



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES COMMISSIONER ADAM H. PUTNAM

October 16, 2017

ADDENDUM 1

TO: Vendors
FROM: Vianka Colin, Purchasing Director
RE: STATEMENT OF QUALIFICATIONS NUMBER SOQ/FFS-17/18-22
ENVIRONMENTAL ENGINEERING SERVICES FOR THE FLORIDA FOREST SERVICE

This addendum is to provide all potential respondents with changes and answers to questions received for Statement of Qualifications Number SOQ/FFS-17/18-22. **Deletions are struck through, and additions are highlighted.**

VII. SELECTION PROCEDURES

The selection of the most highly qualified firm(s) to provide the profession services sought in this competitive solicitation shall proceed through a competitive section phase and a competitive negotiation phase.

A. Competitive Selection

A selection committee appointed by the Commissioner of the Florida Department of Agriculture and Consumer Services or designee will review, **in accordance with Section 287.055(4)(b), Florida Statutes,** the Statement of Qualifications provided by each applicant in depth and rate the applicants in each of the following categories:

Written Proposals

1. Experience and Ability (30 maximum points)

In the evaluation of experience and ability, the Department will consider the following questions:

- How well did the respondent convey the ability to provide the services sought? (10 points)
- How well did the respondent demonstrate the experience and ability to perform contracts of similar size and scope for the services sought? The respondent shall demonstrate a minimum of five (5) years of experience providing the services described in the SOQ. (10 points)
- How well did the respondent demonstrate the ability to meet the distinct time and budget requirements? (10 points)

2. Sample Projects (30 maximum points)

In the evaluation of sample projects, the Department will consider the following questions:

- How well do the sample projects demonstrate the ability of the respondent to provide the services sought? (10 points)

- How well do the sample projects demonstrate the respondent's experience and ability to perform contracts of similar size and scope for the services sought? (10 points)
 - How well do the sample projects reflect the respondent's ability to satisfy the financial requirements of task orders if awarded a contract from this proposal? (10 points)
3. Proposed Solution (30 maximum points)

In the evaluation of the proposed solution, the Department will consider the following factors:

- **Engineer Qualifications and Experience**
 The respondent's corporate narrative, project experience and key personnel resumes will be evaluated as to how well they conform to the SOQ objectives and goals, project specific priorities and contractor technical requirements of this SOQ. (15 points)
- **Project Approach and Methodology**
 The respondent's approach and methodology will be evaluated as to how well it conforms to the SOQ objectives and goals, project specific priorities and contractor technical requirements of this SOQ. (15 points)

4. The proposers shall state and certify whether their firm is a Certified Minority Business Enterprise.

QUESTIONS / ANSWERS

1. **Expected volume of work?**

There is no minimum. Based on Legislative funding, the program typically acquires 10 to 15 projects a year. All projects require SNA mapping, invasives mapping, an ESA and a BDR.

2. **What is the number of contractors to be selected / included on contractor vendor pool?**

It is dependent upon qualified responses.

3. **Can you please provide the names of the incumbent firms on this continuing contract.**

This is a new project. There are no incumbents.

4. **Are there any minority business participation goals?**

The following table highlights the department's achievements in Minority Business Enterprise (MBE) expenditures and illustrates its commitment to achieving the highest possible business participation within our procurement processes. Furthermore, the department expects to exceed its participation beyond what was achieved last year.

<u>INDUSTRY CATEGORIES</u>	<u>FY 16/17 MBE EXPENDITURES</u>
Construction	\$22,226,122.99
Architecture/Engineering	\$ 260.30
Commodities	\$ 266,926.26
Contractual Services	\$ 770,861.33
Total:	\$23,264,170.88

ADDENDUM 1

October 16, 2017

Page 3

5. **It is my understanding from reading the proposal documents that the FFS intends to select a “pool” of three consultants to perform the services listed in the five (5) categories throughout the entire state? Please confirm.**

See question 2.

6. **Who are the incumbents?**

See question 3.

7. **What is the historical spend for this contract?**

This is a new contract for this agency. The Department currently uses the DEP contract. Under the DEP contract, FDACS spent approximately \$35,000 in 2016 and \$73,000 to date in 2017. However, this is for more than one vendor.

8. **What is the historical spend, specifically on remediation services?**

This contract does not include remediation services.

9. **Are there any major projects planned for the next five years? If so, can you provide a list?**

The only list available is the RFLPP 2016 List of Projects. We are in the middle of an application cycle. A new list will be approved by the Cabinet in June of 2018. All projects on the list are eligible for acquisition, subject to Legislative funding and willing seller.

10. **Can references be provided by a partnering firm?**

No.

11. **Is there a preference or requirement for the applicant to be an engineer?**

Yes, the Department is seeking environmental engineering services pursuant to Section 287.055, Florida Statutes.

12. **Can the FDACS please confirm that the proposing firm needs to submit Attachment B – References Form to our references to fill out and include in our proposal?**

Yes.

13. **Can the FDACS please confirm where we should include Attachment B – References Form in our proposal?**

Yes.

