



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: October 27, 2020

TO: Prospective Respondents

FROM: Amy Lucey, Contracts Administrator

SUBJECT: Addendum #4 to Request for Qualifications # 36081, 2021 Indian River Lagoon Seagrass Mapping

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

Q1. On page 5 of the RFQ, Section 5 “Preparation and Organization of Submittals”, under Tab 1 section 3, the sub lettering goes from a) - f) and then starts again with a). This section is shown below:

- c) Qualifications Form — General
- d) Qualifications Form — Similar Projects
- e) Subcontractors Form
- f) Drug-Free Workplace Form (not required unless there is a tie)

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) Experience in acquiring aerial imagery specifically for mapping seagrass and the means for acquiring imagery within designated time limits including subconsultant availability
- b) General experience of the firm and/or key personnel assigned to this project in similar seagrass mapping projects – describe the past and present work (of firm and key personnel) on projects of this type or other methodologies (not limited to past work with the District). Similar projects shall be described on Similar Project Form and shall include:

Should we keep the same sequence of lettering within our proposal? Or can we update the sub lettering to be sequential from a) through h)?

A1: You may number however you would like to.

Q2: Please confirm that client references form goes in Tab 5: ‘Location of managing firm/project manager relative to’. We are unsure if the location of this form was moved by mistake.

A2: Please see revised page 6 & 8, Client References should be included with Tab 3.

Q3: Do you accept FedEx deliveries on Saturdays in case we send our proposal on a Friday?

A3: No we do not accept FedEx deliveries on either Friday or Saturday.

- Q4: There is a conflict in the RFP regarding the number of references that may be from the District. Section 8. Minimum Qualifications, subsection d. states, “No more than two of the references may be from completed District projects.” On the Qualifications – Client Reference form it states, “No more than one reference shall be from the District.” Please confirm how many references can be from the District.
- A4: Please see revised page 8 No more than one of the references may be from completed District projects.

Attachments:

Page 6, **PREPARATION AND ORGANIZATION OF SUBMITTALS**, Revised Addendum 4

Page 8, **MINIMUM QUALIFICATIONS**, Revised Addendum 4

NOTE: The Proposal Opening **remains** 2:00 p.m., **Tuesday, November 10, 2020**

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

If you have any questions, please e-mail me at alucey@sjrwmd.com.

- (iv) Experience of staff in seagrass photo-interpretation and change detection using manual or semi-automated methods
 - (v) Experience compiling maps in GIS
 - (vi) Experience (of firm and key personnel) in conducting positional accuracy assessment
- 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: Availability of necessary equipment to perform the work-provide a list and description of each piece of equipment

Tab 3: Qualifications, abilities and expertise of key and professional personnel, including willingness, ability and capacity to dedicate qualified staff to the project

Organizational profile

Specific names, functions, time commitment, and special expertise of personnel assigned to work on this project (provide resumes

Florida Professional Surveyor License

Client References Form

Tab 4: Project Management, including willingness to meet the requirements of the Statement of Work, as well as, time and budget restraints

- a) Project management skills and contingency procedures to assure successful performance of the work in a timely and cost-effective manner within the established budget
- b) Detail 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.

Tab 5: 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. (The District has selected the City of Melbourne as the reference point for distance calibration purposes.) The website *MapQuest.com* (using the "Shortest" route type) should be utilized to determine mileage.

Client References Form

Tab 6: 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.

- 4. 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.
- 5. Respondent must follow all procedures for electronic submission or the Respondent's Submittal may be determined as "non-responsive" and rejected.

from the budget estimate about the total funds available for the Work. The District retains the right to adjust the estimate in awarding the Agreement. The District also reserves the right to reject all Submittals if subsequent negotiations with qualified Respondents result in costs over this estimated budget amount. In addition, the District reserves the right to increase, decrease, or delete any class, item, or part of the Work in order to reduce costs for any reason. The District may discuss alternatives for reducing the cost of the Work with Respondents and make such modifications as it determines to be in its best interest.

8. MINIMUM QUALIFICATIONS

Respondent must use the “Qualification” forms (General, Similar Projects, and Client References) provided in these documents to document the minimum qualifications listed below. Failure to include these forms with the Submittal may be considered non-responsive.

The following items shall constitute the minimum appropriate documentation:

- a. All mapping services, including, but not limited to, positional accuracy, aerial triangulation and orthophotography production, photo interpretation, and approval of final map and report, shall be performed under the supervision of a licensed professional surveyor and mapper (PSM) currently licensed in the state of Florida through the Florida Department of Agriculture and Consumer Affairs — provide copy of license(s) with submittal (Tab 3). Does the Respondent meet this requirement – YES/NO

All things being otherwise equal, those Respondents whose projects encompass a greater number of the above disciplines will receive higher scores

(District form; Include under Tab 1)

- b. Has the Respondent (or a combination of the firm, individual, or project manager assigned to the work) successfully completed a similar project (mapping seagrass through aerial photography and photogrammetry) within the five years immediately preceding the date set for receipt of the Response – YES/NO.

All things being otherwise equal, those Respondents whose projects encompass a greater number of the above disciplines will receive higher scores

(District form; Include under Tab 1)

- c. Respondent shall provide resumes for all personnel it will assign to this project, including the names and functions of personnel assigned, special expertise, and any certifications relevant to the work.

(Respondent-provided documentation; label and include under Tab 3)

- d. Respondent must provide three client references. Up to two of the client references may be from the similar projects listed in response to sub-paragraph (a), above. No more than ~~two~~ one of the references may be from completed District projects. If a District project is cited, do not request a letter from District staff. The evaluation team will use the project’s closeout documents in lieu of a letter of reference and may consult with the District project manager.

(District form and Respondent-provided documentation; label and include under Tab 5.3)

Irrespective of the minimum qualifications stated above, the District may make such investigations as it deems necessary to determine the ability of the Respondent to perform the Work. The District reserves the right to reject any Response if the evidence submitted by such Respondent and/or the District’s independent investigation of such Respondent fails to satisfy the District that such