

ADDENDUM ACKNOWLEDGEMENT FORM
Addendum No. 2

SOLICITATION NO.: 19-RFP-010-TH

SOLICITATION TITLE: Hurricane Michael Economic Revitalization Plan

OPENING DATE: February 12, 2019 at 3:00 P.M., EST

DATE: December 20, 2018

Please be advised that the following changes are applicable to the original specifications of the above referenced RFP:

Changes to the Specifications are indicated by underscore, deletions are indicated by a strikethrough.

1. Identification of Key Personnel in Section B.36.1 Technical Proposal Format, is hereby amended as indicated below:

B.36.1 Technical Proposal Format

The Technical Proposal package shall be prepared by each Respondent utilizing 8.5" x 11" paper.

Using the description of work outlined in Section B.18 above and Section C, Respondents shall prepare their Technical Proposal Package in the order outlined below, with the sections tabbed for ease of identification and review.

The Respondent's Technical Proposal shall be packaged and sealed separately from its Cost Proposal. Failure of the Respondent to provide any of the information required in the technical proposal portion of the proposal package shall result in a score of zero (0) for that element of the evaluation which will result in the proposal being deemed non-responsive and rejected.

The Technical Proposal will consist of the following and follow the format listed:

- **Cover Sheet - DEO Solicitation Acknowledgement Form**

DEO's Solicitation Acknowledgement Form shall be completed as instructed. Respondents are required to complete, sign and return the "DEO Solicitation Acknowledgment Form" with its proposal submittal. This form must be completed and signed by a representative who is authorized to contractually bind the Respondent.

If a Respondent fails to submit a signed DEO Solicitation Acknowledgement Form with its proposal, DEO reserves the right to contact the Respondent by telephone for submission of this document via email with follow up via mail. This right may be exercised when the proposal has met all other requirements of the solicitation.

In the event that Respondents submit a proposal as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.

- **Tab 1 – Respondent’s Management and Technical Plan**

The Respondent shall provide a management plan which describes the administration, management, key personnel and responsible office.

- **Administration and Management (Company Profile)**

The Respondent must include a description of the organizational structure and management style established and the methodology to be used to control cost, ensure reliable services and to maintain schedules; as well as the means of coordination and communication between the organization and the DEO. Respondent shall submit information about the company including company profile, experience (especially with projects similar in scope to the project described here), years in business, salary, and references. The proposal should be written in non-technical language to summarize the Respondent’s overall capabilities and approaches for accomplishing the services specified herein. This would include the number of staff and number of hours proposed to complete the services specified herein. The response should include the Respondent’s Project Management Methodology.

- **Technical Approach**

The Respondent should explain the approach, capabilities, and methods it proposes to use to accomplish the tasks in the Scope of Work outlining specific details as to how the work will be accomplished. The Respondent should identify any safety concerns and how it will address those issues. Any specific techniques it will use should also be provided.

- **Identification of Key Personnel**

The Respondent must provide the names of key personnel on the Respondent’s team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the tasks to be performed. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated. The Respondent should also include this information for any vacant positions anticipated to be filled and used in the Contract.

The Respondent must provide the names of all personnel, including personnel of any sub-contractors, on the Respondent’s team and a description of the functions and responsibilities of each person relative to the tasks to be performed. The approximate percentage of time to be devoted exclusively for this project, categorized by the assigned tasks should also be indicated. In addition, the Respondent shall provide:

- ✚ Verification that at least one (1) Project Lead ~~is a certified economic development professional (CEcD).~~ **holds a Certified Economic Development Professional certification or equivalent certification, or at least 10 years’ experience as an economic development professional**

- b. Available start date and any other current or future obligations for the Project Lead.
 - c. Job title.
 - d. Description of proposed project role and responsibilities for all personnel.
 - e. Estimated degree and type of participation for all personnel.
 - f. Detailed resumes for all personnel.
 - **Responsible Office**
The Respondent may have more than one office location. The office assigned responsibility for the work shall be identified in the Technical Proposal. If different elements of the work will be done at different locations, those locations shall be listed.
- **Tab 2 - Duty of Continuing Disclosure of Legal Proceedings**
 - If, applicable, Respondent must disclose, as part of its Proposal, all prior or on-going civil or criminal litigation, investigations, arbitration or administrative proceedings (“Proceeding(s)”) involving Respondent (and each subcontractor) in a written statement to DEO. Thereafter, Respondent has a continuing duty to promptly disclose all Proceedings upon occurrence.
 - This duty of disclosure applies to Respondent’s or its subcontractor’s officers and directors when the Proceeding relates to the officer or director’s business or financial activities. Details of settlements that are prevented from being disclosed by the terms of the settlement may be annotated as such.
 - Respondent shall promptly notify DEO of any Proceeding relating to or affecting the Respondent or subcontractors’ business. If the existence of such Proceeding causes DEO concern that Respondent or subcontractors’ ability or willingness to perform the Contract is jeopardized, Respondent shall be required to provide DEO all reasonable assurances requested by DEO to demonstrate that:
 - Respondent will be able to perform this Contract in accordance with its terms and conditions, and
 - Respondent and/or its subcontractor(s) has/have not and will not engage in conduct in performing services for DEO which is similar in nature to the conduct alleged in such Proceedings.

