

**ADDENDUM #2**  
**TO**  
**SPECIFICATION AND CONTRACT DOCUMENTS**

**November 1, 2019**

TO: ALL PLAN HOLDERS

FOR: RFQ-002-2020 ICHETUCKNEE WATER QUANTITY AND QUALITY  
ENHANCEMENT PROJECT

The purpose of addendum #2 is to remove the section marked "Design Approach and Work Plan".

You will see this section has been stricken from the document on the attached revised pages 10 and 11 which changes the Criteria points for the remaining sections. The new Criteria matrix has been updated on the revised page 11. Please include the revised pages with your submittal and remove the old pages.

**SEE ATTACHED REVISED PAGES TO BE INCLUDED WITH YOUR  
SUBMITTAL.**

No. 1 Dated \_\_\_\_\_

Signature: \_\_\_\_\_

No. 2 Dated \_\_\_\_\_

Signature: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH PROPOSAL**

2. Proposer shall provide a description of their approach for this project relative to design and permitting. This section should discuss the team's understanding of the project purpose/goals, potential project challenges and how they will be addressed, and how the project will be designed and constructed within the proposed budget and schedule.

Proposer's response for section 1 shall be limited to no more than two (2) pages per project, 1-sided, single-spaced, on 8.5 x 11 sized paper. Responses to section 2 shall be limited to two (2) pages of text. Responses that are longer than twelve (12) pages will not be evaluated after page twelve (12).

### **PROJECT MANAGER-ENGINEER OF RECORD PROXIMITY TO COLC**

Maximum score for this criterion is: 10 POINTS

Provide the address of Respondent's office that the proposed Primary Project Manager-Engineer of Record normally works from and its distance from COLC located at 205 N. Marion Ave., Lake City, Florida.

In order to receive points for this criterion, Respondent's office must be occupied and staffed with at least three (3) employees for a duration of six (6) months, prior to the due date stated in this RFQ. Additionally, the office shall not be used as residential premises.

Evaluation of location is as follows:

- Office in Columbia County 0 – 50 miles (10 points)
- Office between 51 to 100 miles from COLC City Hall (5 points)
- Office between 101 miles + from COLC City Hall (0 points)

### **COMPLETENESS OF PROPOSAL**

Maximum score for this criterion is: 10 POINTS

### **DESIGN APPROACH AND WORK PLAN**

Maximum score for this criterion is: 20 POINTS

~~Respondent shall provide an explanation of how it typically manages its engagements to realize project budgetary goals, timetables and quality control objectives. Proposer shall explain, for this specific Scope of Work, how it intends to meet the goals, timetables and quality criteria established herein. Consideration shall be given for cost effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the deliverables.~~

~~Respondent shall also provide a project schedule indicating: (i) all the activities envisioned to fulfill the requirements of the Work; (ii) the estimated duration for each activity; (iii) the estimated man-hours for each activity; and (iv) the total estimated man-hours each primary Team Member, identified in the Section titled "Professional Staff Experience", will devote to the Work through completion. As stated below, the "Share of Project Work" should be calculated using~~

~~the man hours indicated on the project schedule. Additionally, the project schedule must demonstrate the utilization of any Subcontractors.~~

~~Share of Project Work shall be defined as the number of assigned hours to the project for each individual primary Team Member divided by the total hours on the project, expressed as a percent. This information will be taken from the project schedule referenced in this Section, and will be rounded two decimal places. COLC prefers that the Share of Project Work information be submitted in a Microsoft Excel format. The same information should also be submitted with the hard copy of the Qualifications.~~

~~**Please use your own form for this section. Proposer's response must be limited to four (4) pages per project, not including the Share of Project Work table.**~~

All responses will be ranked individually using this criteria matrix.

Professional Staff Experience and Availability	35
Knowledge and understanding of project objectives and prior experience with similar projects	35
Project Manager-Engineer of Record Proximity to COLC	15
Completeness of proposal	15
Design Approach and Work Plan	20
<b>MAXIMUM ALLOWABLE POINTS</b>	<b>100</b>

### PROJECTED TIMETABLE

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFQ process.

Event	Date
Issue RFQ Notice	October 6, 2019
Last Date for Receipt of Written Questions	October 29, 2019 @4:00 pm
Addendum Issued (If Applicable)	October 30, 2019
Proposal Due Date	November 14, 2019 @ 11:00 am
Evaluation Committee Meeting	November 27, 2019 @ 10:00 am
Oral Presentations/Interviews if necessary	TBD - December 2019
Recommendation Presented for Approval	NLT – January 2020

Add Oral Presentations/Interviews (if necessary)

Note: Dates are subject to change. NLT = no later than. TBD = to be determined