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*Managing fish and wildlife  
resources for their long-term  
well-being and the benefit  
of people.*

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MyFWC.com

DATE: AUGUST 24, 2017

ADDENDUM NO.: 1

BID NO.: FWC 17/18-18

BID TITLE: FACILITATION & ECOLOGICAL SERVICES FOR  
THE DEVELOPMENT OF THE LAKE ISTOKPOGA  
HABITAT MANAGEMENT PLAN

UPDATE: CHANGES / QUESTIONS & ANSWERS

The enclosed addendum has been issued for consideration in the preparation of your response to the Florida Fish and Wildlife Conservation Commission's (FWC) Solicitation No. FWC 17/18-18 "Request for Proposals (RFP) for Facilitation & Ecological Services for the Development of the Lake Istokpoga Habitat Management Plan."

**All responses to the subject solicitation must be received no later than 2:00 P.M. (ET) on Wednesday, September 13, 2017 (see Addendum No. 1, Item #1).** A response received after the exact time specified will not be considered. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes (F.S.). Written notices, formal requests and proceedings must conform with the requirements set forth in Chapter 28-110, Florida Administrative Code (F.A.C.). Protests must be filed with the Purchasing Office, Fish and Wildlife Conservation Commission, Suite 100, 2590 Executive Center Circle, Tallahassee, Florida 32301 within the time prescribed in Section 120.57(3), Florida Statutes and Chapter 28-110, Florida Administrative Code.

Sincerely,

*Ruth Heggen*

Ruth Heggen  
FWC Procurement Manager

**ADDENDUM NO. 1**

**Item #1: Calendar of Events Revisions**

The Sealed Proposals Due and Public Opening Date is hereby changed from **September 6, 2017 at 2:00 PM ET to September 13, 2017 at 2:00 PM ET.**

The **Request for Proposals Calendar of Events** is hereby replaced with the following:

**REQUEST FOR PROPOSAL CALENDAR OF EVENTS**

<b>SCHEDULE</b>	<b>DUE DATE</b>	<b>METHOD</b>
<b>RFP Advertised</b>	<b>August 8, 2017</b>	<b>Posted on the Vendor Bid System:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
<b>NON-MANDATORY Pre-Proposal Conference</b>	<b>August 15, 2017 @ 10:00 a.m.</b>	<b>Pre-Proposal Conference Location:</b> FWC Eustis Fisheries Research Lab 601 W. Woodward Avenue Eustis, Florida 32726
<b>Deadline for Questions</b>	<b>Must be received PRIOR to: August 18, 2017 @ 5:00 p.m.</b>	<b>Submit BEFORE the due date and time to the following address:</b> Florida Fish & Wildlife Conservation Commission Attn: Ruth Heggen, Procurement Manager 2590 Executive Center Circle East, Suite 100 Tallahassee, Florida 32301 <b>OR EMAIL TO:</b> <a href="mailto:ruth.heggen@myfwc.com">ruth.heggen@myfwc.com</a>
<b>Anticipated Date for Responses to Written Questions</b>	<b>August 23, 2017</b>	<b>Posted on the Vendor Bid System:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>
<b>SEALED RESPONSES DUE AND OPENED</b>  (REMEMBER: RFP Number should be clearly marked on envelope)	<b>Must be received PRIOR to: September 13, 2017 @ 2:00 p.m.</b>	<b>Submit BEFORE the due date and time to the following address:</b> Florida Fish & Wildlife Conservation Commission Attn: Purchasing 2590 Executive Center Circle East, Suite 100 Tallahassee, Florida 32301
<b>Evaluation Period</b>	<b>September 15, 2017 through September 29, 2017</b>	Florida Fish & Wildlife Conservation Commission
<b>Anticipated Award Date</b>	<b>October 9, 2017</b>	<b>Posted on the Vendor Bid System:</b> <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a>

**Item #2: Change to MANDATORY RESPONSIVENESS REQUIREMENTS/PROPOSAL SUBMISSION**

Tab E. Cost Form is hereby revised to read as follows:

**TAB E. Cost Form (Mandatory Submission)** – The Respondent shall complete and submit the enclosed Revised Cost Form (**Attachment C-1**). For the purpose of this RFP, cost shall be provided as a total fixed price for providing all facilitation and ecological services outlined herein. The Total Fixed Price shall include, but not be limited to, labor costs, benefit costs, insurance costs, travel expenses, and any other materials/supplies needed to complete the project. The Cost Form shall be completed in its entirety and returned as part of the RFP response or the response shall be rejected.

**Item #3: Revised Cost Form**

The Cost Form, Attachment C is hereby deleted in its entirety and replaced with the **Revised Cost Form, Attachment C-1**, attached hereto and made a part of this solicitation.

**Item #4: Questions and Answers**

**Question #1:** Are there existing Lake Istokpoga–specific documents (e.g., management documents) that we can review prior to submittal of the proposal?

**Answer #1:** **Yes. 6 documents have been uploaded to the following site:**

<https://explorer.myflorida.com/>

To access documents at this website, use the following Username and Password:

Username: FWC\_Bid\_Info

Password: FWCvendors1!

Access the folder(s) with this bid number and title to download the associated files.

**Question #2:** We would like to get a copy of the attendee list for the Pre-Bid Meeting on FWC 17/18-18.

**Answer #2:** **A copy of the Sign-In Sheet has been uploaded as a separate document in the Vendor Bid System.**

**END OF ADDENDUM NO. 1**

**ATTACHMENT C-1  
FWC 17/18-18**

**REVISED COST FORM**

Price shall be provided as a total fixed cost to complete all services outlined herein. Price shall be less any Federal or State sales or use taxes. The Respondent recognizes that the State of Florida, by virtue of its sovereignty, is not required to pay taxes on services, goods and/or equipment purchased incident to such service. Price shall include all necessary items to complete the project.

The total price must be fully loaded including, but not limited to, costs for all staff (labor and benefits) and materials needed to prepare for as well as facilitate meetings/events, office supplies, office support, travel, insurance and any other items needed to fully complete the scope of services described in this RFP.

**TOTAL FIXED PRICE FOR ALL FACILITATION, ECOLOGICAL AND MODERATION SERVICES OUTLINED HEREIN:** \$ \_\_\_\_\_

BY SIGNING BELOW I ATTEST THAT I HAVE READ THE ENTIRE RFP PACKAGE AND AGREE TO FURNISH THE SERVICE AT THE PRICE QUOTED ABOVE. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG RESPONDENTS IN RESTRAINT OF FREEDOM OF COMPETITION.

Contractor: \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_