- **Tab 3 – Attachments**

Proposals to this RFP must include the following documents and certifications:

1. Reference Form (Attachment A)
2. Drug-Free Workplace Certification (Attachment C)
3. Disclosure Statement/Conflict of Interest Disclosure (Attachment D)
4. Certification Regarding Debarment (Attachment E)
5. Certification Regarding Lobbying (Attachment F)
6. List of Subcontractors (Attachment G), if applicable
7. Certified Minority Business Enterprise (CMBE) Certification, if applicable. Attach a copy of your CMBE Certification, if certified with the Florida Department of Management Services.

2. Section C.6 Staffing Levels, of Section C Scope of Work, is hereby amended as indicated below:

C.6 Staffing Levels

At a minimum, the Contractor should have three staff members working on the project, with at least one staff member holding a Certified Economic Development Professional certification: or equivalent certification, or at least 10 years' experience as an economic development professional.

3. Section C.7 Professional Qualifications of Section C Scope of Work, is hereby amended as indicated below:

C.7 Professional Qualifications

At a minimum, at least one staff member working on this project should ~~be a Certified Economic Development Professional.~~ hold a Certified Economic Development Professional certification or equivalent certification, or at least 10 years' experience as an economic development professional.

4. Attachment I Evaluation Criteria, is hereby amended as indicated below:

EVALUATION CRITERIA	MAXIMUM POINTS AVAILABLE
A. Technical Response Submittal	65
<i>Tab 1 - Administration and Management as defined in Section B.36.1.</i>	<i>15</i>
<ul style="list-style-type: none"> ○ Administration and Management (Company Profile) The Respondent must include a description of the organizational structure and management style established and the methodology to be used to control cost, ensure reliable services and to maintain schedules; as well as the means of coordination and communication between the organization and the DEO. Respondent shall submit information about the company including company profile, experience (especially with projects similar in scope to the project described here), years in business, salary, and references. The proposal should be written in non-technical language to summarize the Respondent's overall capabilities and approaches for accomplishing the services specified herein. This would include the number of staff and number of hours proposed to complete the services specified herein. The response should include the Respondent's Project Management Methodology. 	
<i>Tab 1 - Technical Approach as defined in Section B.36.1.</i>	<i>15</i>

<ul style="list-style-type: none"> ○ Technical Approach The Respondent should explain the approach, capabilities, and methods it proposes to use to accomplish the tasks in the Scope of Work outlining specific details as to how the work will be accomplished. The Respondent should identify any safety concerns and how it will address those issues. Any specific techniques it will use should also be provided. 	
Tab 1 - Identification of Key Personnel as defined in Section B.36.1.	25
<ul style="list-style-type: none"> ○ Identification of Key Personnel The Respondent must provide the names of key personnel on the Respondent’s team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the tasks to be performed. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated. The Respondent should also include this information for any vacant positions anticipated to be filled and used in the Contract. The Respondent must provide the names of all personnel, including personnel of any sub-contractors, on the Respondent’s team and a description of the functions and responsibilities of each person relative to the tasks to be performed. The approximate percentage of time to be devoted exclusively for this project, categorized by the assigned tasks should also be indicated. In addition, the Respondent shall provide: <ul style="list-style-type: none"> a. Verification that at least one (1) Project Lead is a certified economic development professional (CEcD) holds a Certified Economic Development Professional certification or equivalent certification, or at least 10 years’ experience as an economic development professional b. Available start date and any other current or future obligations for the Project Lead. c. Job title. d. Description of proposed project role and responsibilities for all personnel. e. Estimated degree and type of participation for all personnel. f. Detailed resumes for all personnel. 	
Tab 1 - Responsible Office as defined in Section B.36.1.	10
<ul style="list-style-type: none"> ○ Responsible Office The Respondent may have more than one office location. The office assigned responsibility for the work shall be identified in the Technical Proposal. If different elements of the work will be done at different locations, those locations shall be listed. 	
B. Past Performance References	10
C. Cost Proposal	25
D. Total Possible Points for the Response Submittal	100 Points

NOTE: The maximum available points (25 points in total) for the Cost Proposal Submittal will be awarded to the Respondent with the lowest responsive Cost Proposal. The remaining proposals from all other Respondents will be awarded a pro rata portion of points based on the following cost formula:

$$(A/B = C) \times M = P$$

A = Lowest responsive Cost Proposal

B = Actual responsive Cost Proposal for each of the other Respondents

C = Pro rata portion (percentage) assigned for each of the other Respondents

M = Maximum Points Available for the Cost Proposal (= 25 points)

P = Points Awarded to each of the other Respondents

Addenda or clarifications to this RFP along with an Addendum Acknowledgement Form will be posted on the Florida Vendor Bid System (VBS). The Addendum Acknowledgement Form that is issued with each posting shall be signed by an individual authorized to bind the Respondent, dated, and submitted with the proposal. **It is the Respondent's responsibility to monitor the Florida Vendor Bid System for any solicitation updates.**

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

***Authorized Representative's Signature**

***Typed Name and Title of Authorized Representative**

***This individual must have the authority to bind the Respondent.**