



Florida Department of Transportation

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Question and Answers

ADVERTISEMENT NUMBER: DOT-RFP-20-5004-EOC

DESCRIPTION: District Wide Emergency Management Support Services

DATE: February 25, 2020

1. Due to the unique roles and staffing requirements of a traditional debris monitoring activation, RFPs for debris monitoring services typically include multiple hourly rates (i.e. Project Manager, Field Supervisor, Debris Collection Monitor, Site/Tower Monitor, Data Manager, etc.). Does FDOT intend to utilize this contract for debris monitoring of FDOT's debris removal contractors?

Answer: No

2. Does FDOT intend to award contracts to multiple vendors? If so, will these contracts be awarded for specific scopes of work or all services?

Answer: The Department intends to contract with one vendor.

3. Are vendors required to respond to all scope of work items in order to be considered for award?

Answer: Yes

4. On page B-2 of Exhibit B, there is conflicting language between items 3.1.1 and 3.1.2. Under the limiting amount it mentions that *"rates are all inclusive and not additional compensation will be paid for overhead, operating margin, expenses, travel, costs, or any other matter"*. However, under item 3.1.2 Actual Expenditures it mentions that *"in addition to the hourly rates the vendor will be reimbursed at actual cost for expenses that are beyond normal business expenses."* Please clarify whether travel invoices are billable or whether they should be burdened in our hourly rates.

Answer: Hourly rates shall be inclusive of travel and other costs.

5. On page 19 of the PDF, under item 22.4 it mentions that *“the proposal shall be limited to (Page 1) one page of 8 ½ x 11, and (Page 2) one page of 11x17 for the included Proposed Staffing and Availability Table. Total page count not to exceed two.”* The requirements for the technical proposal (Page 1) include various components - Executive Summary; Management Plan; and QAQC Plan. Vendors will need more than 1 page to appropriately and fully address these components. Therefore, please confirm that the listed page counts don't apply; or alternately that they only apply to the Proposed Staffing and Availability Table and not the rest of the proposal.

Answer: See Addendum #1, which is posted to the Vendor Bid System

6. Where should the additional forms be included within our proposal?

Answer: All additional, required forms can be included with the Price Proposal.

7. In the Proposed Staffing and Availability Table they last two columns request # of DDIRs and PWS and % of Obligated Monies. These columns are appropriate for the grant management specialist; however it would not apply to the other labor categories such as the reviewers/trainers or inspectors/monitors etc. Should we simply insert “N/A” for the labor categories this doesn't apply to?

Answer: Yes

8. There are two cost forms in the RFP – 1) bid price proposal form and 2) the Table 1 on page B-4, which contain different labor categories. Please explain how the two forms relate to each other.

Answer: Please see Addendum #1, which is posted to the Vendor Bid System.

9. PDF page 23, Item #37 – Liquidated Damages (and again on pages 27 and 30) it mentions that *“the Department may exercise the remedy of liquidated damages against the vendor, in the amount of \$763.00 per event for each instance services are not provided as required by the Task Work Order”*. Liquidated damages are normally used in construction contracts where the obligations for faithful performance are tied to specific milestones and contract terms. Therefore, will the Department please remove the liquidated damage language from the solicitation?

Answer: No

10. Response format: Pages 18-19 detail the response format and formatting details. This Section 22.4 is a bit unclear. Are we to understand that the entire response is limited to a total of four (4) pages? Is this exclusive of a title page and any acceptance of applicable addenda items?

Answer: Please see Addendum #1, posted to the Vendor Bid System.

11. Does FDOT not want other information critical to evaluating candidates, such as vendor references or key personnel resumes?

Answer: No

12. Section 5 of the solicitation explains that vendors are encouraged to express their intended utilization on the attached form. Is it mandatory to complete and supply the form? How is it factored into the evaluation criteria?

Answer: See section 21.1, Responsiveness of Proposals of the RFP Document.

13. Are physical office locations mandatory or is the commuting of staff acceptable? Is there any availability of office space at FDOT locations for our proposed staff?

Answer: No office space is available at FDOT facilities within District Five.

14. Who is currently performing your Emergency Management Support services?

Answer: CONSOR Engineers, LLC

15. What firm previously put together your Emergency Management Plan?

Answer: None

16. What firm put together your Continuity of Operations Plan? And Debris Management Plan?

Answer: CONSOR Engineers, LLC

17. What firm has performed your table-top exercises? And what did they charge?

Answer: None within District Five.

18. Although we try to incorporate minority business enterprises with our team, the skillset and experience does not always align with our team. Will there be preference given to firms that include an MBE?

Answer: Utilization of MBEs is encouraged, not required. See Section 5 DIVERSITY ACHIEVEMENT and Section 7 INTENDED AWARD in the RFP document.

19. Where do you want the required forms to be included in the response?

Answer: See Response to Question 6.

20. What firm conducted your training activities?

Answer: None within District Five.

21. When was your last training and exercise activity?

Answer: May 2019

22. Have you conducted a full-scale exercise, and if so, what firm lead the exercise?

Answer: Not within District Five.

23. Sections 22.2 and 22.4 place restrictions on the number of pages to be submitted. However, we feel that the amount of information being requested on 1 (8.5"x11") page cannot adequately be summarized for the department to truly gauge capabilities. The same for page 2. Just listing certifications and events worked by staff will exceed the 1 (11"x17") page limit. Will the department consider increasing the number of pages allowed or confirm that only 2 pages and no attachments (such as resumes of key staff) are being requested.

Answer: Please see Addendum #1, posted to the Vendor Bid System.

24. Exhibit B Table 1 lists 9 positions to price out. We understand that 4 of these positions are considered EOC support staff, however, Form 2 Bid Price Proposal only allows for 1 rate to be submitted for EOC support staff. We feel this is not in the best interest of the State, as we will be pricing 1 rate for the 4 different positions instead of individual rates that may be lower. Will the department consider allowing Exhibit B and Form 2 to match positions or confirm only the Bid Price Proposal form should be completed?

Answer: Please see Addendum #1, which is posted to the Vendor Bid System.

25. Exhibit A Scope of Services allows the DECO to assign vendor services to other districts and Exhibit A Emergency Response requires a 2 hour response time. Will the vendor be held to the 2 hour response time when responding/deploying outside of District 5? Also, can you estimate how many people the DECO may request at any given time that must meet the 2 hour response time within District 5?

Answer: Two-hour response is required within District Five. Personnel requirements will depend on the type and location of emergency.

26. The Exhibit A section for Inspectors/Monitors appears to include language that would allow the vendor to function as a debris removal monitor. Is it the District's intent to utilize the vendor for typical debris monitoring activities or does the District have a separate debris monitoring contract?

Answer: District Five has separate debris monitoring contracts but may request assistance under this contract.

27. Exhibit B section 3.1.1 states the district is seeking an all inclusive rate that includes travel. Section 3.1.2 states travel and other costs will be reimbursed at actual costs. Please confirm whether hourly rates are all inclusive or actual expenses incurred will be billed separately.

Answer: Hourly rates shall be inclusive of travel and other costs.

28. Are subconsultant teaming partners required to complete and submit the following forms:
- Drug-Free Workplace Program Certification (Form 375-040-18), Form No. 3
 - Vendor Certification Regarding Scrutinized Companies List, Form No. 4

Answer: Only the Vendor submitting the Proposal is required to complete and submit the forms.