



NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

SOLICITATION ADDENDUM

Northwest Florida Water Management District Attn: Procurement Officer 81 Water Management Drive Havana, FL 32333	Request for Proposal (RFP) No.: 21-003
	ADDENDUM NUMBER: 1
	DATE: July 27, 2021
Project Title: Hydrological, Ecological, Hydrogeological, Water Supply Planning, and Economic Analysis Services	
Deadline For Proposal Submission Remains August 9, 2021, at 3:00 P.M. ET	

This **ADDENDUM NO.1** is issued for the Hydrological, Ecological, Hydrogeological, Water Supply Planning, and Economic Analysis Services **RFP 21-003** to provide answers to questions received during the inquiry period. Attached are the questions and answers.

1. Responses to Questions

Question 1: **I would like to request electronic copies of all previous proposals for this project or a similar rfp with requested services. I would like to request all previous proposals, trc meeting minutes, selection grades and final selection discussions including audio.**

Answer: This RFP spans multiple District projects and programs. Proposals and selection grades for similar RFPs issued in 2018 can be found at <ftp://ftp.nwfwmd.state.fl.us/Admin/RFP-21-003/>. If you have difficulty opening the link, paste the URL into the address bar of Internet Explorer. Meeting minutes and selection discussions are not available.

Question 2: **I would like to request an electronic copy of the specifications or any other documents associated with this request.**

Answer: No additional specifications or other documentation have been developed.

Question 3: **Could we please receive a copy of the new RFQ for Hydrological and Environmental (et. al.) services?**

Answer: Please refer to the posted request for proposals RFP 21-003, available through the District's website at <https://www.nwfwater.com/Business-Finance/District-Procurement>

Question 4: **Please provide the names of the firms that comprise the present pool of consultants for the 2018 contract.**

Answer: The firms that were selected on similar procurements in 2018 are listed below.

Hydrologic and Water Quality Data Collection

Vanasse Hangen Brustlin, Inc.

Wetland Solutions, Inc.

Applied Technology & Management, Inc.

Jim Stidham & Associates, Inc.

Ecological Services

Ecological Resource Consultants, Inc.

Research Planning, Inc.

Cardno, Inc.

Modeling and Analysis of Freshwater and Estuarine Systems

Applied Technology & Management, Inc.

HSW Engineering, Inc.

Groundwater Flow and Transport Modeling

Environmental Simulations, Inc.

Cardno, Inc.

Tetra Tech, Inc.

Hydrogeological Services

HSW Engineering, Inc.

Cardno, Inc.

Jim Stidham & Associates, Inc.

Water Supply Planning and Economic Analysis

Balmoral

INTERA

Question 5: **How many firms will be selected this time?**

Answer: The number of firms to be selected has not yet been decided.

Question 6: **For the firms that are in the present pool, what is the dollar value that has been awarded to each firm?**

Answer: The most recent data available is provided below.

Firm	Category	Value of Work Awarded
Vanasse Hangen Brustlin, Inc.	Hydrologic and Water Quality Data Collection	\$ 31,080
Wetland Solution, Inc.		\$ -
Applied Technology & Management, Inc.		\$ -
Jim Stidham & Associates, Inc.		\$ 245,589
Ecological Resource Consultants, Inc.	Ecological Services	\$ 90,391
Research Planning, Inc.		\$ 40,143
Cardno, Inc.		\$ 122,962
Applied Technology & Management, Inc.	Modeling and Analysis of Freshwater and Estuarine	\$ 576,448
HSW Engineering, Inc.		\$ 309,339
Environmental Simulations, Inc.	Groundwater Flow and Transport Modeling	\$ 9,250
Cardno, Inc.		\$ -
Tetra Tech, Inc.		\$ 578,818
HSW Engineering, Inc.		\$ 70,705
Cardno, Inc.	Hydrogeological Services	\$ 30,100
Jim Stidham & Associates, Inc.		\$ 26,641
The Balmoral Group, LLC	Water supply planning, Economic Analysis	\$ 50,402
INTERA Incorporated		\$ -

Question 7: **Does a single sheet of paper count as one page or two pages? And does the page count include a firm cover letter, front and back covers, and tabs?**

Answer: A single sheet of paper printed on both sides counts as two pages. The page count includes cover letters, tables of contents, and other content, but excludes the front and back covers, spacer tabs (if used), and resumes.

Question 8: **Section 2.1.B. asks for “...similar assignments, including project descriptions.” This appears to have substantial overlap with Section 2.1.C., which asks for “...descriptions of similar work and projects...” Can the District clarify the intent of project descriptions being included in both sections, and should the same material be included to ensure that reviewers only considering one section not miss material?**

Answer: Project descriptions of similar assignments should be included to demonstrate the experience and expertise of the firm(s) and designated staff. The information requested under Section 2.1.B and 2.1.C can be combined and does not necessarily need to be provided twice. Please note that the information requested in 2.1.B and 2.1.C differs slightly in that 2.1.C asks for information at the category level.

