



# City of Milton

Purchasing Department

## ***RFP 2023.03 Hurricane Disaster – Field Debris Monitoring*** ***ADDENDUM #2 – Answers to Questions*** ***February 8, 2023***

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1. The Bidder's/Proposer's Declaration Form (page 3 of 11), item 9 indicates that the "bid/proposal will be awarded to the lowest most responsible reliable firm." However, this statement is in contradiction to RFP Section D (Ranking Evaluation Criteria/Factors for RFP), which indicates that the cost proposal is 25% of the total points, and of equal value to Experience and Financial Stability.

**Item 9 reads: "The bid/proposal will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid/proposal."**

**All these items together are important, not just price. See the RFP score section for the breakdown on page 9.**

2. Please clarify how cost will be considered in the evaluation.  
**Cost Proposal is 25% for score and we will look at the prices of all submittals' rates for ranking.**
3. The instructions at the bottom of page 9 (of 11) indicate that the Cover Letter should include "relevant experience of the firm" and the last sentence in the paragraph indicates that this information should be provided in a matrix format, but the sentence is cut-off. Please provide the full instructions.  
**The Cover Letter should be "brief" in statement of past work.**  
**The partial sentence: –This information shall be summarized in a matrix format in each of the follow-- is now deleted.**
4. Given that Section 2 addresses Experience, can we provide our full experience in Section 2 instead of the page-limited cover letter?  
**Yes. In reference to Section 2 Experience 25%: include full experience of firm relevant to this RFP.**
5. For Section 2, Experience, please indicate the number of desired references.  
**3 References.**
6. Please confirm that Section 3 (Financial Stability) should include both evidence of financial stability and staff qualifications.  
**Yes- both. Financial Capacity, and qualifications of key personnel that will be assigned on the job.**

7. The instructions for Section 3 also require "your proposal for debris removal operations." Please explain; is this intended to address the debris monitoring methodology (which is required in Section 5)?  
**Debris monitoring is the requirement for this proposal not debris removal. Language is amended to remove the words "debris removal" from the sentence.**
8. The cost proposal requests hourly rates for a "Senior Technician / Field Supervisor/ Emergency Operations Manager." In our experience, these are three separate functions with different rates. Would the City consider revising the cost table to make these three different positions?  
**No. You may include them in the comment area. Anything additional in the comment area will be taken into consideration and may affect the appropriate score area.**
9. The cost proposal form allows for additional positions. Given the importance of cost as an evaluation factor, how will the City evaluate the cost of additional positions across vendors? Unless all vendors include the same additional categories, the evaluation can't be conducted consistently. Would the City consider excluding these additional positions from the evaluation?  
**Evaluation will include the items as listed in the proposal. Any additional positions, costs, exceptions, notes, or comments will be taken into consideration and may affect the appropriate score area.**
10. Regarding the method of notification in Attachment A, Section 11 (Termination), would the City be open to accepting by email with delivery receipt notification as a means of transmitting a notice?  
**No. The City only receives solicitations at this time via in person, delivery, mail, or courier.**
11. Will the city acknowledge that additional positions added to the bid sheet to accomplish the requested scope will not be scored in the evaluation to allow for a fair comparison of prices between respondents?  
**No. You may include them in the comment area. Any additional positions in the comment area will be taken into consideration and may affect the appropriate score area.**
12. Can the city clarify if the additional 5 points are only awarded if the prime vendor is an MBE or will it be awarded to vendors with an MBE subcontractor?  
**The 5 points for Certified Minority Firm are earned based on the MBE certification of the firm submitting the proposal. If yes, provide proof.**
13. The manual process of filling out load tickets, transferring copies, and entering data for reporting and data compilation purposes can be labor and time intensive, can result in human error, and does not provide real-time automated tracking. Electronic load tickets, computer tablets, and systems employing electronic contractor ID cards allow for instant

data tracking, verification, and reporting, as well as truck tracking, GPS capability, and advanced debris monitoring analytics. Because of the factors listed above, we request any Automated Debris Management System (ADMS) costs associated with the scope of work provided be included in the hourly rates of any positions proposed and not as a separate hourly position or service.

**This solicitation does not require use of any ADMS as listed above. Any use of an ADMS is at the discretion of the Company. Notation should be placed in the comments; and additional costs, because of an ADMS, should be included with the hourly rates as this contract will be based on fully burdened hourly rates.**

14. The format instructions for the cover letter on page 9 are cut off. Can the City provide the full instructions?

**See 7 above for answer.**

15. How does the City plan to evaluate pricing?

**See 2 above for answer.**

16. Are additional positions considered during the evaluation process?

**See 9 above for answer.**

17. Would a Good Faith Effort to solicit minority and women-owned businesses receive partial points for the minority business participation section of the evaluation criteria?

**See 12 above for answer.**

18. Given recent unprecedented levels of inflation and price volatility, would the City consider allowing annual price adjustments based on the latest yearly percentage increase of the Consumer Price Index for All Urban Consumers (CPI-U)(All Items) as published by the Bureau of Labor Statistics, U.S. Department of Labor, or another similar index?

**The Term of the Contract is for 3 years. There will be no rate changes within this time frame.**

**The Contract Agreement will state that there may be two (2) additional one (1) year renewal terms. At the 2 renewal times the rates may be adjusted with consent and approval of both parties. Any supporting evidence selected and used will be at the discretion of the vendor asking for the increase.**

**End of Addendum #2**

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The information given in this addendum is in addition to or supersedes conflicting information in the invitation to bid and is hereby made a part of the request.

Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Amendment. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

**BIDDERS MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BID.**

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**ACKNOWLEDGEMENT:**

I hereby certify that I have received the above addendum:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**THIS ACKNOWLEDGEMENT MUST BE RETURNED  
WITH BID/PROPOSAL PACKAGE.**