

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

MEMORANDUM - ADDENDUM NO. 1

JULY 24, 2020

RESPONSES TO QUESTIONS

1. Question: Please explain how the 5 points for “office proximity to Authority Service Area” is determined? Does the Prime’s office need to be within a certain number of miles from the service area to be awarded the 5 points? Is the location of subconsultant’s office considered? Will between 1- 5 points be awarded based on distance?

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

2. Question: Can project references from subconsultants as well as the Prime consultant be used?

Response: Pursuant to Item 8 of the Statements of Qualifications requirements, the description and examples of projects are those completed by the Consultant (primary).

3. Question: Are there any incumbent firms for this contract with the Authority?

Response: Yes. Incumbent firms include Atkins, EarthBalance, Janicki Environmental and Stantec,

4. Question: How many firms does the Authority intend to select for this contract?

Response: The Authority intends to select multiple Consultants to provide General Environmental Services. Consultant selection shall be in accordance with Section 3 of the Authority’s Procurement Policy(adopted December 5, 2018 or latest revision). The Professional Services Evaluation Committee will review and recommend the firms for inclusion in the Authority’s consulting library at their meeting on August 27, 2020. Please note that recommendations are subject to approval by the Executive Director and Authority Board of Directors.

5. Question: On page 4 of the SOQ Information Package, it states that the transmittal letter is not included in the 20- page limit. Is there a limit to how many pages the transmittal letter can be (can it be more than one page)?

Response: While the SOQ does not include a limit for the transmittal letter, the PSEC will not consider any information included in the transmittal letter after two (2) pages.

6. Question: Would resumes be included in the 20-page limit?

Response: Yes, per page 4 of the Request for Statements of Qualification, all of the information requested herein shall be limited to no more than 20 one-sided pages; excluding front & back covers, transmittal letter & section dividers.

7. Question: The SOQ Information Package states on page 4 that font must be no smaller than 12 point, does this apply to graphics and tables, or just font within the general text?

Response: Text within graphics and tables must be a minimum of 10-point font.

8. Question: On page 3 of the SOQ Information package, numbers 8, 12, and 13 all denote the need for required reference information. Will filling out the Reference form for each of the 3 required references also fulfill the request for information in numbers 8 and 12, or do we need to include project reference information in the text as well as on the form?

Response: Completing the reference form shall fulfill the request for the information required for items 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 (*References Form*).

9. Question: RFQ page 3 – SOQ Requirements, Item 9 – Disclosure. We do not anticipate a conflict of interest in our firm pursuing this contract, however, could the Authority please clarify Item 9 on this page? Is the intent for us to share a list of projects recently or currently performed within these Counties, or perhaps the Authority is simply confirming that our staff is not currently or recently employed by these Counties. Please clarify/confirm.

Response: Item 9 of the SOQ requirements states “*Disclosure of whether Consultant or sub-consultant(s) currently represents Charlotte, DeSoto, Manatee or Sarasota Counties, and/or the City of North Port (Customers), in any capacity, and description of such representation, if applicable;*”. For this item, the Authority is requesting that all respondents disclose any current contractual obligations with the above referenced entities, for example, as-needed continuing services, capital projects, studies, master plans. This is not intended to be a detailed list of current obligations, but an overall statement and brief description of the current projects/work for each named entity, if applicable.

10. Question: Could the Authority please clarify how will subsequent contract(s)/projects/task orders be awarded should we be selected as preferred consultant as a result of this SOQ?

Response: The Authority intends to select multiple Consultants to provide General Environmental Services. Typically, work orders are assigned to Consultants in our library based on the judgement of the project manager.

11. Question: Who is the incumbent for this contract?

Response: The current contract holders under the Authority's as needed environmental services are: Atkins, EarthBalance, Janicki Environmental, Stantec & VHB.

12. Question: RFQ page 4. We understand the body text font request is 12-point minimum, however, for graphics, tables, and call out/captions, may we use a font size of 9 or 10 pt font?

Response: Text within graphics and tables must be a minimum of 10-point font.

13. Question: RFQ page 4. We understand the Authority has requested 10 paper copies. In light of the ongoing COVID-19 pandemic and modified office operations, would the Authority consider receiving electronic response via email or e-portal instead?

Response: There are no changes to the stipulated submittal procedures.

14. Question: RFQ page 4 Evaluation Criteria. Could the Authority please clarify how consultant(s) might receive a full 10 and 5 point score for past record with Authority Projects and Office Proximity, respectively?

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