This **ADDENDUM NO.1** is issued for Contractual Services – District-Owned Land Management Plans **RFP 18-007** to provide answers to questions received during the inquiry period. Attached are the questions and answers.

**Question 1:** What is the anticipated budget for this RFP?

**Answer:** The District has not set a final total budget for this project. The consultant can review the District’s Tentative Budget for Fiscal Year 2018-2019 for the availability of fiscal resources at [https://www.nwfwater.com/Business-Finance/District-Budget](https://www.nwfwater.com/Business-Finance/District-Budget).

**Question 2:** Can you please provide any templates or existing LMP’s that NWFWMD favors?

**Answer:** The District has not established any templates. The Northwest Florida Water Management District is seeking professional services to develop succinct land management plans (LMP) for District-owned lands. The consultant can look at existing land management plans at state agencies and other water management districts for examples. The district does not favor any of these plans. However, the District would direct consultants to the Suwannee River Water Management District – District Land Management Plan as an example of the District’s expectation of a “succinct plan”. [http://www.mysuwanneeriver.com/DocumentCenter/View/12139](http://www.mysuwanneeriver.com/DocumentCenter/View/12139)

**Question 3:** Can you provide a list of data regularly collected by NWFWMD to be used in the LMP’s?

**Answer:** As stated in the RFP, the consultant is expected to “Gather geospatial (GIS) and related data to support the creation of tables, maps and other graphics needed to develop the LMP.” As further noted, “The District and the State of Florida have considerable data collected and maintained. The respondent is expected to maximize the use of this data in preparing the LMP.” NWFWMD Data is available at
https://www.nwfwater.com/Data-Publications. In addition, the data listing below is available upon 48-hour notice.

The District will provide an ESRI file geodatabase as requested (bold items are required data elements to be utilized in developing the plans).

- **Timber Management:**
  - Silviculture
  - Restoration
  - Wiregrass
  - Prescribed Burn Areas

- **Land Management:**
  - Recreation Sites – Primitive & Group
  - Herbicide Treatment Areas
  - Fire Lines
  - Erosion areas
  - Fencing
  - Roads
  - Access
  - Trails (NWFWM, FGT, FNST)
  - Structures
  - Hunting Areas
  - Culverts
  - Bridges
  - Gate
  - Low Water Crossing (LWC)
  - Parking Lots
  - Signs
  - Structures

- **Invasive/Exotics:**
  - Plants
  - Animals

- **Cultural Areas:**
  - **Historic sites**
  - Cemeteries
  - **Archeological sites**
  - Landfills

- **Easements:**
  - Lands
  - Access
  - Utilities

- **Geological/Hydrologic Layers:**
• Karst
• **Soils**
  • Minerals
  • Streams
  • Surface Water Monitoring Stations (Stream)
  • Streamflow (Total Maximum Daily Level “TMDLS”)
• **Lakes**
• **Springs**
• **Watersheds**
  • Groundwater Contribution Areas (GWCA) Layers
  • BMAP Layers
  • **Wetlands**
  • Special Flood Hazard Areas (FEMA 100-year floodplain)

• **Groundwater Layers:**
  • Wells
  • Consumptive Use (WUP Boundaries)
  • Caution Areas (WRCA, ARC, 62-524)
  • Potentiometric Surface

• **ERP Layers:**
  • ERP Permitted Sites:
    ▪ Permit Areas
    ▪ Agriculture
    ▪ Forestry
    ▪ Impoundments (water control structures)

• **Resource Planning Layers:**
  • Wastewater Layers:
    ▪ Septic Tank
    ▪ Storage Ponds
    ▪ WWTP
    ▪ Facilities
    ▪ Sprayfields
    ▪ Reuse Lines

• **Natural Communities:**
  • Threatened and Endangered Species (Plant, Animal)
  • Habitat Communities

• **LiDar:**
  • Contours
  • DEM
  • Hillshades

• **Land use/Land cover**

**Bolded items are mandatory data sets to be used in the development of the plans.**
4: Is there data aside from that regularly collected that NWFWMD would like to see collected as part of creating the LMPs?

