



FLORIDA DEPARTMENT OF Environmental Protection

Ron DeSantis

Governor

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Lt. Governor

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Noah Valenstein

Secretary

**JANUARY 29, 2019
NOTICE TO APPLICANTS
ADDENDUM NO. TWO (2)
PROFESSIONAL ENGINEERING SERVICES FOR THE FORT CLINCH STATE PARK PIER
REPLACEMENT STATE OF
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
NO. RFSOQBDC01-18/19**

TO BIDDERS AND PLAN HOLDERS ON THE ABOVE REFERENCED PROJECT:
PLEASE NOTE CONTENTS HEREIN AND AFFIX (PASTE OR STAPLE) TO BID DOCUMENTS
YOU HAVE ON HAND.

NOTICE

It will be required that this addendum be signed in acknowledgment of receipt and that it be attached to Bid when same is submitted to Jack Brady, Government Operations Consultant II, Bureau of Design and Construction, 3900 Commonwealth Blvd. MS520, Tallahassee, Florida 32399-3000. Failure to do so may be grounds for rejection of the Bid

Signature of Contractor and Date

The Following statements supersede & supplement the corresponding items in the specifications & drawings:

Questions:

- 1. Question:** Under Section B-29, Technical Response, 5. Personnel, the RFSOQ calls for SF330 Part A through Part D and Part E, resumes, for directly responsible personnel. This requirement goes on to state "The Standard Form 330 should list additional projects of similar type that were not mentioned in earlier sections. Projects listed on the 330 must be relevant to the project requested in this RFSOQ and those that do not pertain to the types identified for this RFSOQ will not be considered." SF330 forms typically require project information in Part F, which is not included in this request. So – how should the

respondent interpret the requirement that project be of similar type that were not mentioned in earlier sections? Should this clause be stricken, or is it meant to limit project listed on resumes (SF330, Part E) to projects not previously mentioned? It would seem odd to omit previously mentioned pier projects on applicable team member resumes.

Response: On the Standard Form 330 document, the respondent may restate any information regarding project experience they have provided elsewhere in the “Qualification” section of the RFSOQ Response.

2. **Question:** Are preliminary, concept, or evaluation/study reports available for the pier? If so, can these be provided?

Response: No preliminary, concept, or evaluation reports regarding the pier are available at this time.

3. **Question:** Page 10, Personnel Assigned: The RFP states that only SF 330 Parts A-E are required. It also states that SF 330 “should list additional projects of similar type that were not mentioned in earlier sections.” Please confirm that these additional projects are what is shown on the Part E Resumes, and that a separate projects section (Part F) is not required

Response: On the Standard Form 330 document, the respondent may restate any information regarding project experience they have provided elsewhere in the “Qualification” section of the RFSOQ Response.

4. **Question:** Page 11 states the importance of availability and asks that the response should “indicate how workloads will be managed to prevent project delays.” Where should the information about availability and workload be provided in the response?

Response: Information regarding a firm’s workload management practices should be included in the Respondent’s “Qualifications” section of the RFSOQ Response.

5. **Question:** Should Attachment E, the drug-free workplace form, be submitted with the response? If so, where should it be placed in the response?

Response: “The Certification of Drug-Free Workplace Program” form should be submitted as a component of Attachment E following the “Truth in Negotiation” form. A corrected copy of Attachment E has been provided below as part of this addendum.

6. **Question:** Which FDEP office location will be managing this pier replacement project during design and construction?

Response: FDEP, Bureau of Design and Construction, 3800 Commonwealth Boulevard, Tallahassee, Florida 32399-3000

7. **Question:** Have any environmental studies been performed at the site in the past? If so, are they available?

Response: No environmental studies have been performed previously.

8. Question: Are there any engineering or site inspection reports after Hurricane Matthew? If so, are they available?

Response: No previous engineering or site inspection reports are available at this time.

9. Question: In the evaluation criteria table on pages 32 and 34, there is a line item stating “4. Respondent/Subconsultant Summary Form”. Please clarify which form we need to use.

Response: The Bureau of Design and Construction does not require the submittal of the “Respondent/Subconsultant Summary Form” document. It will not be considered in the Response evaluation process. However, all “Documentation Supporting Subcontract Arrangements” as described in Attachment B of the RFSOQ must be included in the response package. Please refer to the corrected copy of Attachment F provided below as part of this addendum.

