



THE CITY OF DAYTONA BEACH

OFFICE OF THE PURCHASING AGENT

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ADDENDUM NO. 1

DATE: **November 30, 2018**

PROJECT: **RFP 19095
CONTINUING COMPREHENSIVE BROWNFIELD CONSULTING
SERVICES**

OPENING DATE: **December 10, 2018**

This addendum is hereby incorporated into the Bid/Proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strike through~~.

1. RFP General Conditions, Page 5 of 33, Evaluation Criteria is hereby DELETED and REPLACED with the following:

16. EVALUATION CRITERIA

A. Firm's Qualifications, Experience, and Ability to Complete the Work.

Submittal Requirements:

Provide a summary of 5 similar projects performed in EPA Region IV. Each project presented has the potential of earning a half point or a full point. In order to be considered for a half point, 2 of the following 5 elements must have been successfully completed on that project by the proposing firm. In order to be considered for a full point, at least 3 of the following 5 elements must have been successfully completed on that project by the proposing firm.

Projects must have been completed no earlier than 1/1/2000. Include a summary of the Scope of Work, the start and end dates of service, owner name and contact information, contractual relationship to project owner (i.e., Prime Consultant or Sub-Consultant).

Experience in all 5 elements must be demonstrated in the projects presented. For each element *not* represented in the 5 projects provided, a full point will be deducted from the score for this criterion.

1. Phase 1 and Phase 2 Environmental Site Assessment experience in working through the site rehabilitation process of Chapter 62-785, F.A.C. and/or American Society for Testing and Materials (ASTM) standard E 1527-05 and ASTM Std E 1903-97
2. USEPA Grant or FDEP Revolving Loan application, administration, and close-out
3. Clean up activities and oversight.

4. Brownfield site redevelopment, including experience with planning, concurrency, and land use on Brownfield Sites.
5. Brownfield site redevelopment, providing civil design, site permitting, landscape architecture, or streetscapes in Florida urban areas.

Evaluation Criteria

- Ability to complete the work
- Quality of performance of the work
- Success of Brownfield activities
- Demonstrated technical expertise

Weight = 35

B. Qualifications and Experience of Project Manager:

Submittal Requirements:

Specify the Project Manager who will serve as the City's primary contact for the City's Brownfield Program Initiative.

Provide a summary of 5 similar projects performed in EPA Region IV, for which the Project Manager served in the position of Project Manager. Each project presented has the potential of earning a half point or a full point. In order to be considered for a half point, 2 of the following 5 elements must have been successfully completed by the Project Manager on that project. In order to be considered for a full point, at least 3 of the following 5 elements must have been successfully completed.

Projects must have been completed no earlier than 1/1/2000. Include a summary of the Scope of Work, the start and end dates of service, owner name and contact information, contractual relationship to project owner (i.e., Prime Consultant or Sub-Consultant).

Experience in all 5 elements must be demonstrated in the projects presented. For each element below *not* represented in the 5 projects provided, a full point will be deducted from the score.

1. Phase 1 and Phase 2 Environmental Site Assessment experience in working through the site rehabilitation process of Chapter 62-785, F.A.C. and/or American Society for Testing and Materials (ASTM) standard E 1527-05 and ASTM Std E 1903-97
2. Grant application, administration, and close-out
3. Clean up activities and oversight.
4. Brownfield designation, Site Rehabilitation Agreements, and site redevelopment, including experience with planning, concurrency, and land use on Brownfield Sites.
5. Brownfield site redevelopment, providing civil design, site permitting, landscape architecture, or streetscapes in Florida urban areas.

Evaluation Criteria

- Ability to complete the work
- Quality of performance of the work
- Success of Brownfield activities
- Demonstrated technical expertise

Weight = 30

C. Qualifications of Key Personnel

List all Key Personnel, exclusive of the Project Manager, who will provide services under this Contract. Provide a summary of similar projects performed by Key Personnel where they served in the same position as assigned under this contract, which include the following 5 activities.

Projects must have been completed no earlier than 1/1/2000. Include a summary of the Scope of Work, the start and end dates of service, owner name and contact information, and contractual relationship to project owner (i.e., Prime Consultant or Sub-Consultant).

1. Phase 1 and Phase 2 Environmental Site Assessment experience in working through the site rehabilitation process of Chapter 62-785, F.A.C. and/or American Society for Testing and Materials (ASTM) standard E 1527-05 and ASTM Std E 1903-97
2. Grant application, administration, and close-out
3. Clean up activities and oversight.
4. Brownfield designation, Site Rehabilitation Agreements, and site redevelopment, including experience with planning, concurrency, and land use on Brownfield Sites.
5. Brownfield site redevelopment, providing civil design, site permitting, landscape architecture, or streetscapes in Florida urban areas.

Evaluation Criteria:

- Evidence of experience in the above listed elements of Brownfields consulting
- Quality of performance
- Ability to perform
- Success of grant acquisition and administration activities
- Success in obtaining Brownfield designations
- Success in obtaining Site Rehabilitation Agreements

Weight = 20

D. Firm's approach to carry out the Brownfield Program Initiative

Submittal Requirements

Provide a narrative explaining the Proposer's approach to the Scope of Work. Include the Proposer's public outreach program and use of outside resources. Specify the outside resources to be used to complete the Scope of Work.

Evaluation Criteria

- Thoroughness of Proposer's understanding of the Scope of Work;
- Practicality and effectiveness of the Proposer's approach.
- Adequacy of use of a proven method of civic engagement.
- Effectiveness of use of outside resources.

Weight = 15

2. Answers to written questions:

1. **Q1:** Will the City please provide the EPA grant closeout report for any previous brownfield assessment grants implemented?

A1: The “Brownfields Assessment Cooperative Agreement, City of Daytona Beach, Final Quarterly Closeout Report, EPA Cooperative Agreement No. BF 95460610-0” is available online at <http://purchasing.codb.us> under the Public Solicitation link in the folder for this RFP and is titled, “Addendum 1 Close Out Report”.

3. All other terms and conditions remain the same.

The Bidder/Proposer shall acknowledge receipt of this addendum in the transmittal letter covering their proposal.

The City of Daytona Beach

Joanne Flick, CPPO, CPPB
Purchasing Agent

Remember to register with the City of Daytona Beach at www.vendorregistry.com to be notified of future bid opportunities with the City. As of 9-30-18 we are no longer using the old system.