



Florida Department of Transportation

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Addendum #1

ADVERTISEMENT NUMBER: DOT-RFP-20-5004-EOC
DESCRIPTION: District Wide Emergency Management Support Services
DATE: February 25, 2020

You are hereby notified that the above referenced Request for Proposal (RFP) is modified as noted below:

- 1. Exhibit B, Table 1, has been updated. The Revised Exhibit B is attached to this Addendum and made a part hereto.**
- 2. Sections 22.2 Technical Proposal and 22.4 Presenting the Proposal of the RFP are revised as shown below:**

22.2 Technical Proposal (Part I) (1 original and 1 cd or thumb drive (PDF format))
(Do not include price information in Part I)

The Proposer must submit 1 original and 1 cd or thumb drive (PDF format) of the technical proposal which are to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER DOT-RFP-20-5004-EOC".

PAGES 1 - 3 (8 1/2" x 11"), **50 Points**

CONTENT TO BE ADDRESSED IN THE WRITTEN TECHNICAL PROPOSAL:

1. EXECUTIVE SUMMARY - 10 Points

The Proposer shall provide an Executive Summary to be written in nontechnical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein.

2. MANAGEMENT PLAN – 30 Points

The Proposer shall provide a management plan which describes administration, management and key personnel. The Proposer should include a description of the organizational structure and management style established and the methodology to be used to control costs, services reliability and to maintain schedules; as well as the means of coordination and communication between the organization and the Department. The Proposer should explain, in detail, their approach, capabilities, and means to be used in accomplishing the tasks in the Scope of

Services, and identify where significant difficulties may be anticipated and resolved. Any specific techniques to be used should also be addressed.

3. QAQC PLAN FOR COMPLIANCE WITH STANDARDS/REQUIREMENTS - 10 Points

The proposer shall describe the approach and methods to be used to monitor, report and ensure compliance with the Exhibit "A", Scope of Services.

PAGE 4 (11"x17") PROPOSED STAFFING AND AVAILABILITY TABLE, TECHNICAL PROPOSAL (Provided with forms at beginning of RFP document - do not modify or add items to Page 4), **50 Points**

A. Identification of Key Personnel

List the Key Personnel, including titles, of The Team that will be involved with this contract. Include the number of years of experience each person has in the field of emergency work. List the availability for each team member in percentage of hours per day for both Normal and Emergency operations. List any Certifications each team member has along with each Emergency event that staff member has worked on such as hurricanes, tornadoes, flooding, etc.

B. Staffing Location

List the location(s) where the offices will be located for team members during normal times and emergencies.

C. Completed DDIR's and PW's

Based on prior emergency events, provide an estimate of how many DDIR's and PW's The Proposer has completed.

D. Percentage Accepted

Of the DDIR's and PW's completed, what percentage was obligated and accepted by the Federal Government.

22.4 Presenting the Proposal

The proposal shall be limited to (Pages 1 - 3) 3 pages of 8 1/2" x 11", and (Page 4) one page of 11x17 for the included Proposed Staffing and Availability Table. Proposals shall not include more than 4 pages total. A title page with only the Firm name and Procurement number is acceptable, and will not be counted towards the 4 page total.

Type size shall not be less than 10 point font. The pages of the proposals should be sequentially numbered. Limit your proposal to the number of pages allowed. Do not add any appendices or additional pages. Pages shall be single sided.

Unnecessarily elaborate special brochures, art work, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

TO ACKNOWLEDGE RECEIPT OF THIS NOTICE AND ALL CHANGES, PLEASE SIGN AND RETURN BY E-FAX TO THIS OFFICE @ (850) 412-8092 OR BY EMAIL TO D5.PROCUREMENTQUESTIONS@DOT.STATE.FL.US PRIOR TO March 9 at 2:00PM.

Name of Company: _____

Authorized Signature: _____ Date: _____

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), F.S. SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.

