

**ADDENDUM No. 1**

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

**February 12, 2020**

**Addendum To: DEP Solicitation No. ITN 2020005, entitled  
“Petroleum Contamination Site Cleanup Management Services”**

The Department hereby answers questions posed by prospective Vendors. This addendum does not need to be returned with the response.

<b>Question #</b>	<b>Solicitation Section</b>	<b>Solicitation Page #</b>	<b>Question / Answer</b>
<b>1.</b>	N/A	N/A	<p>Is this Advertisement Number: ITN 2020005 regard the agency term contracts that are currently in place? Title: Petroleum Contamination Site Cleanup Management services.</p> <p><i>Answer #1: The Advertisement Number: ITN 202005 is for staff augmentation services for site management. It is not for petroleum contamination site response services.</i></p>
<b>2.</b>	3.06 8.00	18 of 57 45 of 57	<p>Previous contracts prohibited Teams 5 and 6 and their corporate hierarchy from working on PRP funded sites outside of their assigned staff augmentation tasks. Do these conflict of interest provisions incorporate the same prohibition?</p> <p><i>Answer #2: The selected contractor(s) and their parent company, affiliates, or subsidiaries, may not hold a contract, or otherwise receive state funding to provide petroleum contamination site assessment and/or remediation services to the Division of Waste Management (DWM). In addition, respondents may not perform work for the DWM in the areas of petroleum contamination site assessment and/or remediation services during the term of the contract resulting from this solicitation.</i></p>
<b>3.</b>	3.01 Part I B.	14	<p>Do the font size and style requirements listed in the RFP apply to graphics, tables, charts, photo captions, and resumes?</p> <p><i>Answer #3: Yes</i></p>

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4.	3.01 Part II A. 12.00	16 49	<p>Can the past performance requirement for the Client Reference Form be clarified? Page 16 of the ITN indicates similar projects completed over the past two years should be included while the Client Reference form included in section 12.00 indicates projects/clients within the past 5 years should be included.</p> <p><i>Answer #4: The Respondent must provide the required information on the Client Reference Form (Section 12.00) for three (3) verifiable clients which the Respondent has completed projects similar in nature to this Solicitation over the past five (5) years.</i></p>
5.	1.02 2.06 3.01 Part II B.	5 9 16	<p>Please clarify how the FDEP will contact past performance references. Will it be by telephone or email or both? The ITN sections noted are not consistent in the method of outreach that will be used.</p> <p><i>Answer #5: The Department will attempt to contact the reference twice by telephone and if those attempts are not successful, then the Department will send an email to the reference.</i></p>
6.	3.01 Part II B.	16	<p>Please clarify if the “normal working hours (i.e., Monday-Friday, 8 AM – 5 PM )” referenced in this section of the ITN is referring to eastern standard time?</p> <p><i>Answer #6: Yes</i></p>
7.	1.02	5	<p>Can the response be hand-delivered?</p> <p><i>Answer #7: Yes</i></p>
8.	2.02	8	<p>Will the written responses of the four (4) respondents selected for negotiations be made available prior to the negotiations?</p> <p><i>Answer #8: The Department does not anticipate providing these prior to negotiation.</i></p>
9.	3.01	14	<p>Please confirm if the Arial 12 pt. font and margin requirements apply to resumes, graphics, tables, graphs, charts, and logos.</p> <p><i>Answer #9: Font size and style requirements listed in the RFP apply to graphics, tables, charts, photo captions, and resumes, but not logos.</i></p>
10.	3.01	14	<p>Will the Department allow the use of 11” x 17” paper for graphics (organizational charts, flowcharts, maps, etc.)?</p> <p><i>Answer #10: No</i></p>
11.	3.01	14	<p>Can general proposal information be included in the header/footer margins?</p> <p><i>Answer #11: Yes</i></p>
12.	3.01	14	<p>On the page limited sections, does the Department count double-sided printing as 1 page?</p>

