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March 14, 2018

Set 2

TO: All Potential Respondents
RFQ 001-18 General Engineering and Professional Services

FROM: Christy Aulicino, Procurement Specialist 2

SUBJECT: Response to Questions

QUESTION: Page 4 of the RFQ, Section 1.8 – Response Format, states “Text will be single-spaced using 12-point font, except for headers, footers, tables, graphs and charts which can use 10-point font.” Can we also use 10 point font in call out boxes?

ANSWER: Yes

QUESTION: Page 6 of the RFQ, Section 1.8.1.1.5 – Firm Technical and Management Approach, states “This tabbed section of the response will not exceed four (4) pages in length and will provide the Respondent’s understanding of proposed goals and objectives of the Services for each Chapter the Respondent is seeking to be qualified.” Can SWFWMD please confirm if the four page limit for this section is per chapter on which a firm submits?

ANSWER: No, Section 1.8.1.1.5 is part of Unit 1. The submitted documents for Unit 1 are all inclusive no matter what Chapters the response includes. The submitted documents for Unit 2 will be submitted for each Chapter the response includes.

QUESTION: Page 7 of the RFQ, Section 1.8.1.2.2 – Chapter Projects and References, states “Identify three (3) references from the examples of past projects listed and provide a letter of reference from the organization on their letterhead with their corporate seal (if available) signed by an authorized agent of the organization”. Are the letters of reference included in the 6 page limit for this section?

ANSWER: No, the six (6) pages encompass a written text providing examples of work that demonstrate the qualifications of the proposed Team Members. The three (3) formal letters of reference are in addition to this written text.

QUESTION: Page 7 of the RFQ, Section 1.8.1.2.2 – Chapter Projects and References, states “Identify three (3) references from the examples of past projects listed and provide a letter of reference from the

organization on their letterhead with their corporate seal (if available) signed by an authorized agent of the organization”. Should the letters of reference be included within the Chapter Projects and References section?

ANSWER: Yes

QUESTION: Page 7 of the RFQ, Section 1.8.1.2.2 – Chapter Projects and References, states “If the reference is from a District project, the Respondent shall provide the final Consultant Performance Evaluation (CPE) in lieu of a letter of reference.” If a project is substantially completed, but we haven’t received the final CPE, should we submit a letter of reference from the District?

ANSWER: No, a CPE is the only form of reference that can be obtained from the District.

QUESTION: Page 7 of the RFQ, Section 1.8.2 – Resumes and Licenses, states “Provide one resume per individual followed by a copy of their applicable license(s,) filed by company then by name alphabetically”. Can SWFWMD please confirm that they are looking for resumes to be filed by company then by name alphabetically for each individual chapter?

ANSWER: No, the Resumes and Licenses section is not by Chapter. All resumes and licenses will be filed by company then by name alphabetically.

QUESTION: Page 7 of the RFQ, Section 1.8.2 – Resumes and Licenses, states “Provide one resume per individual followed by a copy of their applicable license(s,) filed by company then by name alphabetically”. But in Section 1.8.2.1, it states to include team member licenses together under Professional Engineers, Professional Land Surveyors and Mappers, and Architects and Landscape Architects. Can SWFWMD please clarify if we should include each team member’s license with their resume, or should these licenses be separate from the resumes in the organized groups?

ANSWER: Licenses will immediately follow the resume for the individual that holds the license.

QUESTION: Can SWFWMD please confirm that we are to submit 1 proposal/binder that includes our response to all Chapters we are submitting on?

ANSWER: Yes, one (1) original response covering all Chapters the Respondent is submitting for in a 3 ring binder and two (2) copies of the original in 3 ring binders of the same.

QUESTION: Page 7, 1.8.1.2.2 Chapter Projects and References, “...identify three (3) references from the examples of past projects listed and provide of letter of reference...” In the event that our clients’ authorized agent(s) are unavailable to sign this reference letter, can their delegee or the project manager we worked with sign?

ANSWER: If the authorized agent(s) are not available, the delegee is then authorized to sign the reference letter in their absence.

QUESTION: Page 7, 1.8.1.2.2 Chapter Projects and References, “...will provide at least three (3) examples of past projects that are at substantial completion within the last three (3) years from the posting of the RFQ...” Would the District please consider

extending the very narrow time period for past project examples to five (5) years to better demonstrate the depth and breadth of the respondent's experience?

ANSWER: No, references must be within the past three (3) years.

