

# PEACE RIVER MANASOTA REGIONAL WATER SUPPLY AUTHORITY

Hon. Alan Maio  
Sarasota County

Hon. Elton A. Langford  
DeSoto County

Hon. Bill Truex  
Charlotte County

Hon. George Kruse  
Manatee County

Mike Coates, P.G., Executive Director

## **Request for Proposal: Owner's Agent Services Addendum 1**

**April 7, 2022**

### **Responses to Question:**

**1. Question:** The RFP states: *"All Agents must disclose in their proposal the name of any officer, director, or agent who is also an employee of the Authority. Further, all Agents must disclose the name of any employee of the Authority who owns, directly or indirectly, an interest in the Agent's firm or any of its subsidiaries."* Where should Agents disclose this information within their proposal? (or provide confirmation that there is no Conflict of Interest)

**Response:** Respondents may disclose this information wherever in the proposal that they deem appropriate. It is suggested to include this disclosure in the same section of the proposal that includes proposal requirements numbers 7 (Litigation), 8 (Other representation) and 9 (Bankruptcy).

**2. Question:** For the Criteria 1 Summary Form, is the Authority wanting Agents to summarize the four reference projects shown later in this section, or may Agent's choose to highlight four completely different projects?

**Response:** Respondents should use the Criteria 1 Summary Form to summarize the (up to) 4 reference projects required for Criteria 1.

**3. Question:** How will the Authority evaluate and score "Proximity to Authority Service Area" criteria?

**Response:** The awarded points will be determined at the discretion of the Professional Services Evaluation Committee at their meeting on May 6, 2022.

**4. Question:** How will the Authority evaluate and score "Key Staff History of Collaboration on Referenced Projects" criteria?

**Response:** The awarded points will be determined at the discretion of the Professional Services Evaluation Committee at their meeting on May 6, 2022.

**5. Question:** The RFP states that “The Authority has a contractual date of March 31, 2025, to have the Phase 3C Interconnect pipeline in service for the portion from Clark Road to Fruitville (Phase 3C Interconnect project details are shown in the 5-year CIP).” And asks that we “...indicate what the Agent’s approach would be to meeting this deadline and how the Agent would integrate with the Authority to accomplish this.” In the CIP, the schedule for this project shows that construction is not expected to start until mid-2025.

Our assumption is that the schedule/contractual date listed on Page 5 (Criteria 3) of the RFP is the updated timeline we need to focus on instead of the project schedule (for construction) shown in the CIP document. Can you please verify our assumption is correct (or incorrect)?

**Response:** Yes your assumption is correct. Please use the schedule/contractual date listed on Page 5 (Criteria 3) of the RFP.

**6. Question:** RE: Proposal Requirements, Criteria Project References, Reference Form and Criteria Summary Form (PDF pgs 4-6): Please confirm the only section where client reference persons are required are to be included are on the Reference Form.

**Response:** The required Reference forms are the only forms which require specific entity contact persons, however the Criteria 1 Summary page does require a project and client (entity) name.

**7. Question:** Can the Reference Forms and Criteria 1 Summary Form be reformatted in our template style, provided all requested information is included?

**Response:** The Reference Forms should be completed using the provided form. The Criteria 1 Summary Form allows for format modification, however the sheet needs to remain 1 page and include all the information on the provided (preferred) form.

**8. Question:** Do the Key Staff Chart and the Criteria 1 Summary Form appear twice in our submittal (in their respective sections and also in the Required Forms section)?

**Response:** Respondents should only include 1 copy of the Key Staff Chart and 1 copy of the Criteria 1 Summary Form. These are listed in both locations to ensure all respondents are aware that these are required forms for the proposal submittal to be accepted as responsive.

**9. Question:** Does the 12 pt font restriction apply to graphics, tables, and/or captions?

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