



# St. Johns River Water Management District

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On the Internet at [www.sjrwmd.com](http://www.sjrwmd.com).

DATE: January 9, 2018  
TO: Prospective Respondents  
FROM: Pam Paulk, Sr. Contracts Administrator  
SUBJECT: Addendum #1 to Request for Qualifications (RFQ) #32497, **MARY A FLOWWAY RESTORATION FEASIBILITY STUDY**

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 underlined.

## **MODIFICATIONS:**

1. Beginning on page 5 of the solicitation package two of the "Tabs" were mis-numbered, Tab 6 should be Tab 5 and Tab 7 should be Tab 6. The text within each Tab shall remain the same, however, please correct the numbering of each of the Tabs as follows:

**Tab ~~6~~5: Volume of work previously awarded to Respondent**

**Tab ~~7~~6: Additional Information:**

2. Two of the Evaluation Criteria percentage values have been changed. Please refer to the attached revised Section 14 of the RFQ solicitation package. Criterion #2 was reduced to 35% and Criterion #5 was increased to 10%

**NOTE:** The RFQ Opening remains the same, January 22, 2018 at 2:00 PM.

Please acknowledge receipt of this Addendum on the PROPOSAL FORM provided in the RFQ solicitation package.

If you have any questions, please call me at (386) 329-4469 or e-mail [ppaulk@sjrwmd.com](mailto:ppaulk@sjrwmd.com).

**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 adequate..... 8 – 10      Less than adequate..... 1 – 4  
 Adequate..... 5 – 7      Not covered in submittal ..... 0

Criteria	Weight Written Submittal / Oral Presentation	Written Submittal Raw Score	Written Submittal Weighted Total	Oral Presentation Raw Score	Oral Presentation Weighted Score
<p><b>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.</b></p>					
<p><b>1 Firm's and subcontractors' capabilities to conduct work as presented in the Statement of Work</b></p> <p>a) Knowledge of subject and project area                      b) Understanding of problems, objectives and work                      c) 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.                      d) Ability to meet District needs and perform work                      e) Equipment and availability                      f) Provide a list of the firm's current and future projected workload for the duration of the project.                      g) Is Respondent a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act</p>	40%				
<p><b>2 Past and present experience on projects of this type</b></p> <p>a) Written documentation validating the expertise and experience of its interdisciplinary research team(s) in each of the requested disciplines (All things being otherwise equal, those Respondents whose research team encompasses a greater number of the specified disciplines or includes those disciplines, or other comparable disciplines, will receive higher scores).                      b) List of three projects for which your firm has provided similar services which are most related to the type of services required for this project. In determining which projects are most related, consider related size and complexity; how many members of the proposed staff worked on the listed projects; and how recently the project was completed. List the projects in priority order, with the most related first                      c) List of three projects for which the project manager has managed which are most related to the type of services required for this project. In determining which projects are most related, consider related size and complexity; and how recently the project was completed. List the projects in priority order, with the most related first.                      d) Describe experience on current and completed work performed by firm and key personnel on similar projects or projects                      e) With regard to similar completed and current work, provide a brief synopsis on (1) problems encountered, (2) solutions employed to resolve problems, and (3) lessons learned and how to avoid these issues in the future.                      f) Submit a brief (not-to-exceed three page) summary of the approach Respondent typically uses to accomplish similar projects within similar project timeframes. The project approach summary should include an outline of the steps, methods, and procedures utilized to complete projects as described in the Statement of Work. The project approach should reflect previous experience and current knowledge of the software, conceptual models, input data, specifications, and other project components used in projects such as the one described in the Statement of Work.</p>	35.40%				
<p><b>3 Project Management</b></p> <p>a) <u>Allocation of staff</u>                      b) <u>Management methods</u>  <u>Commitment to project completion within time and budget constraints</u></p>	10%				
<p><b>4 Location of Respondent's Office relative to the project.</b></p> <p>Higher consideration will be given to firms whose managing firm is located nearest to the project area. (The District has selected the District's Palm Bay Office located 525 Community College Parkway S.E., Palm Bay, FL 32909 as the reference point for distance calibration purposes.) The website <i>MapQuest.com</i> (using the "Shortest" route type) should be utilized to determine mileage. The District will award points as follows:</p> <ul style="list-style-type: none"> <li>• Within 0-100 miles of the project area = <b>10 points</b></li> <li>• &gt; 100 but ≤ 200 miles from of the project area = <b>7 points</b></li> <li>• &gt; 200 but ≤ 300 miles from of the project area = <b>4 points</b></li> <li>• &gt; 300 miles from of the project area = <b>0 points</b></li> </ul>	5%			0	0
<p><b>5 Volume of District work previously awarded to Respondent</b></p> <p>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. Points will be allocated from 0 to 10 with Respondents with higher previous awarded contract totals since through the Submittal date of this RFQ, receiving fewer award points. Respondents with no previous work awards may receive the highest allocation of points (10), while the Respondent with the highest previous work awarded will receive zero points. The District shall rely on its official financial records to resolve any discrepancies. 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.</p> <p>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.</p>	10.5%			0	0
<b>SUBTOTAL (Written Submittal and Oral Presentation)</b>	<b>100% / 100%</b>				
<b>WEIGHTED MULTIPLIER (Used when oral presentations are required, otherwise the total score shall be 100% of the written submittal.</b>			<b>x 80%</b>		<b>x 20%</b>
<b>WEIGHTED SUBTOTAL (Written Submittal and Oral Presentation)</b>					
<b>WEIGHTED SUBTOTAL (Written Submittal Score)</b>					

<b>TOTAL (Weighted Subtotal of both the Written Submittal and Oral Presentation)</b>					
<b>TOTAL</b>	<b>100% / 100%</b>				

If the committee chooses to have oral presentations, the weighted proposal score will be added to the weighted oral presentation score for a total score. The final ranking recommendation to the Board will be based on a total of the combined weighted scores from the evaluation committee members pursuant to the table above. If a committee member is unable to evaluate the oral presentations that committee member's written submittal score will not be used in the total.