



St. Johns River Water Management District

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

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On the internet at www.sjrwmd.com.

DATE: December 10, 2019
TO: Prospective Respondents
FROM: Pam Paulk, Contracts Administrator
SUBJECT: Addendum #1 to Request for Qualifications 35167 Lake Jesup Nutrient Reduction and Flow Enhancement

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

MODIFICATIONS:

1. The Proposal Submittal Date has been extended to January 13, 2020, at 2:00 PM, eastern standard time.
2. Section 8.c. and 8.d. of the MINIMUM QUALIFICATIONS shall be revised as follows:
 - c. Respondent (or a combination of the firm, individual, ~~or~~ project manager or sub-consultant assigned to the work) must have successfully **completed** two projects of a similar nature involving treatment wetland design and permitting, mitigation, inlet pumps, berms and control structures within the eight years immediately preceding the date for receipt of Submittals. Each project must have had a project design value of at least \$250,000.00. Each of the project clients shall be utilized as references.
 - d. Respondent (or a combination of the firm, individual, ~~or~~ project manager or sub-consultant assigned to the work) must have successfully **completed** two projects of a similar nature involving permitting mitigation, sediment disposal site design, identification of appropriate dredging method based on dredge material composition within the eight years immediately preceding the date for receipt of Submittals. Each project must have had a project design value of at least \$500,000.
3. The evaluation committee meeting dates on the first page of the RFQ shall be modified as follows:

The District's Evaluation Committee will meet at District headquarters at 4049 Reid Street, Palatka, Florida 32177-2571, to evaluate and rank Submittals as follows:

- 9:00 a.m. and 2:00 p.m., on January ~~16~~ 27, 2020, to
 - Discuss the responses
 - Finalize the initial ranking
 - Determine a shortlist of Respondents and/or
 - Decide if oral presentations (by some or all of the Respondents) are necessary to assist in facilitating the evaluation process in determining a final recommendation and discuss negotiation strategies

- 9:00 a.m., on ~~January 30~~ February 6, 2020
 - Conduct oral presentations, if needed, at the District’s headquarters, immediately followed by an evaluation meeting to establish the final rankings
 - Respondents selected for oral presentations will be notified in advance of the evaluation criteria and/or questions and time established for their presentation.
 - If oral presentations are not required the District will commence negotiations with the top-ranked Respondent (based on initial rankings)
- 10:00 a.m., March 17, March 24 and March 31, 2020
 - Negotiate final details and costs with the top-ranked Respondent (if oral presentations are required to determine a final recommendation) — after negotiations have been completed, all Respondents will be notified in writing of the staff’s intended recommendation to the Governing Board
 - Negotiate professional fees and project costs with the top-ranked Respondent as authorized by the District’s Governing Board at its March 10, 2020 meeting.

Special accommodations for disabilities may be requested through Pamela Paulk, or by calling (800) 955-8771 (TTY), at least five business days before the date needed.

QUESTIONS AND ANSWERS

- Q.1. Will the District respond to Questions as received or in one addendum?
A.1. The questions will be answered via an addendum and there may be more than one issued to address all inquiries during the solicitation process.
- Q.2. Regarding Tab 5: Volume of District work previously awarded to Respondent on page 5 of the RFQ states the following: 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 the Respondent in the past three years, including contracts, work orders and purchase orders. Is the District’s intent to have respondents to provide copies of the POs, work orders, etc. issued by the District as backup for the volume of work figure? Or can respondent provide a list showing District work orders/purchase orders, and contract numbers with associate dollar amounts?
A.2. It is not necessary nor recommended for the Respondent to submit backup documentation, a list as suggested is acceptable or a total amount.
- Q.3. Regarding Minimum Qualifications - Item 8.c on page 7, Similar Projects Qualification Form: Respondent (or a combination of the firm, individual, or project manager, assigned to the work) must have successfully **completed** two projects of a similar nature involving treatment wetland design and permitting, mitigation, inlet pumps, berms and control structures within the eight years immediately preceding the date for receipt of Submittals. Each project must have had a project design value of at least \$250,000.00. Each of the project clients shall be utilized as references. How is District defining Respondent? For the purpose of Similar Projects Qualification Form – must the projects have been completed by the Prime consultant, or can they be a project completed by a sub-consultant that is part of the Prime/Respondent’s team?
A.3. Respondent is defined in Section 16, DEFINITIONS of the RFQ which states as follows: “Any person who submits a response to a solicitation.” Please refer to Modification #2 above for the remainder of the question submitted.

- Q.4. Regarding Minimum Qualifications on page 7, Item 8.c and d; The clients listed on the Similar Projects Qualification Form will be utilized as the Respondent's Client References. If a District project is cited, do not request a letter from District staff. The Procurement Specialist will use the project's closeout documents in lieu of a letter of reference and may consult with the District project manager. This paragraph references letters of reference. Is it a requirement that the Respondent provide letters of reference for projects submitted on the Similar Projects Qualification Form or is this optional?
- A.4. Letters of references are not permitted for District's projects and is not required from any other clients.
- Q.5. Regarding the preparation and organization of submittal documents on page 5, Item 5. FORMS; Should Respondent include the SUBMITTAL FORM in Tab 1 along with other required forms?
- A.5. Yes
- Q.6. Regarding signature and certification requirements on page 7, Item 9
It appears the RFQ is requesting the same/similar information required on form "CERTIFICATE AS TO CORPORATION." Is it the District's desire to have this information provide in another format such as a cover letter, or will the form suffice?
- A.6. The Certificate As To Corporation form will not suffice for this requirement. Another format is required to be submitted to provide all information requested in Section 9 of the RFQ.

NOTE: The Bid Opening has been extended to January 13, 2020, at 2:00 PM, EST.
Please acknowledge receipt of this Addendum on the BID FORM provided in the bid package.
If you have any questions, please call me at (386) 329-4469 or e-mail ppaulk@sjrwmd.com.