

**PEACE RIVER MANASOTA REGIONAL WATER SUPPLY AUTHORITY
REQUEST FOR STATEMENTS OF QUALIFICATIONS
for
PROFESSIONAL ENGINEERING SERVICES**

MEMORANDUM - ADDENDUM NO. 2

JULY 31, 2020

RESPONSES TO QUESTIONS

1. Question: Do you have a list of specific projects you can publish that will be under this GEC?

Response: No. Potential projects could include those relating to planning & feasibility studies, water facility design, permitting and permit compliance, construction inspection/management services, and evaluation of water treatment facility and transmission system processes and operations

2. Question: Do the points for “Consultant Competence/Qualifications/Services” count towards the proposed staff or just for the firm, or both?

Response: The awarded points will be determined at the discretion of the Professional Services Evaluation Committee at their meeting on August 27, 2020.

3. Question: Please confirm that our company/staff/subconsultant licenses and certifications will not be counted towards the twenty (20) page maximum.

Response: Copies of Florida Professional Licenses (business and/or individual) **will** be included in the total page count. Copies of Florida Professional Licenses (business and/or individual) may be reduced in size as long as readability is maintained.

4. Question: One of the evaluation factors is: “Consultant (team) past record on Authority Projects 10 points.” Please clarify how the firms will be given points for this. For example, do we get higher points if we have done work with the Authority or do we get higher points if we have never worked with the Authority?

Response: The awarded points will be determined at the discretion of the Professional Services Evaluation Committee at their meeting on August 27, 2020.

5. Question: Is it okay to include subconsultants for services such as survey, geotechnical, etc.? Or does the Authority prefer to choose those types of firms as-needed depending upon the project at hand?

Response: Subconsultants may be included at the discretion of the prime consultant.

6. Question: Are the required forms included/counted as part of the 20-page limit count? If yes, can we reformat the forms to better fit within the submittal? For example, as long as we provide the requested information, can we fit the references on a single page?

Response: Yes, the required forms are included in the 20-page limit. You may reformat the forms, however the reformatted forms must comply with the minimum 12 point font size requirement and include the same information.

7. Question: If a table of contents is included within the submittal, is that counted as part of the 20-page limit count?

Response: Any table of contents included will not be counted toward the 20-page limit count.

8. Question: Could you please consider and allow for the organizational chart to be on a 11- by 17-inch page?

Response: All pages shall be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard black text and minimum 12 point font size. Please note that an organizational chart is not a requirement under the SOQ minimums listed in the Request for SOQ.

9. Question: Please clarify the difference between the following items, if no difference does the Reference Form suffice for item 12? 12. List of at least three (3) clients that are Florida public entities the Authority can contact as references with respect to Consultant's work performance for a project with a similar scope; and 13. Required forms: References Form.

Response: There is no difference. Respondents may use the required Reference Form to fulfill the requirement for both items.

10. Question: Can we reformat the Reference Form and Project Manager and Project Team/Key Personnel Form as long as we keep the required information?

Response: You may reformat the forms, however the reformatted forms must comply with the minimum 12 point font size requirement and include the same information.

11. Question: May we please use slight variations in color of black text requirements, so long as the materials are readable?

Response: The use of color for graphics/charts or to differentiate headings is acceptable.

12. Question: Can captions and graphical text be smaller than 12 point font as long as it is readable?

Response: Text within graphics, charts and call out boxes must be a minimum of 10-point font.

13. Question: Are both business and individual professional engineering licenses required? RFP: 5. Copy of Florida Professional Licenses as applicable (business and/or individual).

Response: Yes, however copies of Florida Professional Licenses (business and/or individual) may be reduced in size as long as readability is maintained.

14. Question: Requirement 3: Should our local office serving the Authority along with our Corporate office information be provided?

Response: You may include the information for both offices, provided that there is an indication of the office location(s) where the “Project Manager” and other key personnel are assigned to.

15. Question: Requirement 5: Should licenses be provided for subconsultants in addition to the Prime? (Business and Individual).

Response: Yes, please include business and professional licenses as appropriate for any named subconsultants.

16. Question: Does the Authority plan to establish a short-list and request interviews or presentations prior to selecting the consultants?

Response: The Professional Services Evaluation Committee will rank and recommend a list of consultants to the Executive Director for continuing services contracts, and the Executive Director will make recommendation to the Authority Board for consideration. Interviews will not be conducted unless requested by the Board.

17. Question: Would an electronic signature be acceptable for the transmittal letter.

Response: Yes.

18. Question: Do we need to include a copy of the addendums in the response? If so, will this count towards the page limit?

Response: You do not need to include copies of the addendums within the response.

19. Question: Are you looking for additional project experience sheets in addition to the three reference projects?

Response: Respondents may include any project experience information they believe applicable (within the page limitations of the SOQ) for consideration by the Professional Services Evaluation Committee.