Answer: The necessity to create additional data beyond the data list in response to question 4 is the consultant’s choice and not one foreseen by the District.

Question 5: Is a burn prioritization model for each management area be needed?

Answer: The necessity to create a burn prioritization model is the consultant’s choice. The District intends to evaluate the consultants approach in meeting the objectives of the RFP. However, the District utilizes and maintains event data on prescribed fire/burns. See response to #4 above.

Question 6: Is an updated timber inventory for each management area needed and required for the LMPs?

Answer: The necessity to update and utilize a timber inventory is the consultant’s choice. The District intends to evaluate the consultant’s approach in meeting the objectives of the RFP. The District utilizes SilviAssist Dashboard with Event Data Management, SilviAssist Toolbar and SilviAssist Mobile to collect, manage, report and analyze forest inventory and silvicultural event data. The District is currently modeling revenues and expense associated with timber management through F-4 Tech. The timber inventory records were updated during 2018 to assist the modeling efforts. The result of these efforts is scheduled for completion November 2018.

Question 7: In the wake of the Eastpoint fire, is a spatial wildfire hazard risk assessment needed for each management area where prescribed fire is currently being used?

Answer: The necessity of a spatial wildfire hazard risk assessment is the consultant’s choice. The District intends to evaluate the consultant’s approach in meeting the objectives of the RFP. Currently, the District does not utilize spatial (GIS) data to perform wildfire hazard risk assessments.

Question 8: Can you please provide access to documents that NWFWMD resource managers are currently using to drive their management decisions?
Answer: The District does not maintain a summary document that guides resource managers, hence, the desire for District Land Management Plan. Currently a variety of documents, including but not limited to: budget, performance plans, agreements, contracts, WMA rules, Florida Statutes, P&P manual, safety manual, cruising specs, mitigation plans, project planning spreadsheet, timber harvest strategy, would generally guide resource managers.

Question 9: Mention is made of project management and tracking. What software is NWFWMD currently using to track projects, MS Project, Sales Force Etc.?

Answer: Lextree is the District’s only product that provides the District rudimentary project management and tracking functionality.

Question 10: Have other Land Management Plans (LMP) been developed for the NWFWMD? If so, please provide a website link?

Answer: The District’s current land management plans are focused on mitigation banks. An example can be found at: https://www.nwfwwater.com/Water-Resources/Regional-Wetland-Mitigation-Program/Archive/Sand-Hill-Lakes-Mitigation-Bank.

Question 11: Will there be a site visit to the Water Management Areas? If yes, will these be up to the selected firm to organize and schedule?

Answer: The District was not anticipating any site visits. However, facilitating a public meeting may be considered.

Question 12: How many Respondents/teams are expected to be selected?

Answer: The District has no expectation on the number of consultants to be selected. However, if past awards of specific projects are an indicator, one consultant would be selected.

Question 13: Has a total budget been established or a budget for each of the three plans? If so, can you please provide the funding amounts?

Answer: The District has not set a final total budget for this project. The Consultant can review the District’s Tentative Budget for Fiscal Year 2018-2019 for the availability of fiscal resources at https://www.nwfwwater.com/Business-Finance/District-Budget.
Question 14: Is the successful Respondent expected to conduct or facilitate a public involvement component for each of the LMP areas?

Answer: The facilitation of a public meeting may be considered.

Question 15: Is there a limit on the number of pages per resume?

Answer: There is no limit on the number of pages per resume. However, evaluators may consider the ability to concisely communicate pertinent skills and experiences as an indicator on meeting the District’s expectation of a “succinct plan”.

Question 16: On page 3 and 4, Garcon Point is identified as one of the ten Water Management Areas, but it is not included in one of the Regional LMPs. Should it be in the West Region?

Answer: Yes, the exclusion of Garcon Point is an error. Garcon Point is in the West Region.