14. **Could FDACS please confirm that resumes are limited to two pages each?**

Yes. As stated in the SOQ, “Resumes shall not be more than two (2) single sided pages using 12-point font”.

15. **The RFP repeatedly references ASTM 1527-05; however, that standard has been replaced by the EPA with ASTM 1527-13. Would using the newer ASTM standard be acceptable?**

Yes.

ADDENDUM 1

October 16, 2017

Page 4

- 16. Has there been a previous contact in place for these services for the Florida Department of Agriculture and Consumer Services? If so, what type of work was completed under the contract and what amount of work was completed for each category? Who were the previous contracted companies?**

See question 3.

- 17. Can we utilize State employees for our Company reference(s)?**

Yes.

- 18. The solicitation states “Factors influencing the award of task orders to specific vendors will include, but not be limited to, vendor workloads, vendor availability, bonding capacity, critical timelines and special technical requirements.” Bonding capacity is not mentioned elsewhere in the document. Is there further guidance regarding the bonding capacity requirement(s)?**

Bonding will not be a requirement.

- 19. Can the Department please confirm the official title for this Statement of Qualification?**

SOQ FFS 17 18 22 - Environmental Engineering Services for the Florida Forest Service.

- 20. Would the Department please clarify when attachment B (references), appendix I (task assignment notification form), appendix II (exhibits A – E), appendix III, and appendix IV should be completed and submitted?**

Attachment B (References) must be included with your proposal package. Appendix I, Appendix II, Appendix III and Appendix IV are information/forms that the awarded contractor(s) will use throughout the project.

- 21. Can you provide the names of firms who have provided these services in the past?**

See question 3.

- 22. If a firm is only interested in Categories 2, 3, and 4, do they need to be a Registered Engineering Firm? If not required to be a Registered Engineering Firm, what other professional registrations are you requiring to be submitted?**

Yes.

- 23. Are references to be provided with the SOQ or prior to in-person interviews?**

Yes.

- 24. Page 7, Section A, Qualifications & Experience, Project Experience - Please clarify. May we submit a minimum of 2 (and maximum of 5) projects for each Category we plan to pursue?**

Yes.

- 25. Font/graphics. We understand it is the Department’s preference to have consultants use 12-point font for our written response. For tables, captions, etc., may we use a smaller font, perhaps 9 point?**

Yes.

ADDENDUM 1

October 16, 2017

Page 5

- 26. RFQ page 9, Interviews, Past Performance/References. We understand the Department is seeking reference information from three customers for evaluation. May we submit more than 3 references for consideration to help ensure verification within the 72-hour time limit?**

Yes, but only three (3) references will be verified and considered in the order received.

- 27. RFQ page 9, Evaluation. We understand 3 required sections of the written proposal will total to a max possible score of 90. Please clarify how Interviews will be evaluated. That is, what is the max possible score during Interview period? Is that score then added to the written proposal for final selection, or treated as a separate and new evaluation (score) to rank shortlisted firms 1, 2 and 3 perhaps?**

The selection committee will recommend those firm(s) most qualified to accomplish the work according to the final cumulative total points on the evaluation form, to begin negotiations and finalize a contract. The determination of most highly qualified firm(s) will be based on the criteria scored and evaluated. The Department will conduct competitive negotiations with the most highly qualified firms. Interviews are conducted as a part of the evaluation process. Interviews are evaluated based on criteria located on pages 9 and 10 of the SOQ package. The maximum possible scores for the interview period is 21 points. They final section is based on cumulative points.

- 28. RFQ page 9, Evaluation. Could the Department share the names/roles of the Committee members selected to conduct Interviews?**

*Jennifer Reed, Land Program Coordinator, Florida Forest Service
John Browne, Environmental Administrator, Florida Forest Service
Bill Korn, Environmental Manager, Florida Forest Service
Catherine Ingram, Government Operations Consultant III, Florida Forest Service
Doug Lambert, Senior Management Analyst II, Division of Administration*

- 29. RFQ page 9, Evaluation. Is it the Department's intent to award more than one contract following Oral Presentations (shortlist)?**

See question 2.

- 30. RFQ page 2, Services to Be Provided (Category 3 – Significant Natural Areas (SNA) Mapping and Category 4 – Non-Native Invasive Plant Species Mapping). Can the Department provide clarification on field mapping accuracy requirements for SNA's and Non-Native Invasive Plant Species Mapping (i.e, aerial interpretation/heads-up digitization with spot verification, submeter GPS, survey)?**

The use of industry standards for conservation land mapping, preferably less than 3-meter accuracy.

- 31. RFQ page 2, Services to Be Provided and Appendix III. How many properties/applications has FDACS had the opportunity to review each year for the past 5 years under the program this proposal would support?**

*2010-2011 – 8 acquisitions
2014 – 1 acquisition
2015 – 5 acquisitions
2016 – 11 acquisitions
2017 – 10 acquisitions to date*

To the extent this addendum gives rise to a protest, failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All other terms, conditions and specifications of this Statement of Qualifications will remain the same. If you have any questions regarding this addendum, please feel free to contact this office at (850) 617-7181.