QUESTION: Can you share who will be on the evaluation committee?

QUESTION: Who are the members of the Technical Review Committee?

ANSWER: At this time, the Evaluation Committee is not finalized. There will not be a Technical Review Committee for this RFQ.

QUESTION: On Page 7 of 64 of the above referenced RFQ, Paragraph 1.8.1.2.2 Chapter Projects and References – The District is requiring that respondents provide “at least three (3) examples of past projects that are at substantial completion within the last three (3) years from the posting of this RFQ.”

Given that the current contracts for the GEPS were primarily executed around summer 2014, would the District consider amending the time frame to be within the last four years? The three-year requirement presents a competitive disadvantage to respondents that were not selected or did not pursue the last GEPS for similar types of work based on the District's needs. Revising the requirements to four years would enable an equitable playing field to compete for the solicited GEPS.

If the three-year requirement is to remain, would the District accept personal references from key staff that have delivered similar work based on the District's needs?

ANSWER: No, references must be within the past three (3) years and a CPE is the only form of reference that can be obtained from the District.

QUESTION: Does the firm have to be a licensed engineering company to prime Chapter D or can an ecological/environmental consulting firm prime this chapter?

QUESTION: Is it required that the prime consultant responding to this RFQ be a registered Engineer, Surveyor, Architect, or Landscape Architect, possessing a state issued Certificate of Authorization?

ANSWER: The Respondent must meet the requirements in accordance with and pursuant to Section 287.055, F.S., "Consultants' Competitive Negotiation Act" (CCNA).

QUESTION: During the pre-response conference, it was mentioned that the District is not expecting firms to form “mega-teams” to address every bullet any Chapter. My question is: Does the District want the Responded to include the qualifications of sub-respondents needed to provide ancillary services (e.g., geotechnical, survey)?

ANSWER: The Respondent must provide the supporting documents and details necessary to support the qualifications required for the Chapter Tasks that the Respondent is submitting for. If the ancillary services are necessary to complete the Chapter Task, then the qualifications should be provided accordingly.

QUESTION: Page 5 of the RFP, Section 1.8.1.1.4.1 – Firm Organizational Chart, states to “identify the corporate officers and Key Personnel for the Respondent and Sub-Respondents including names, titles and locations”. Since this Firm Overview and Organization Profile section states to “detail the management level business structure, from the President/CEO down to the Chapter Lead level”, how should we show our sub-respondents given they are with a separate company and business structure?

ANSWER: The District does not have a specified structure required for how to reflect Sub-respondents on the Organizational Chart. That is for the Respondent to determine, however the business structure for the Respondent and all Sub-Respondents should be represented.

QUESTION: Chapter Projects and References – RFQ States “If the reference is from a District project, the Respondent shall provide the final Consultant Performance Evaluation (CPE) in lieu of a letter of reference.” - When a CPE is used for a project worked on by staff while at a previous firm, how should clarification be presented so as to assist the reviewer in knowing staff of the Respondent worked on the project?

ANSWER: The District does not have a specified structure for how the Respondent should reflect this information. That is for the Respondent to determine, however the six (6) pages of written text providing examples of work that demonstrate the qualifications of the proposed Team Members provides the flexibility to provide such information.

QUESTION: Please explain what the job descriptions are for Survey Job Classifications: Designer, Senior Designer, Survey Technician 1 and Survey Technician 2.

ANSWER: The Minimum Qualifications are the only descriptions associated with the Position Titles provided in the Certified Wage and Job Classification Packet Reference Document.

QUESTION: In section 1.5 “Mandatory Pre-Response Conference” on page 3 of the RFQ it states “Because the District considers such a conference to be critical to understanding the response requirements, to qualify as a Respondent, an individual identified as a Key Personnel in the Respondent’s response must attend the mandatory Pre-Response Conference.” Previously in section 1.2 “Definitions”, the RFQ defines “Key Personnel” as “...contract managers, quality assurance/quality control managers, and Chapter Leads”. Based on the foregoing, is it the District’s intent to accept as named Chapter Leads only individuals that were present (signed in) at the pre-response meeting on March 9, 2018? Or is this simply intended to mean that any one of the proposed Chapter Leads (or contract/qa-qc manager), at least one at a minimum, must have been present at the pre-response meeting?

ANSWER: Per the specifications, the District required *an individual*, a minimum of one (1), identified as a Key Personnel in the Respondent’s response attend the mandatory Pre-Response Conference.