

ADDENDUM No. 1

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
Procurement Section
3800 Commonwealth Boulevard, MS#93
Tallahassee, Florida 32399-3000**

November 3, 2015, 2015

**Addendum To: DEP RFSOQ No. 2016018C, entitled
“Professional Architectural, Engineering and Environmental Science Services for the Florida Gulf
Coast Marine Fisheries Hatchery / Enhancement Center”**

The Department hereby answers questions posed by prospective Respondents. Unless expressly indicated, these answers do not amend the terms of the solicitation. This addendum does not need to be returned with the proposal. The Department hereby answers the following questions:

1. You want one original with original signatures, and 3 copies. It looks like the copies should be submitted as PDF's on CD's or thumb drives (page 12 of 62), but on page 8 of 62 at the top, it asks for 3 photocopies to be made of the signed original acknowledgement form and included in the 3 copies (which you can't do if they are electronic...)
Answer #1: Hard Copies – One (1) original and three (3) duplicate copies. Four (4) electronic copies shall be submitted on CD, DVD, or USB-compatible memory stick and must be in .pdf format. (See Section 1.06)
2. Can you please clarify the format required for the copies in your response to questions? I suspect that we should scan the original signed acknowledgement form and include it as part of our PDF responses, but I don't want to guess!
Answer #2: Yes, you will need to scan the original completed / signed acknowledgement form and include it as part of your .pdf response.
3. Page 8, Section B.1. – Please clarify the intent of the second sentence in this paragraph: “It should include identification of key elements needed for development of an outline, open source, mapping tool, or identify the online, open source mapping tool that will be used.” It does not seem to fit with the rest of the RFSOQ or project requirements.
Answer #3: See revised Section 1.05, B.1 below.
4. Page 8, Section B.3. – Just to clarify, does all of the project experience we provide have to correspond to the branch office that our Project Manager is in? As a large company, we have relevant project experience that was managed or produced from different branch offices that our team members were part of and that we believe would benefit this project. As long as the team members were part of the project development, could project experience examples be provided for multiple office locations?
Answer #4: See revised Section 1.05, B.3 below.
5. Page 9, Section B.3.a.i – May projects other than “warm water marine recirculating aquaculture facilities” be included as project examples demonstrating qualifications as long as there are specific components to those projects that are relevant to this project?
Answer #5: Yes, so long as the specific components of those projects are relevant to this project are clearly identified.
6. Page 10, Section B.5. – Just to clarify, since only Part I Sections A-E are requested in our submittal, does the 33-page “Qualifications and Experience” section (Page 8, B.3.) and the 15-page “Project Management” section (Page 9, B.4.) replace Section 1, Part H of the SF-330 form?
Answer #6: Yes.
7. Page 10, Section B.5. – We noticed a sentence in this section of the RFSOQ, which contradicts the SF-330 Part I (Sections A-E only) requirement, since the Projects are Part F of the SF-330. It states: “Projects listed in the SF-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.” Is our relevant project experience to only be shown on the Client Reference Form provided on page 48 of the RFSOQ?
Answer #7: No, relevant project experience shall be presented for each key personnel as shown in Section E of SF-330.

