



St. Johns River Water Management District

Ann B. Shortelle, Ph.D., Executive Director

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

DATE: September 9, 2019
TO: Prospective Respondents
FROM: Amy Lucey, Contracts Administrator
SUBJECT: Addendum #1 to Request for Qualifications # 34833, Water Control Structure Underwater Inspection

As a result of inquiries, the following clarifications/changes are provided for your information. Please make all appropriate changes to your proposal documents. Note: changes are reflected with original language shown with strike-through and new language is **bold**.

Q1: On page 5 of the solicitation, "Tab 5" seems to be missing. Please confirm that "Tab 6: Volume of District work previously awarded to Respondent" should be "Tab 5".
A1: You are correct. Tab 6 has been corrected to Tab 5. The Evaluation Criteria on page 10 has also been corrected.

Modifications:

1. Page 5, Tab 6: Volume of District work previously awarded to Respondent, is Corrected to Tab 5: Volume od District work previously awarded to Respondent
2. Page 6, Tab 7: Additional Information: is corrected to Tab 6: Additional Information:
3. Page 10, 14. EVALUATION CRITERIA, item 6 has been changed to item 5.

NOTE: The Proposal Opening remains 2:00 p.m. Thursday, September 26, 2019.

Attachments:
Pages 5, 6 & 10, Revised, Addendum 1

Please acknowledge receipt of this Addendum on the SUBMITTAL FORM provided in the proposal package.

If you have any questions, please call me at (321) 409-2156 or e-mail alucey@sjrwmd.com

In addition to the above forms, the Respondent is responsible for providing evaluative documentation that it and its subcontractors (if any) possesses the qualifications, background, and experience necessary to perform the Work, including but not limited to:

- a) The principles of general civil, geotechnical, structural, electrical and mechanical. and the means for performing underwater structure inspections within designated time limits
- b) Detail experience of the firm and key personnel (assigned to this project), and any subcontractors, in similar projects. Describe current and completed work performed by firm and key personnel on similar projects or projects that have utilized alternative methodologies, specifically:
 - 1) Details on experience in obtaining, processing and delivering end products
 - 2) Details on experience in obtaining, processing and delivering end products
 - 3) Etc.....
- c) With regard to similar completed and current work, provide a written synopsis on
 - 1) problems encountered
 - 2) solutions employed to resolve problems, and
 - 3) lessons learned and how to avoid these issues in the future

Tab 2: Past and present experience on projects of this type

No forms are provided for this criterion — however, the Respondent is responsible for providing information to document its and its subcontractors' past and present experience

Tab 3: Project Management

No forms are provided for this criterion — however, the Respondent is responsible for providing evaluative documentation that

- a) Demonstrates it has the necessary project management skills and contingency procedures to assure the District that it is capable of successfully performing the Work in a timely and cost-effective manner within the established budget
- b) Details the recent, current and projected workloads of the firm and what impact these workloads will have on the performance of the Work on this contract; and
- c) Justifies the Respondent's technical approach for performing the Work, whether through traditional means (_____) or through novel means (alternative _____ methodologies). All things being otherwise equal, those Respondents who include well-reasoned and thoroughly vetted approaches and who will guarantee results within the accuracy or tolerances required by the Statement of Work, will receive higher scores.

Tab 4: Location of managing firm/project manager relative to:

Location of Respondent's company shall be judged in relation to the project area and higher consideration will be given to those that are in closer proximity due to the requirement for timely fieldwork.

Tab 6 5: Volume of District work previously awarded to Respondent

No forms are provided for this criterion — however, the Respondent is responsible to submit documentation as to the volume of work (in dollars) awarded by the District to firm in the past three years, including contracts, work orders and purchase orders.

Tab-7 6: Additional Information:

Standard brochures and specifications may be submitted as additional material, but shall not be submitted as the primary qualification data (information included under this tab will not receive a score).

5. 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.
6. Respondent must follow all procedures for electronic submission or the Respondent's Submittal may be determined as "non-responsive" and rejected.
7. Unless directed otherwise, all information required by the solicitation, including the forms and questionnaires listed under Item "A" above must be completed (typed or hand written) and included in the submission in electronic format (forms must be completed and converted/scanned to PDF format (Adobe)).
8. All of the forms and questionnaires in the Request for Qualifications package are available upon request in Microsoft® Word to aid the Respondent in providing its Submittal in electronic format.
9. The file-naming conventions for the Submittal shall include:
 - a) Submittal: RFQ # Respondent's name (abbreviated) Due Date
(Example: RFQ _____ ABC Company 11-11-15)
10. The Submittal must include a separator page between each "Tabbed" section:
 - a) Example: Tab 1 – Background and Qualifications
11. All electronically submitted files shall be saved to a single CD or pin/thumb/jump drive. The CD or pin/thumb/jump drive **MUST** be placed in a sealed envelope pursuant to the instructions under Item 3 for sealed responses – **DO NOT SUBMIT YOUR RESPONSE BY EMAIL — THIS WILL RESULT IN THE SUBMITTAL BEING REJECTED AS NON-RESPONSIVE.**

If you need assistance or have any questions about the format, please email or call Amy Lucey at ALucey@sjrwmd.com or 321-409-2156.