EXHIBIT "B"
Method of Compensation
DOT-RFP-20-5004-EOC
Districtwide Emergency Management Support Services

1.0 PURPOSE

This Exhibit B defines the method and limits of compensation to be paid to the Vendor for the services described in Exhibit A (Scope of Services) and the procedure by which payments will be made. The time frame for completion of Task Work Order services will be specified within the Task Work Order.

2.0 FUNDING

There is no budgetary ceiling, the total funding currently available is \$150,000.00. The Department, based on need and availability of budget, may increase or decrease the amount of funding available as the Department determines is appropriate by Letter of Authorization. Each Letter of Authorization will detail the amount of funding being added and the total amount authorized to date.

3.0 COMPENSATION

This is a task work order type agreement. The Department will furnish the Vendor a task work order specifying the services to be performed and the fees to be paid for each project assigned under this Agreement.

The Department shall request Vendor services on an as-needed basis. There is no guarantee that any or all of the services described in Exhibit "A" of this Agreement will be assigned during the term of this Agreement. Further, the Vendor is providing these services on a non-exclusive basis. The Department may, at its option, elect to have any of the services set forth herein performed by other Vendors or Department staff.

At the Department's option additional financial project numbers and associated funding may be added and authorized by task work order execution contingent upon legislative appropriation and budget approval and subject to contractual limits established by Rule Chapter 14-75, Florida Administrative Code.

The total amount of this Agreement is expected to be funded by multiple appropriations. The State of Florida's obligation to pay under this contract is contingent upon funding appropriations for each Task Work Order. At this time, funds in the amount of **\$75,000.00** have been authorized. Therefore, it is agreed that the Vendor will not be obligated to perform services nor incur costs under this Agreement until the Vendor has received written authorization from the Department nor will the Department be obligated to reimburse the Vendor for costs or make fee payments for work performed without a written authorization.

When federal funds are to be utilized, the Department will provide the Vendor written authorization for each Task Work Order subsequent to Federal Highway Administration (FHWA) approval.

3.1 Basis of Compensation

3.1.1 Compensation

Compensation under each Task Work Order will be either as a lump sum amount, a limiting amount, or a combination lump sum and limiting amount as specified in the Task Work Order. These bases of compensation are more particularly described as follows:

Lump Sum

Vendor will be paid the lump sum amount in full for proper completion of all the work identified to be included in the lump sum amount, regardless of the time, effort, or expense of the Vendor in performing that work. The Vendor may be paid a portion of the lump sum amount as a progress payment based on the percentage of the total lump sum work that has been completed, accepted by the Department, and properly invoiced by the Vendor during any billing period. Payment of the lump sum amount will constitute full compensation for the work and no additional compensation will be paid for overhead, operating margin, expenses, travel, costs, or any other matter.

Limiting Amount

Vendor will be paid up to, but not exceeding, the limiting amount for proper completion of all the work identified to be included in the limiting amount. The actual amount paid to the Vendor will be based on the time spent by the classification of employee authorized to perform the work in the Task Work Order at the hourly rate identified in the Task Work Order; provided, however, that at such time as the limiting amount has been paid in full, Vendor will be required to complete the work included in the limiting amount for no further compensation. In no event will Vendor be paid more than the hours actually worked multiplied by the applicable hourly rate. The rates are all inclusive and no additional compensation will be paid for overhead, operating margin, expenses, travel, costs, or any other matter. Progress payments will be made based on the hours worked on work that has been completed, accepted by the Department, and properly invoiced by the Vendor during any billing period at the rates shown in the Bid Price Proposal, included in this Exhibit "B" as Table 1.

3.1.2 Actual Expenditures

Actual Cost Expenses

In addition to the hourly rates the Vendor will be reimbursed at actual cost for the expenses that are beyond normal business expenses as invoiced and approved by the department. Normal Business Expenses are considered to be the allowable and allocable expenses that the business would incur in the normal course of conducting business with the Department. These include, but are not limited to overhead, building maintenance, computers, training, utilities, communications travel, office supplies, copies, presentation materials, pamphlets and brochures, which are included in the hourly billing rates.