8. Page 11, Section B.8. – The RFQ states “the Respondent must provide the required information (Client Reference Form) for a minimum of five (5) separate and verifiable projects which have been completed for clients of the Respondent.” Later, in bold on the bottom of the page, it states: “Failure to provide the required information for a minimum of three (3) separate and verifiable clients in the spaces provided on the Client Reference Form...will result in the Respondent receiving a score of zero (0) for the Past Performance section of the evaluation criteria” – How many project references are required on the Client Reference Form?
Answer #8: See revised Section 1.05, B.8 below.
9. Page 12, Section C. – Please provide the referenced *Attachment H*.
Answer #9: See revised Section 1.05, C below.
10. Page 62, Section F. – Please confirm whether only four copies of the entire proposal are due as described in Section 1.06. (Section F states five (4) copies are required).
Answer #10: See answer to question #1.
11. What is the construction budget for this project? External documents indicate a budget of approximately \$9,000,000.
Answer #11: The construction estimate for this project is \$9,000,000.
12. NRDA and other external documents indicate a construction budget exists which should be based on a study and other biological production planning and analysis. Is this information available?
Answer #12: See answer to question #11.
13. The Services Proposal Tab B limits each section to 22 pages, yet number 3. Qualifications and Experience has a 33 page limit and 4. Project Management allows for 15. Which is correct?
Answer #13: The page limit for Qualifications and Experience is 33 and Project Management is 15.
14. The Introduction letter calls for an “online, open source, mapping tool.” Please explain.
Answer #14: See answer to question #3.
15. Is there a specific requirement for a specialist in aquaculture operations be on the team?
Answer #15: The decision of what type of professionals/specialists to be included on the Respondent’s team is the decision of the Respondent.
16. Will an environmental engineer need to be a part of the team?
Answer #16: See answer to question #15.
17. Will a Landscape Architect need to be a part of the team?
Answer #17: See answer to question #15.
18. Will a sustainability consultant and/or building commissioner be a part of the team?
Answer #18: See answer to question #15.
19. Has there been a project budget developed? Is funding available?
Answer #19: Yes, a project budget has been developed and funding is available through the Deepwater Horizon Oil Spill Early Restoration Program.
20. Has there been a building program developed?
Answer #20: The following serves as a building program for this project. The project must include the following:
- *Indoor aquaculture areas for: 1) production of phase 1 (1-1.5”) sportfish (target up to 5,000,000 annually of multiple species); 2) live feed room; 3) larval incubation area; 4) climate controlled broodstock holding and spawning and all associated equipment; 5) quarantine and fish holding area; and 6) two live feed rooms (rotifers and Artemia);*
 - *Office space for 6-8 staff;*
 - *Common area to be used for conference room/educational space;*
 - *Receiving and storage area for receipt of bulk orders (food, supplies, chemicals);*
 - *Operations and maintenance area (tools, workshop and equipment for grounds maintenance and equipment repairs) Maybe an out building;*
 - *Design and construction of seawater intake from Pensacola Bay to facility with land based pumping system;*
 - *Wetland detention/treatment pond for first stage effluent treatment;*
 - *Saltmarsh for final effluent treatment (polishing); and*

- *Stormwater management facilities.*

21. Are there previous studies that are to be referenced for an understanding of the building program and operations?
Answer #21: No. The program is based upon prior experience by FWC in building a pilot facility and studying similar facilities in use across the County.
22. Has the final site selection occurred? Will site feasibility study be a part of the professional services?
Answer #22: Yes, a final site has been selected. No, a site feasibility is not proposed as a part of this project. Respondents can view the location of the selected site at the following link in section 12.20:
<http://www.gulfspillrestoration.noaa.gov/wp-content/uploads/ERP-PEIS-Part-4-Chapter-12A-C.pdf> .
23. Are there goals for LEED or other green building certifications?
Answer #23: It is always a goal to meet LEED or green building certifications so long as budgetary limits are not exceeded and the primary purpose of the project is met.
24. Will alternative energy sources be considered as part of the building design?
Answer #24: Alternative energy sources will be considered so long as they are sustainable and will fit within the budget.

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In accordance with Section 1.04, Addenda, the Department hereby formally amends the Solicitation. The amendments are as follows:

1.05 General Instructions for Preparation of the Proposal.

- B. Services Proposal (Tab B): The Services Proposal Package shall be prepared by each Respondent utilizing 8.5" x 11" paper (one inch margins, Arial 10pt font) and should utilize double-sided printing. **Each Respondent shall limit each section of the Services Proposal Package to no more than the page limits specified below for each section. The page limit excludes Samples of similar projects, Appendix of Resumes, and Past Performance.** Any photographs, maps, diagrams, charts or other non-text material which provides information about the respondent will be included in the page limitation of that section of the Services Proposal Package. *(Revised 11/03/15)*

If the specified page limit for a particular section or subsection is exceeded, the extra pages for that section or subsection will not be reviewed. Pages which are not used for a particular section or subsection cannot be added to the page allowance for another section. For example, if only six (6) of the ten (10) pages allocated for the Qualifications section of the services proposal package are used, the number of pages cannot be increased for any other section in the services proposal package. The total page count of the services proposal package, in this example, would therefore be eighteen (18) pages.

