



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: December 4, 2019
TO: Prospective Respondents
FROM: Amy Lucey, Contracts Administrator
SUBJECT: Addendum #2 to Request for Proposals # 35238, Remote Sensing and Mapping of Plant Communities for the Preservation of Natural Systems.

As a result of inquiries, the following clarifications/changes are provided for your information. Please make all appropriate changes to your proposal documents.

Q1: I am looking for clarification within Section 5 Preparation and Organization of Proposal Documents of RFP 35238 Remote sensing and mapping of plant communities. Within Section 5 are a list of tabs to be included in the proposal. Tab 5 seems to be missing. Is this a scrivener's error? Should we renumber the tabs following Tab 4, or has Tab 5 and its requirements been unintentionally omitted from the document. Can you please clarify this for me.

A1: This was just a numbering error. Please see revised page 5 attached.

NOTE: The Proposal Opening remains 2:00 p.m. Tuesday, December 17, 2019.

Attachments:
RFP 35238, page 5, Revised Addendum 2

In addition to the above forms, the Respondent is responsible for providing evaluative documentation that it possesses the background and qualifications necessary to perform the Work

Tab 2: Qualifications, abilities and expertise of key and professional personnel, including willingness, ability and capacity to dedicate qualified staff to the project.

- a) Proposed Subcontractors

Although, there are no forms to complete under this section, the Respondent is responsible for providing evaluative information demonstrating its expertise

Tab 3: Availability of necessary equipment and software to perform the work – provide a list and description of each piece of equipment or software expected to be used

Tab 4: Technical merit of proposal

Although, there are no forms to complete under this section, the Respondent is responsible for providing evaluative information demonstrating its technical merit

Tab-6: 5: Cost Effectiveness

- a) Proposal Form
- b) Cost Schedule

Tab-7: 6: Additional Information:

- a) 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).

Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of its qualifications.

4. Respondent must follow all procedures for electronic submission or the Respondent's Proposal may be determined as "non-responsive" and rejected.
5. All items included in the submission must be submitted in electronic format (forms must be completed and converted/scanned to PDF format [Adobe]).
6. All of the forms and questionnaires in the Request for Proposals package are available upon request in Microsoft® Word to aid the Respondent in submitting its Proposal in electronic format.
7. The file-naming conventions for the Proposal shall include:
 - a) Proposal submittal: RFP # Respondent's name (abbreviated) Due Date
(Example: RFP _____ ABC Company 09-30-17)
8. The Proposal submittal must include a separator page between each "Tabbed" section:
 - a) Example: Tab 1 – Background and Qualifications
9. 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.