Question 17: On page 4 of the RFP under Tasks, the Respondent is to: “Review the existing documents and data of the District...” Can you provide an example of the types of documents and data that are anticipated? Will the documents and data be in electronic and/or hard copy format? Will the data be provided at the kickoff meeting? Will a kickoff meeting be needed for all three regions or just the first one (East Region)?

Answer: See responses to questions 2, 3, and 6 for existing documents and data. Data is available in electronic form and currently available. Only one kickoff meeting will be considered as this is a comprehensive land management planning effort, split into 3 regions for operational purposes.

Question 18: Who is the NWFWMD Project Manager for this project?

Answer: Lennie Zeiler, Director, Division of Asset Management.

Question 19: Who sits on the LMP Steering Committee?

Answer: The steering committee has not been finalized, but Lennie Zeiler, Tyler Macmillan and Danny Layfield are currently envisioned as the participants.
Question 20: On page 6 of the RFP, it states that the initial draft LMP for the East Region is due in December 2018, with a final draft due in June 2019. On page 14 it states that the Governing Board is expected to select the successful Respondent at the October 11, 2018, Governing Board Meeting. Given this timeline, is the delivery date for the initial draft LMP flexible?

Answer: The timeframe is based on the District’s expectations and proposals will be evaluated on meeting this expectation. However, this is the District’s initial comprehensive land management planning effort. The consultant may propose obtainable timeframes. The District does expect all three regions to be completed in succession by December 2020.

Question 21: On page 10 of the RFP, the Respondent is requested to: “Provide your interpretation of the objectives of this RFP”. We see in the RFP where tasks and deliverables are mentioned but cannot find where the objectives are listed. Please clarify if the District is using “objectives” as a synonym for goals, purpose, etc. If not, please provide the objectives for this RFP.

Answer: The goal of the project is stated in the 1.3 Scope of Work (pages 3-4) and can be used as a synonym for the singular overall objective - land management plans that establish a baseline and enable the District to meet statutory requirements. The District also recognizes that each consultant may develop identifiable objectives within 1.3.1 Project Goals (page 4) - succinct land management plans for District-owned lands that primarily focus on the protection of water resources and the associated conservation of natural systems based on scientific, technical and historical understanding of NWFWMD’s resources and how to best manage, develop and protect the critical surface and subsurface water resources on these lands. The resulting plans will assist the District in making resource allocation that achieve desired outcomes (objectives) and measure results in achieving those outcomes (objectives). The development of separate land management goals (objectives) for the resources that each WMA has in common, as well as, land management goals (objectives) for the resources that are unique to each WMA is envisioned. The consultant approach to identifying, managing, and achieving these objective is what will be evaluated.

Question 22: Will this work be conducted on a fixed fee/lump sum or time and materials basis?

Answer: Fixed fee with 6 deliverables was envisioned.

Question 23: On page 11 of the RFP, the Respondent is requested to: “Provide a breakdown of all costs estimated for completion of the project.” Could you provide some guidance as to what aspects of the work you would like itemized?
Answer: At a minimum the District envisioned an identification of personnel or differing levels of professionals, their rates and efforts required by the deliverable.

Question 24: Does the Task listed in Section 1.3.2.1, Item d. include the collection of only electronic/GIS data and that there would be no field evaluations required.

Answer: See responses 3 and 4. The necessity to conduct additional field work is the consultant's choice and not required.

Question 25: The deliverables listed in Section 1.3.2.2, Item b. requires a minimum of two meetings. Can you please clarify whether that means two per plan or a total of two for all three plans.

Answer: The District envisioned the development of the District's land management plans as one project with multiple deliverables. The meeting requirement is for the project.
ADDENDUM NO. 1

RFP No. 18-007
NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT
CONTRACTUAL SERVICES-DISTRICT-OWNED LAND MANAGEMENT PLANS

Acknowledgement Form

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

Section 1.11 of RFP 18-007 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 18-007, 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______________________________