiality and return the Submittal to Respondent.

6. PREPARATION AND ORGANIZATION OF THE SUBMITTAL

- (a) Respondents must submit all required, fully completed forms as indicated below (reproduced copies are acceptable).
- (b) Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications. Each section shall be evaluated separately on its own merit.