In the event you decline to submit a Submittal, the District would appreciate Submittal of the "No Response Form" provided at the end of the "FORMS" section to describe the reason for not submitting a Submittal.

6. INQUIRIES AND ADDENDA

District staff are not authorized to orally interpret the meaning of the specifications or other Agreement documents, or correct any apparent ambiguity, inconsistency, or error therein. In order to be binding upon the District, the interpretation or correction must be given by the Procurement Specialist and must be in writing. The Procurement Specialist may orally explain the District's procedures and assist Respondents in referring to any applicable provision in the Request for Qualifications documents, but the Respondent is ultimately responsible for submitting the Submittal in the appropriate form and in accordance with written procedures.

Every request for a written interpretation or correction must be received at least nine days prior to opening of Submittals in order to be considered. Requests may be submitted by fax at 321-722-5357 or by email at ALucey@sjrwmd.com. Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation posted by Onvia DemandStar and Vendor Registry to all prospective Respondents (at the respective addresses furnished for such purposes) no later than five days before the opening of Submittals.

14. EVALUATION CRITERIA

Responses shall include information or documentation regarding, and will be evaluated using, the evaluation criteria set forth below. The evaluation rating scale is as follows:

More than adequate8 – 10 Less than adequate1 – 4
Adequate.....5 – 7 Not covered in submittal0

	Criteria Note: If the Evaluation Committee determines that the written submittals are sufficient to finalize its rankings of the Respondents, then oral presentations will not be required and the total scores for the written submittals will be used to determine the rankings.	Weight	Written Submittal Raw Score	Written Submittal Weighted Total	Oral Presentation Raw Score	Oral Presentation Weighted Score
1	Firm's and subcontractors' capabilities to conduct work as presented in the Statement of Work <ul style="list-style-type: none"> • Knowledge of subject and project area • Understanding of problems, objectives and work • Past performance of the firm in general and proposed key project personnel on performance of contracts of this type. Not limited to past work with the District. • Ability to meet District needs and perform work • Equipment and availability • Provide a list of the firm's projected workload for the duration of the project. • Provide three client references for successfully completed/similar projects similar in structure (<u>Underwater Inspections</u>) during the past (<u>5</u>) years and submit <u>3</u> letters of reference from client references. • Has Respondent been certified by the state of Florida's Office of Supplier Diversity as a woman-, veteran-, or minority-owned business enterprise • Has the applicant been certified as a small business, and if so, who provided the certification? • Number of employees currently employed by Respondent and its subconsultants; and Respondent's and its subconsultant's average annual volume of work for the past three years 	35%				
2	Past and present experience on projects of this type <ol style="list-style-type: none"> 1. List <u>3</u> projects, for which your firm has provided services which are most related to the type of services required for this project. In determining which projects are most related, consider size and complexity; how many members of the proposed team worked on the projects; and how recently the project was completed/started. List the projects in priority order, with the most related first. 2. For each of the above <u>3</u> listed projects, provide the following information: location, construction cost (original GMP and final contract amount), current phase of development, original and actual (or projected) completion date, type of services provided, owner's contact person and telephone number, and the project manager and telephone number. 3. Submit a brief summary (NTE three pages) of the approach Respondent typically uses to accomplish similar projects within similar project timeframes. The summary should include an outline of the steps, methods, and procedures utilized to complete projects as described in the Statement of Work. The approach should reflect previous experience and current knowledge of the specifications, and other project components used in projects such as the one described in the Statement of Work. 	35%				
3	Project Management <ul style="list-style-type: none"> o Staff allocation o Management methods o Willingness and ability to meet time/budget constraints 	10%				
4	o Location of Respondent's project manager within the District's 18-county boundary or, if outside of the boundary, relative to the District's Palm Bay Service Center The website <i>MapQuest.com</i> (using the "Shortest" route type) should be utilized to determine mileage. The District will award points as follows: <ul style="list-style-type: none"> • Within 0-100 miles of the project area = 10 points • > 100 but ≤ 200 miles from of the project area = 7 points • > 200 but ≤ 300 miles from of the project area = 4 points • > 300 miles from of the project area = 0 points 	10%				
6-5	Volume of District work previously awarded to Respondent The District will use its financial records to determine the volume of work (in dollars) awarded by the District using the total amount paid to Respondent during the past 36 months, including contracts, work orders, and purchase orders. Points will be allocated from 0 to 10 for Respondents with higher previous paid amount totals during the 36-month period immediately preceding the Submittal date of this RFQ, receiving fewer award points. Respondents with no previous payments may receive the highest allocation of points (10), while the Respondent with the highest previous paid amount will receive zero points. Checks issued by the District on or prior to the date submittals are received shall be included in this total even if Respondent has not yet received the payment. The formula for allocation of previous work award points will be calculated as follows: The Respondent with the highest total of previous work awarded represents the Allocation Basis Total (ABT); then, the ABT less the Previous Work Awarded divided by the ABT will be multiplied by 10 (the highest number of points awarded); the result will be rounded to tenths of a point.	10%				