

# PEACE RIVER MANASOTA REGIONAL WATER SUPPLY AUTHORITY

Hon. Priscilla Trace  
Manatee County

Hon. Ken Doherty  
Charlotte County

Hon. Elton A. Langford  
DeSoto County

Hon. Alan Maio  
Sarasota County

Patrick J. Lehman, P.E., Executive Director

## **Regional Integrated Loop Phase 3C Pipeline Project** **Request for Statement of Qualifications**

DATE: July 9, 2020

FROM: Kevin Morris, Project Manager

RE: Addendum #1

Addendum #1 includes:

Answers to fourteen (14) questions received through July 9, 2020. Several questions were repetitive in nature but were posed in a slightly different manner by the second party, so care has been taken to respond to each question received but with consistency in the responses.

### **Questions**

1. **Question:** In the SOQ Information package, under STATEMENT OF QUALIFICATIONS MINIMUM REQUIREMENTS, item 6 requires qualifications and professional experience of “up to ten (10) other key personnel who will be assigned to conduct services listed within the Scope of Services”. Does the maximum of 10 key personnel include subconsultants, or are descriptions of subconsultants’ key personnel in addition to the prime firm’s 10 key personnel?

**Response:** *The request for biographical/resume information on team members relates to all members of the proposed project team regardless of teaming arrangements. Also, resumes **do** count against the 25-page count limit, and if more than ten (10) resumes are submitted, only the first ten (10) will be considered.*

2. **Question:** Is the one (1) 11 x 17-inch page for the organizational chart included in the 25 maximum page count or in addition to the 25 pages? If it is included in the 25 page limit, does it count as one page?

**Response:** *Yes, the organizational chart counts as 1 page against the 25 page count limit.*

3. **Question:** Please confirm the Authority requires a total of 6 copies: 1 unbound and 5 bound, and one electronic pdf.?

**Response:** *Yes, this is correct.*

4. **Question:** Page 6 -3rd paragraph it states that required forms (listed in item 12) do not count towards the page count. Do the forms in Item 13 count as part of the 25 page count?

**Response:** *No, the required forms stipulated under 'Item 13' do not count against the 25 page count limit. To clarify, none of the required forms stipulated by Items 12 or 13 from pages 5 and 6, respectively, of the INFORMATION PACKAGE count against the 25 page count limit.*

5. **Question:** Page 5, No. 12- “List three (3) clients that the Authority can contact as references...” Are we to use the reference form (page 11) to satisfy the reference requirement of no. 12?

**Response:** *Yes, the “Reference Form” included in the SOQ is to be used to provide the specific project and contact information for the three (3) required client reference contacts.*

6. **Question:** Page 8, key personnel form, 1st paragraph, last sentence. Is the Authority asking that if the project manager or any key personnel that are not an employee of the prime, it should be indicated in the office location column. For example, if a subconsultant, we would type in “subconsultant” and that person’s office location?

**Response:** *The Key Personnel table should identify the primary office location for the Project Manager, Project team and key personnel regardless of any applicable teaming arrangements.*

7. **Question:** If an 11 x 17 is utilized for the organizational chart, may we list the principal office locations for the prime and subconsultants along the side of the page to satisfy no. 2 on page 5, STATEMENT OF QUALIFICATIONS MINIMUM REQUIREMENTS?

**Response:** *It is acceptable to include additional required information on the organizational chart but it falls to the respondent to insure that such information is composed and presented in such a manner that the information is clear, legible and cannot be easily overlooked.*

8. **Question:** Is contract amount, on the reference form, referring to engineering / consultant fees? Or Construction cost?

**Response:** *The contract amount referenced pertains to engineering service fees for similar feasibility and routing studies, not construction cost. Further, if a feasibility and routing study element were a part of a larger project which included engineering design and construction service fees, then the respondent should restrict reporting here to just that portion of the project related to feasibility and routing study efforts.*

9. **Question:** Standard black text – is it acceptable to lighten the body text to 90% black? In our experience, it is easier on the eyes.

**Response:** *Yes, that is acceptable.*

10. **Question:** Standard black text – it is acceptable to use navy blue on the forms? Again, so that text is easier to read?

**Response:** *Yes, use of color to enhance readability is acceptable.*

11. **Question:** If we use the Reference form included in the SOQ, should that be placed in the forms section (won't count toward the 25 pages)? Or must the three references be in the main proposal per minimum requirements as listed on page 5, #12 (counts toward the 25 pages)?

**Response:** *The manner in which the respondent chooses to organize their submittal is a personal preference, wherever required forms are included, they will not be counted against the 25 page limit.*

12. **Question:** Can we reformat the Reference form as long as we keep the required information?

**Response:** *Yes.*

13. **Question:** With consideration to the COVID virus, can we submit digital only?

**Response:** *No.*

14. **Question:** Given the logistical challenges of document production and delivery due to COVID closures, would the Authority consider electronic submission of our Statements of Qualifications?

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