10. Question: Will the DEP release final version of the required forms in an addendum? The forms provided in the RFSOQ appear to be draft documents as they contain “Track Changes” comments.

Response: The “Track Changes” comments were not substantive to the RFSOQ. Corrected copies of Attachments E and Attachment F have been provided below as part of this addendum.

11. Question: For the consultant’s submittal, would you prefer we follow the structure and order of content as outlined in section B.29 General Instructions for Preparation of the Response (pages 13-19), Attachment F Evaluation Criteria (page 32), or the Sample Evaluation Criteria Scoresheet (page 34; which varies slightly to page 32)?

Response: The Response package follow the order provided by the “General Instructions for the Preparation of Responses” section B.29 of Attachment B. Attachment F’s ‘Evaluation Criteria’ table has been updated to concur with Attachment B. The Sample scoresheet is provided for reference purposes only. A corrected copy of Attachment F has been provided below as part of this addendum.

ATTACHMENT E

CERTIFICATION OF DRUG-FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against the employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation, in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(Signature)

(Type Name)

(Firm Name)

(Address)

ATTACHMENT F

EVALUATION CRITERIA

	Maximum Raw Score Possible		Weight Factor		Weighted Score
A. Acknowledgement Form					
B. Technical Response					
1. Introduction ¹	5	X	1	=	5
2. Company Background ¹	5	X	1	=	5
3. Qualifications ¹					
a. Development of pedestrian piers or bridges	5	X	5	=	25
b. Recreational Park Development	5	X	3	=	15
c. Design of ADA accessible facilities	5	X	4	=	20
d. Knowledge of FDOT design standards	5	X	4	=	20
e. Understanding of permit agency	5	X	4	=	20
f. Past environmentally sensitive projects	5	X	5	=	25
g. QA/QC procedures	5	X	4	=	20
h. Summary of proposed staff and availability	5	X	3	=	15
4. Project Management					
a. Project Organization ¹	5	X	3	=	15
b. Management Methods ¹	5	X	3	=	15
5. Personnel Assigned - Standard Form 330					
a. Qualifications and Experience of Personnel and Subconsultants ¹	5	X	3	=	15
b. Adequate Number of Personnel to Complete Work in a Timely Manner ¹	5	X	3	=	15
6. Licenses					
7. Past Performance					
a. Client #1 ²	4	X	3	=	12
b. Client #2 (DEP, if applicable) ²	4	X	3	=	12
8. Location of primary office ³	5	X	2	=	10
C. Subconsultant Documentation Failure to submit subconsultant documentation shall result in the disallowance of that particular subconsultant's qualifications from consideration in the SOQ package.					
D. State Project Plan ¹	5	X	1	=	5
Total Numerical Rating ⁴					269

Notes:

1. Evaluation points awarded for these components will be based on the following point structure:

Score

- 0 = This element of the evaluation criteria was **not addressed**.
- 1 = This element of the evaluation criteria is **unsatisfactory**.
- 2 = This element of the evaluation criteria is **below average**.
- 3 = This element of the evaluation criteria is **average**.
- 4 = This element of the evaluation criteria is **above average**.
- 5 = This element of the evaluation criteria is **superior**.

2. Past performance will be scored based on answers to a standard group of questions (see page 5 of this attachment) received from two (2) of the respondent's clients. Evaluation questionnaires will be emailed to the selected references with a due date for responding. If questionnaires are not received by the due date the DEP will attempt to contact each selected reference by phone up to two (2) times. In the event that the contact person cannot be reached following the specified number of attempts, the respondent shall receive a score of zero (0) for that reference evaluation. The DEP **will not** attempt to correct incorrectly supplied information.

3. Evaluation points awarded for this component will be based on the following table:

RATING TABLE

<u>Distance From Project</u>	<u>Rating</u>
0 - 50 miles	5.0
51 -100 miles	4.5
101-150 miles	4.0
151-200 miles	3.5
201-250 miles	3.0
251-300 miles	2.5
301-350 miles	2.0
351-400 miles	1.5
401-450 miles	1.0
451-500 miles	0.5
over 500 miles	0

For purposes of this solicitation, "the project" shall be Fort Clinch State Park.

4. Failure of the respondent to provide any of the information required in the technical response portion of the response shall result in a score of zero (0) for that element of the evaluation.