Using the description of work outlined in the Scope of Services Specifications, Respondents shall prepare their Services Proposal Package in the order outlined below for ease of the identification and review by the evaluators. However, in no event shall the Respondent use the tab pages to present additional information. **Tab pages which present information shall be counted in the page limit for that section.**

The Technical Proposal Package shall contain the following sections:

1. Introduction (Limit 1 pages): This section should provide a general description of the proposed project team and responsibilities of each component. The introduction will also describe briefly in general how the Respondent will accomplish the overall goal of this project. *(Revised 11/03/15)*
2. Company Background (Limit 1 pages): This section shall provide information on the historical background of the Respondent and on the Respondent's organizational structure. This should include years in operation and years involved in work related to this project.
3. Qualifications and Experience (Limit 33 pages): This section shall demonstrate the Respondent's knowledge of each of the areas listed below. The Statement of Qualifications (SOQ) shall be limited to presenting the experience and capabilities of the presenting team proposed in the SOQ. The Respondent's SOQ shall clearly identify those key employees who will be in responsible charge of the various daily activities identified in this RFSOQ and in what office they are located. The RFSOQ shall identify which offices will be performing which portions of the work and the office or branch that will be the primary project management office for this project. The experience of all key primary team members will be represented in this section and within the Standard Form 330's. *(Revised 11/03/15)*
8. Past Performance / Client References (not included in page limit): (Must use pages provided) (In the space provided on Client Reference Form (Section 9.00), the Respondent must list all names under which it has operated during the last five (5) years. The Department will review its records to identify all contracts that the respondent has undertaken with the Department, where the Respondent was the prime contractor, during the last five (5) years (contracts in effect during or after September 2010).

In the spaces provided on Client Reference Form (Section 9.00), the Respondent must provide the required information for a minimum of five (5) separate and verifiable projects which have been completed for clients of the Respondent (not intended subcontractors) for projects similar in the RFSOQ. The projects listed must be for work similar in nature to that specified in this RFSOQ. Confidential clients shall not be included. Do not list projects completed for the Department as a reference on this form.

The same client may not be listed for more than one (1) reference (for example, if the Respondent has completed a project for the Florida Department of Transportation – District One and one project

for the Florida Department of Transportation – District Two, only one of the projects may be listed because the client, the Florida Department of Transportation, is the same).

Clients that are listed as subcontractors in the Respondent's proposal will not be accepted as Past Performance references under this RFSOQ. Firms that are currently parent or subsidiary companies to the Respondent will not be accepted as Past Performance references under this RFSOQ.

In the event that the Respondent has had a name change since the time work was performed for a listed reference, the name under which the Respondent operated at the time that the work was performed must be given, at the end of the project description for that reference, on the Client Reference Form (Section 9.00).

In the event that Respondents submit a proposal as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture. However, the total minimum number of clients to be listed remains five (5).

References should be available to be contacted during normal working hours. The Department will choose, at its own discretion, two (2) of the Respondent's references to contact in order to complete an evaluation questionnaire as provided in Client Reference Form (Section 9.00). In the event that the Respondent has performed work as a prime contractor for the Department within the timeframe specified above, the Department shall attempt to contact one Department and one non-Department reference. In the event that the respondent has not performed work as a prime contractor for the Department within the timeframe specified above, the Department shall attempt to contact two (2) non-Department references. The total number of clients who will be contacted to complete and evaluation for any proposal shall be two (2).

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 Department 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 Department will not attempt to correct incorrectly supplied information.

Failure to provide the required information for a minimum of five (5) separate and verifiable clients in the spaces provided on the Client Reference Form (Section 9.00), or failure to provide the required information for each reference shall result in the Respondent receiving a score of zero (0) for the Past Performance section of the evaluation criteria. (Revised 11/03/15)

- C. Respondent Summary Form (Tab C) (not included in page limit): On the form provided as Section 6.00, the Respondent shall list the name of the respondent(s) and indicate the business category of each firm listed. (Revised 11/03/15)

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