

ADDENDUM No. 1

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

September 1, 2017

**Addendum To: DEP Solicitation No. 2018008, entitled:
Professional Services for Water Resource Management Programs**

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. Is there an incumbent and who is it?
Answer #1: There is not an incumbent, i.e., the Division has not previously contracted for professional services to support all the Division's programs.
2. Under Section 1, Instructions, 7.0 states that department will contact two (3) references. Which number is correct?
Answer #2: Three (3) references will be contacted.
3. Under Section 1, Instructions, 7.0, can we use references from our Subs as one of our 5 client references?
Answer #3: Yes.
4. Under Section 4, Special Conditions, 4.24 states we cannot subcontract, assign or transfer any work identified under this contract, please clarify this.
Answer #4: The contractor cannot subcontract, assign or transfer any work under this contract to sub-consultants who are not included in the Respondents' Statement of Qualifications.
5. What is the expected budget for this 5 year contract?
Answer #5: Unknown. The Division's funding is dependent on annual appropriations made by the Florida Legislature.
6. How many firms will be selected under this contract?
Answer #6: It is anticipated that the Department will select at least two (2) qualified firms to negotiate a contract for professional services.
7. May we provide a reference for work that is mostly complete (>90%) but still ongoing?
Answer #7: Yes.
8. Could you please provide advance notice for the week that the clients will be contacted so that we can ensure our clients are available?
Answer #8: Yes.
9. Item 7 under Tab B in the checklist is titled "Location" but does not appear in Section 1.05. General Instructions for Preparation of the Statement of Qualification on page 7 of the solicitation. Should this item be omitted from the Section 12.00 RFSOQ Response Checklist?
Answer #9: No. See Section 1.05. B. 4.
10. On your solicitation for Professional Services for Water Resources Management Programs, Is there any possibility that the plan-holders might be invited for a pre-proposal conference?
Answer #10: No.

11. The solicitation is calling for a variety of disciplines and project type but it is sometimes unclear how they might be used by the FDEP. For instance, we see reference to petroleum engineering and would like to know what sorts of scopes might the Department use petroleum engineering expertise.
Answer #11: Expert opinion on technical aspects of proposed exploration and production activities requiring a permit in accordance with Chapter 377, Florida Statutes, and Rules 62C-25 through 30, Florida Administrative Code.
12. Likewise, construction management might be required for what types of construction.
Answer #12: Beach erosion control structures; potable water systems; monitoring well systems; land reclamation and habitat restoration; other water-related structures and associated earthwork.
13. We are having difficulty deciding how you want our response structured. We see that 9.00 Evaluation Criteria has a listing of six items after C. Qualifications and Experience, While 1.05, General Instructions for Preparation of the Statement of Qualification shows 3, Qualifications and Experience with nine project examples and the 3.03, Scope shows A through V as project types. Are you expecting to see our submittal with:

Using the project list from 1.05 as guidance
C. Qualifications and Experience
C.1 Beach and Inlet Management Activities
C.2 Region Sand Search

OR using 9.00 for guidance:
C. Qualifications and Experience
C.1 Multi-Discipline Availability
C.2 Drinking water & Storm-water Facilities Design...

Answer #13: Use Section 9.00 Evaluation Criteria as a structural guide to the format of the response, and Section 1.05 as additional general information and Section 3.00 for specific information on the content of the response.
14. Also, would you be able to clarify the meaning of: "Use of employees from other Respondent staff and staff of sub-consultants who will be providing labor on the project shall be noted along with their accomplishments and/or experience separately. Their experience will be represented in this section for multi-discipline availability of staff and within the Standard Form 330s."
Answer #14: Given the wide variety of water-related project activities, a single company may not have all the multi-disciplinary staff needed to conduct a project. Staff from other companies with a sub-consultant relationship to the Respondent may be necessary and is acceptable to the Department. The qualifications of the sub-consultant(s) should be presented as if they are an extension of the Respondent's staff, and Section 8.00 Client References Form may also include the sub-consultant's information.
15. The form says: "Period of Services: (dates must demonstrate at least one (1) continuous year of service)" What if we have done a water resources project that took less than 1 year to complete? Is that project not eligible to be used as a reference?
Answer #15: No. The intent is to verify the Respondent's performance in a longer-term Client relationship that may include one or more projects.
16. The note above the table says, "Period of Service dates must verify that the services have been ongoing for at least five (5) years" So, does that mean we have to show at least one project that was done at least 5 years ago?
Answer #16: Yes. The Respondent should document that the services have been provided through one or more projects over at least the last five years with one or more clients.