SAMPLE EVALUATION CRITERIA SCORESHEET

Respondent's Name: _____
 Reviewer Code: _____
 Date: _____

	Maximum Raw Score Possible	Raw Score		Weight Factor		Weighted Score
1. Acknowledgement Form						
2. Technical Response						
A. Introduction ¹	5		X	1	=	
B. Company Background ¹	5		X	1	=	
C. Qualifications ¹						
a. Development of pedestrian piers or bridges	5		X	5	=	
b. Recreational Park Development	5		X	3	=	
c. Design of ADA accessible facilities	5		X	4	=	
d. Knowledge of FDOT design standards	5		X	4	=	
e. Understanding of permit agency requirements	5		X	4	=	
f. Past environmentally sensitive projects	5		X	5	=	
g. QA/QC procedures	5		X	4	=	
h. Summary of proposed staff	5		X	3	=	
D. Project Management						
a. Project Organization ¹	5		X	3	=	
b. Management Methods ¹	5		X	3	=	
E. Personnel Assigned - Standard Form 330						
a. Qualifications and Experience of Personnel and Subconsultants ¹	5		X	3	=	
b. Adequate Number of Personnel to Complete Work in a Timely Manner ¹	5		X	3	=	
F. Past Performance						
a. Client #1 ²	5		X	3	=	
b. Client #2 (DEP, if applicable) ²	5		X	3	=	
G. Location of primary office ³	5		X	2	=	
3. Respondent/Subconsultant Summary Form						
4. Subconsultant Documentation Failure to submit subconsultant documentation shall result in the disallowance of that particular subconsultant's qualifications from consideration in the SOQ package.						
5. State Project Plan ¹	5		X	1	=	
Total Numerical Rating ⁴						

Notes:

1. Evaluation points awarded for these components will be based on the following point structure:

Score

- 0 = This element of the evaluation criteria was **not addressed**.
- 1 = This element of the evaluation criteria is **unsatisfactory**.
- 2 = This element of the evaluation criteria is **below average**.
- 3 = This element of the evaluation criteria is **average**.
- 4 = This element of the evaluation criteria is **above average**.
- 5 = This element of the evaluation criteria is **superior**.

2. Past performance will be scored based on answers to a standard group of questions (see page 5 of this attachment) received from two (2) of the respondent's clients. Evaluation questionnaires will be emailed to the selected references with a due date for responding. If questionnaires are not received by the due date the DEP will attempt to contact each selected reference by phone up to two (2) times. In the event that the contact person cannot be reached following the specified number of attempts, the respondent shall receive a score of zero (0) for that reference evaluation. The DEP **will not** attempt to correct incorrectly supplied information.

3. Evaluation points awarded for this component will be based on the following table:

RATING TABLE

<u>Distance From Project</u>	<u>Rating</u>
0 - 50 miles	5.0
51 -100 miles	4.5
101-150 miles	4.0
151-200 miles	3.5
201-250 miles	3.0
251-300 miles	2.5
301-350 miles	2.0
351-400 miles	1.5
401-450 miles	1.0
451-500 miles	0.5
over 500 miles	0

For purposes of this solicitation, "the project" shall be Fort Clinch State Park.

4. Failure of the respondent to provide any of the information required in the technical response portion of the response shall result in a score of zero (0) for that element of the evaluation.

EVALUATION OF PAST PERFORMANCE

Bidder or Associated Business Entity's Name: _____
("consultant")
Company Name: _____
Reference Name: _____
Phone Number: _____
Email Address: _____

The following questions will be asked of the client reference chosen at the discretion of the DEP:

1. Briefly describe the work the contractor performed for your company/DEP. _____

2. How well did the contractor adhere to the agreed upon schedule?
Excellent = 4 points; Above Satisfactory = 3 points; Satisfactory = 2 points;
Fair = 1 point; Poor = 0 points. _____

3. How would you rate the contractor's quality of work?
Excellent = 4 points; Above Satisfactory = 3 points; Satisfactory = 2 points;
Fair = 1 point; Poor = 0 points. _____

4. How would you rate the contractor's use of adequate personnel in quantity,
experience and profession?
Excellent = 4 points; Above Satisfactory = 3 points; Satisfactory = 2 points;
Fair = 1 point; Poor = 0 points. _____

5. How would you rate the contractor's use of appropriate equipment and
methods?
Excellent = 4 points; Above Satisfactory = 3 points; Satisfactory = 2 points;
Fair = 1 point; Poor = 0 points. _____

Score: _____

Divided by 4

= Average Score _____

Reference's Signature: _____

Date: _____