			<i>Answer #12: Yes</i>
<b>13.</b>	3.01	16	Should the respondents provide references for experience with similar staff augmentation type services to facilitate DEP's evaluation of the respondent's capabilities and experience? Even if this experience has been performed under contract to a State agency such as DEP? <i>Answer #13: Please refer to Part II A Section 3.01.</i>
<b>14.</b>	3.01	16	Please confirm that a current or former Contractor to the Department includes PRP Agency Term Contractors and other PRP Qualified Contractors, as defined in 4.02 Definitions, that have performed work under a Purchase Order (contract) issued by the PRP or the Department. <i>Answer #14: Yes. If the Respondent is a current or former Contractor to the Department, the Respondent may indicate this information on a separate document, however, this shall not count as one (1) of the three (3) required Client References.</i>
<b>15.</b>	3.01	16	If a DEP reference is provided by a respondent, as allowed in the ITN, how will this reference be included in the evaluation score of the respondent? <i>Answer #15: It will not be used to score the evaluation.</i>
<b>16.</b>	3.01	16	The exclusion or limitation of using DEP as one of the three required references is capricious as this criteria effectively excludes most contractors supporting DEP and therefore limits the DEP's ability to appropriately evaluate those contractors most capable of supporting the Agency under any contract awarded through this ITN. <i>Answer #16: Information regarding current or former contract work with DEP would be presented in the Technical Reply Package, Qualifications and Experience. Past Performance References account for 8.3% of the total points available in the evaluation.</i>
<b>17.</b>	3.02	17	Will the Department allow the Part I/Part II pdf and the Part III pdf to be submitted on one USB, as long as they are separate files on the USB? <i>Answer #17: Yes</i>
<b>18.</b>	4.02	23	Please clarify which entity is responsible for inserting POs and COs into Oculus. <i>Answer #18: PRP staff will insert POs and RFCs associated with POs into OCULUS. The contractors awarded will be responsible for inserting Work Orders (WO) and COs associated with WOs into Oculus.</i>

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19.	4.04	27	<p>Attachment K of the solicitation provides a TAT allowance of up to 5%. Will the contractor's performance be managed by FDEP accordingly?</p> <p><i>Answer #19: The 5% allowance described in Attachment K is not cumulative. Therefore, the total allowance for the performance measure will not exceed 5%.</i></p>
20.	4.15	39	<p>The paragraph regarding the tracking system discusses PRP expenditures, but the bullet points underneath appear to be related to Contractor personnel. Is the respondent required to have a separate database for PRP expenditures, balances, etc.?</p> <p><i>Answer #20: Yes</i></p>
21.	5.00	41	<p>May the respondent "re-create" the response form(s) to maintain format and legibility or can these forms be provided in Excel/Word format?</p> <p><i>Answer #21: Yes, the respondent may re-create the forms as long as they are exactly the same as in the solicitation.</i></p>
22.	12.00	49	<p>May the respondent "re-create" the client reference forms to maintain required format and legibility (font, margins, etc.) or can these forms be provided in Word format?</p> <p><i>Answer #22: Yes, the respondent may re-create the forms as long as they are exactly the same as in the solicitation.</i></p>

The Department hereby formally amends the Solicitation. The amendment is as follows:

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Consistent with section 287.084 (2), F.S., if a Respondent indicates on its form that its principal place of business is outside of this State, it shall have an attorney provide the opinion on the Principal Place of Business Attestation Form.

A. Disclosures and Attestations (Tab E): This section of the Reply shall contain the following:

- Vendor Financial Attestation, Section 6.00
- Vendor Responsibility Disclosure, Section 7.00
- Vendor Conflicts of Interest Attestation, Section 8.00
- Certification of Drug-Free Workplace, Section 10.00
- Certification Regarding Scrutinized Companies Lists, Section 11.00

• **Part II, Past Performance / Client References** (Must use pages provided).

A. The Respondent must provide the required information on the Client Reference Form (Section 12.00) for three (3) verifiable clients which the Respondent has completed projects similar in nature to this Solicitation over the past ~~two (2) years~~ **five (5) years**. (Revised Addendum No. 1)

- Confidential clients shall not be included.
- 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*).
- Clients that are listed as subcontractors in the Respondent’s Reply will not be accepted as Past Performance references under this Solicitation.
- A client that is currently a parent or a subsidiary company to the Respondent will not be accepted as a Past Performance references under this Solicitation.
- For Respondents that submit a Reply as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture.
- If the Respondent is a current or former Contractor to the Department, the Respondent may indicate this information on a separate document, however, this shall not count as one (1) of the three (3) required Client References.

B. A Department representative will contact ALL three (3) references provided by the Respondent via telephone or by email to complete the Past Performance Evaluation form.

- References should be available to be contacted during normal working hours (Monday-Friday, 8:00 a.m.–5:00 p.m.), per the Timeline of Events.
- The Department will attempt to contact each selected reference by phone up to two (2) times during the duration of time as listed in the Timeline of Events. If the reference cannot be contacted by phone, the Department representative will send an email.
- If 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.