



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SOLICITATION ADDENDUM

Northwest Florida Water Management District Attn: Procurement Officer 81 Water Management Drive Havana, FL 33333	Request for Proposal (RFP) No.: 18-001
	ADDENDUM NUMBER: 1 DATE: February 20, 2018
Project Title: Contractual Services – Water Supply Planning and Economic Analysis	
Deadline For Proposal Submission Remains March 2, 2018 at 2:00 P.M. ET	

This **ADDENDUM NO.1** is issued for the Contractual Services for **Water Supply Planning and Economic Analysis RFP 18-001** to provide answers to questions received during the inquiry period and to revise text within the RFP for clarifying purposes. Attached are the questions and answers.

1. Responses to Questions

Question 1: **RFP p 9, Section 2-H.** May we use NFWFMD staff as one (or more) of our client references?

Answer: No - client references may not include NFWFMD employees or Governing Board members.

Question 2: **RFP p 11, Section 3.1 Evaluation Criteria.** Please confirm for Item 8 (Location) that the District would also consider the location of teaming partner(s) near District headquarters as part of the final evaluation (10 point possible total score).

Answer: The District will consider the location of teaming partners as part of the final evaluation.

Question 3: Are we required to submit three references from the Prime firm, or may we include at least one reference from a teaming partner/subconsultant?

Answer: As outlined in the Request for Proposals, a minimum of three client references must be provided. References from teaming partners/subconsultants may be included among the references provided.

Question 4: **Item G under Section 2.1** Proposal Requirements requests a schedule of costs. Providing costs for engineering services is outside the purview of CCNA (FS 287.055). What is the District looking for relative to the scope of work in water supply planning and project development that is outside CCNA? Many of the items look like engineering

analysis would be involved and therefore it would not be appropriate for costs to be submitted.

Answer: No tasks issued pursuant to this Request for Proposals will require professional architectural, engineering, landscape architectural or surveying and mapping services within the purview of Consultants' Competitive Negotiation Act (section 287.055, Florida Statutes). For clarifying purposes, Section 1.2 Scope of Work is revised as indicated in Item 2 below.

Question 5: We believe the scope of services requires professional services making the rate requirement not in accordance with CCNA. Under the CCNA, price does not become a consideration until a short list has been developed based on qualifications, and negotiations are underway with the first firm. At that point you may discuss price with the top ranked firm only.

Answer: No tasks issued pursuant to this Request for Proposals will require professional architectural, engineering, landscape architectural or surveying and mapping services within the purview of Consultants' Competitive Negotiation Act (section 287.055, Florida Statutes). For clarifying purposes, Section 1.2 Scope of Work is revised as indicated in Item 2 below.

Question 6: Would it be possible for the District to clarify the use of Attachment A (Example Schedule of Costs)?

- Are the categories listed the only categories acceptable to the District or may others be added? Specifically, there are no engineering categories that would otherwise seem applicable to the scope.
- In the case of a Prime and sub-contractors, should the rates be blended, or should there be a separate table for each party?
- Last, should the respondent simply replicate the table in full for the Renewal period (i.e. a pair of tables), reflecting any change in rates anticipated?

Answer: No tasks specifically requiring professional engineering services will be issued pursuant to this Request for Proposals. In addition to the categories listed, a respondent may include other labor categories considered by the respondent to be responsive to the Scope of Work. Rates should be separately listed for the prime and intended subcontractors. For clarity, respondents should include a separate rate table for the renewal period.

Question 7: For the current and projected work load, is the District looking for percents available for the key staff, individually, or a more general assessment of the firmwide capacity to timely complete any work orders issued under this project?

Answer: The District is interested in an indication of the capacity of the firm as a whole to respond to and complete work assigned in a timely manner. Percentage of time

available, individually or in aggregate, and/or other measures or indications may be included at the discretion of the respondent.

2. Revision to Section 1.2 Scope of Work

For clarifying purposes responsive to questions received, Section 1.2, Scope of Work, is revised as described below. Revised clauses are indicated by bold underlined text.

1.2 SCOPE OF WORK

The intent of this RFP is to have qualified firms available to assist with water supply planning and regulatory support and minimum flows and minimum water levels (MFLs) on a task assignment basis. **Individual task orders may be issued to support water supply planning, economic analysis, rule development, and conceptual project planning, as further described in the table below.**

Category	Examples, including but not limited, to:
1. Water Supply Planning	<ul style="list-style-type: none"> • Water use data compilation and analysis • <u>Water supply, water resource, and wastewater reuse assessments and/or studies</u> • Regional water supply planning and assessment • Recovery and prevention strategies to address Minimum Flows and Minimum Water Levels (MFLs)
2. Economic Analysis	<ul style="list-style-type: none"> • Statement of estimated regulatory costs (SERC) • <u>Planning level short- and long-term costing analysis for water supply and water resource projects</u>
3. Rule Development	<ul style="list-style-type: none"> • Drafting new rules and regulations (i.e. MFLs) • Procedures for rulemaking • Facilitation of rule development workshops/public hearings
4. <u>Project Planning</u>	<ul style="list-style-type: none"> • <u>Planning and planning-level feasibility and cost analyses for conceptual surface water storage systems, aquifer recharge systems, reclaimed water systems, and other alternative and traditional water supply options</u> • <u>Identification and planning for local, state, federal permitting requirements related to water supply projects</u>
5. Project Management	<ul style="list-style-type: none"> • Development of scopes of work and schedules • Compilation, synthesis and integration of multiple work products (e.g., project data, hydrologic, economic or ecological evaluations, recommendations) • Preparation and presentation of technical reports, presentations, and media materials • Schedule management and budget tracking • MFL peer review

ADDENDUM NO. 1

RFP No. 18-001

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
CONTRACTUAL SERVICES FOR WATER SUPPLY PLANNING AND ECONOMIC ANALYSIS**

Acknowledgement Form

NOTE: THIS ADDENDUM MUST BE SIGNED BELOW AND INCLUDED WITH THE PROPOSAL.

Section 1.09 of RFP 18-001 includes the following text:

“All addenda issued by the District will include an addendum acknowledgment form which must be signed and included with any Proposals that are submitted to the District. In the event multiple addenda are issued, a separate acknowledgment form for each addendum must be included with the Proposal at the time it is submitted to the District.”

Failure to file a timely protest of a provision of the RFP within the time prescribed in section [120.57\(3\)](#), Florida Statutes, shall constitute a waiver of the right to contest a term, condition or specification of the RFP in a protest of an attend award.

I, the undersigned, having read Addendum No. 1 to Request for Proposals 18-001, and having a comprehensive understanding of all provisions, rules, requirements, restrictions, etc. contained herein, agree to same and respectfully submit the proposal contained herein.

Please submit a signed copy of this form along with your proposal.

ACCEPTED BY: _____
Signature of Respondent Date

TYPE OR PRINT NAME OF RESPONDENT _____