3.2 Amount of Compensation

The amount of compensation in each Task Work Order, whether lump sum or limiting amount, shall be established based on the effort required to complete the work by the classification of employee at the hourly rate for that classification listed in the Vendor's Price Proposal included in this Exhibit "B" as Table 1, plus any promotional expense pre-approved and authorized by the

Department.

4.0 LIQUIDATED DAMAGES AND REPLACEMENT WORK PERFORMED BY OTHERS:

4.1 Liquidated Damages

In the event the Vendor fails to complete the work within the time stated in the Services Period as stated in Exhibit "A", Scope of Services of that Task Work Order, the Vendor shall pay, not as penalty, but as liquidated damages, the amount defined in Exhibit "A", Scope of Services of this Agreement. The Department has the right to apply, as payment on such damages any money the Department owes to the Vendor. Liquidated Damages will be assessed and deducted from the monthly Lump Sum invoice as per section 5.0 below.

4.2 Replacement Work Performed by Others

In the event that the Vendor fails to perform the required services as described in the Agreement, and the Task Work Order and replacement staff is necessary to complete the services required the Department reserves the right to reduce the Vendors invoice by any amount necessary to compensate the replacement Vendor for services provided.

5.0 INVOICING PROCEDURE

The Vendor will be eligible for progress payments under this agreement at intervals not less than monthly or when individual tasks or mileposts defined in a Task Work Order are completed or reached.

Invoices will be prepared by the Vendor and submitted in quintuplicate in a format prescribed of the Department. The invoices will be supported by such information as may be required by Department procedures to substantiate the charges being invoiced. The Vendor will maintain for this purpose a job cost accounting system that is acceptable to the Department.

If requested by the Department, the final invoice for this agreement will be accompanied by a certified job cost summary report generated by the accounting system. The report will include at a minimum the total number of hours and salary cost actually charged to the project.

5.1 Reduction for Liquidated Damages:

Monthly at the time of invoice the Project Manager shall verify that no Liquidated Damages are due prior to approving any invoice. In the event that liquidated damages are due, the invoice shall be reduced by the amount due for the corresponding event at the rate shown in Exhibit "A", Scope of Services. The Department reserves the right to reduce any payment by any amount due under the Liquidated Damages provisions within this contract.

5.2 Replacement Work Performs by Others:

Monthly at the time of invoice the Project Manager shall verify that no replacement work reductions are due prior to approving any invoice. In the event that replacement work reductions are due, the invoice shall be reduced by the amount due for the corresponding event. The Department reserves the right to reduce any payment by any amount due for work performed by others as described in Exhibit "A", Scope of Services.

The Department will render a decision on the acceptability of services within 5 working days of receipt of either the services or invoice, whichever is later. The Department reserves the right to withhold payments for work not completed, or work completed unsatisfactorily, or work that is

deemed inadequate or untimely by the Department. Any payment withheld will be paid to the Vendor on the next invoice submitted for that work after the work is subsequently completed satisfactorily and adequately.

6.0 PROJECT CLOSEOUT

If requested, the Vendor will permit the Department to perform or have performed an audit of the records of the Vendor and any or all sub-vendors to support the compensation paid the Vendor. The audit will be performed as soon as practical after completion and acceptance of the contracted services. In the event funds paid to the Vendor under this Agreement are subsequently properly disallowed by the Department because of accounting errors or charges not in conformity with this Agreement, the Vendor agrees that such disallowed costs are due to the Department upon demand. Further, the Department will have the right to deduct from any payment due the Vendor under any other contract any amount due the Department.

Table 1
Hourly Billing Rates

ITEM	SERVICE	BID HOURLY BILLING RATE
1.	Incident Commander/Sr. Project Manager	\$
2.	EOC Support Staff/Response Specialist	\$
3.	Grants Management Specialist	\$
4.	Inspectors/Monitors	\$
5.	Reviewers/Trainers	\$