17. The form says, “Period of Services: (dates must demonstrate at least one (1) continuous year of service)” – Can the period of service be the beginning and end of a Professional Services Agreement, regardless of when an individual Task Assignment was given? The same with an Indefinite Delivery Indefinite Quantity (IDIQ) contract? And what would the “Approximate Contract Value” be – the overall IDIQ amount of the amount of actual funded work by tasks?
Answer #17: The period of services should begin with the start of the first task assignment and extend through the conclusion of the last task assignment executed under a professional services agreement with the Client. The same would apply to an IDIQ contract if structured like a task-assignment professional services contract. The approximate contract value should reflect actual funded work.
18. This says, “not included in page limit elsewhere. Is there a page limit?”
Answer #18: There is not a page limit.
19. It says we must write a plan for the items listed in section 1.20. Shouldn’t that say 1.21?
Answer #19: Yes, the correct section is Section 1.21.
20. Item II.C.3. Petroleum engineering is given a large weighting. Yet it is not mentioned in Section 3.03 Scope of Services. Why is that?
Answer #20: In Section 9.00 Evaluation Criteria, petroleum engineering is weighted equally with other areas of practice as it supports one of the many water resource protection programs in the Division. As stated in Section 3.03, the list of services is not specifically limited to those listed.
21. Can you tell me who the incumbent(s) are on this contract?
Answer #21: There is not an incumbent, i.e., the Division has not previously contracted for professional services to support all the Division’s programs.
22. Link in the RFP documents links to Rebecca Hale’s email address which bounces back.
Answer #22:
- Please direct all questions to:**
Regina McDonald
Phone: (850) 245-2365
3800 Commonwealth Blvd, MS93
Carr Building, Room 215
Tallahassee Florida, 32399–3000
Email: regina.mcdonald@dep.state.fl.us
23. Was there a previous FDEP Professional Services for Water Management Programs contract? If so, what firms had contracts?
Answer #23: The Division has not previously contracted for professional services to support all the Division’s programs.
24. How many firms does FDEP plan to award contracts to?
Answer #24: It is anticipated that the Department will select at least two (2) qualified firms to negotiate a contract for professional services.
25. How much work (in dollars) does the FDEP propose will come out of this contract?
Answer #25: Unknown. The Division’s funding is dependent on annual appropriations made by the Florida Legislature.
26. During the past five-year period, what was the total amount of this contract (in dollars)?
Answer #26: The Division has not previously contracted for professional services to support all the Division’s programs.
27. On Page 11, D. State Project Plan section of solicitation, there is a reference to the page limit. Is there a page limit for the proposal? If the answer is yes, what is the breakdown per section or tab?

Answer #27: There is not a page limit.

28. Could we get a clarification on what you want to see under Qualifications and Experience?

Answer #28: See other answers in this addendum.

29. Is this a re-solicitation of an existing contract or a solicitation of a new contract? If this is a re-solicitation, who are the current contract holders?

Answer #29: The Division has not previously contracted for professional services to support all the Division's programs.

30. Please confirm the number of hard copies and electronic copies that you would like.

Answer #30: Please follow the instruction in Section 1.06 in their entirety, and the instructions in Section 1.05 A. and B., except three (3) additional hard copies are not required.

31. Should similar project examples only be submitted for the prime, or can we include subconsultant project examples too?

Answer #31: The Department recognizes staff from other companies with a sub-consultant relationship to the Respondent may be necessary to conduct the Division's wide variety of water resource projects. Hence, the submittal of subconsultant project examples is acceptable and would not be unexpected.

32. What services does the Department anticipate for petroleum engineering?

Answer #32: Expert opinion on technical aspects of proposed exploration and production activities requiring a permit in accordance with Chapter 377, Florida Statutes, and Rules 62C-25 through 30, Florida Administrative Code.

33. Should the Certification of Drug-Free Workplace form be included in the State Project Plan tab, or in an Additional Documents tab?

Answer #33: Tab E. Additional Documents

34. Can we include a cover letter?

Answer #34: No.

35. Section 8.00 requires that the Period of Service dates must verify that the services have been ongoing for at least five (5) years, but the form requires that dates must demonstrate at least one (1) continuous year of service. Will the Department consider client references with less than 5 years of service by the Respondent?

Answer #35: The separate client references must demonstrate at least one (1) year of continuous service by the Respondent to the Client. A minimum of five (5) separate client references must verify that the [professional] services have been ongoing by the Respondent for at least five (5) years.

36. Can the organizational chart (SF330 Part I Section D) be on 11x17 paper?

Answer #36: No.

37. Please clarify multi-discipline availability.

Answer #37: The staff of the Respondent, including the staff of sub-consultants with a relationship to the Respondent, will have the many disciplines and areas of practice to conduct the wide variety of water-related projects of the Division.

38. Can we provide subcontractor information in the company background?

Answer #38: Yes.

39. In regard to proving qualifications and experience of employees from other Respondent staff and staff of sub-consultants separately, how would DEP prefer that we show that information in the statement of qualifications?

Answer #39: The Department does not have a preference in how this information might be provided.

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

SCHEDULE OF EVENTS

The following schedule will be strictly adhered to in all actions relative to this Solicitation. The Department reserves the right to make adjustments to this schedule and will notify participants in the Solicitation by posting an addendum on the Vendor Bid System (VBS). It is the responsibility of the Respondent to check VBS on a regular basis for such updates.

DATES	EVENTS	METHOD
August 10, 2017	RFSOQ Advertised	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_www.main_menu
August 21, 2017	Questions Submitted in Writing	Procurement Contact identified in Section 1.02, Procurement Officer
On or about, August 25, 2017	Answers to Questions Posted	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_www.main_menu
Must be received no later than: September 25, 2017 at 2:00 p.m. ET <i>(revised 09/01/17)</i>	SEALED Responses DUE AND OPENED	Submit to: Florida Department of Environmental Protection DEP Procurement Section, Room 215 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000 RFSOQ NUMBER MUST BE ON ENVELOPE
On or about, October 23, 2017 <i>(revised 09/01/17)</i>	Anticipated Posting of Recommended Short List for Oral Discussions	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_www.main_menu
On or about, October 30, 2017 <i>(revised 09/01/17)</i>	Oral Discussion Anticipated Start Date	Oral Discussion Date <i>(Earliest Possible date Oral Discussion will begin)</i>
On or about, November 13, 2017 <i>(revised 09/01/17)</i>	Anticipated Posting of Recommended Award	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_www.main_menu

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