Question 9: **Previous RFPs for the District were submitted as separate responses for each category (e.g. a company submitting for 3 categories submitted 3 separate responses). Is the 25 (2-sided) page limit for each category submitted, or should all category responses be combined into a single response with one, 25 page limit?**

Answer: Separate proposals shall be submitted for each category. The requested 25 page limit applies to each proposal category. The page limit excludes the front and back covers, spacer tabs (if used), and resumes.

Question 10: **Please provide copies of the last 2 previous solicitations for this contract. Including all review comments and scoring.**

Answer: This RFP spans multiple District programs and projects rather than a single contract. The solicitations have been added to the FTP site. Please refer to Question 1 for the link.

Question 11: **For attachment A – Example Schedule of Costs we do not see a classification for Engineering. Does NFWWMD envision the need for this classification? If yes, than would that classification be included in the “Other personnel: category?**

Answer: Engineering experience is not required under this RFP. The example Schedule of Costs is intended to provide examples of position titles; however, each respondent can determine the most appropriate staff to include on the project team and provide their position titles and rates on the Schedule of Costs.

Question 12: **The RFP states that rates by classification are to be included in the submittal. Does NFWWMD want rates for the Prime and subs separately or do you want a blended rate of the Prime and Subs?**

Answer: Position titles and hourly rates for both the initial term and the optional contract extension period should be provided for every position listed in the proposal or anticipated to work on the project team, including separate listings for positions within a subconsultant firm(s).

Question 13: **Please clarify if and when there will be a separate solicitation for Water Resources in the near future. If possible, provide the anticipated advertisement date and copies of proposal and evaluators comments and scoring. We feel it important to determine that solicitation as part of addressing the current one.**

Answer: Future solicitations will be posted on the Vendor Bid System and the District website. Dates and details for such solicitations have not been determined.

Question 14: **It's a little unclear if the District expects (a) separate proposals for each category, or (b) one proposal per respondent. (Section 1.7 states "Respondents shall submit one original and three copies of the Proposal", whereas Section 2.2 states "One original and three printed copies of each separate Proposal..."). Please clarify whether we should submit one proposal for each category that we want to be qualified for, or one proposal that addresses all such categories.**

Answer: Separate proposals should be submitted for each category for which a firm desires to be considered. For each category, one original and three copies of the proposal should be provided.

Question 15: **If we are to submit one proposal that addresses all categories, should a total of three client references be provided or should three client references be provided per category?**

Answer: Please submit separate proposals for each category for which a firm desires to be considered. Three client references should be provided for each proposal category. The same references can be used for more than one category, if desired.

Question 16: **Does the “25-page (double-sided)” limitation (Section 2.1 of the RFP) mean we should limit our responses to 50 sides (i.e., 25 sheets printed on both sides of each sheet) or 25 total sides?**

Answer: The requested 25-page limit refers to 25 total sides, excluding the front and back covers, spacer tabs (if used), and resumes.

Question 17: **If we are responding to more than one category of the RFP No. 21-003 for Hydrogeological and other services, do we need to submit multiple response packages for each category?**

Answer: Yes, separate proposals should be submitted for each category for which a firm desires to be considered.

Question 18: **Also, do we need to include a copy of the Draft Agreement Contract?**

Answer: No, proposals do not need to include a copy of the Draft Agreement.

Question 19: **Is it acceptable for us to present a range of rates for each labor category to account for differing levels of experience and qualification and COLA adjusts over each of the three-year periods?**

Answer: Position titles and specific hourly rates (not ranges) must be provided for each position anticipated to work on the project. Respondents must propose fixed hourly rates for the Base Contract Period for each position. Respondents must also propose fixed hourly rates for the Optional Renewal Period, which can differ from the Base Contract Period rates.

Question 20: **Can NFWMD provide a list of current contract holders for this work?**

Answer: Please see response to Question 4.

Question 21: **If proposed staff are promoted during either of the three-year periods, are we committed to continue to bill their time at the proposed labor category or can it be adjusted to reflect the promotion?**

Answer: The rates must be based on position titles, rather than individuals.

Question 22: **How many contractors does NFWMD envision being awarded contracts for each category or how many per category does NFWMD maintain currently?**

Answer: The number of firms to be awarded within each category has not been determined. Please refer to Question 4 for the current number of firms in each category.

Question 23: **If submitting on more than one category, is the submittal still limited to 25 double-sided pages?**

Answer: The requested page limit applies to each category. The page limit excludes the front and back covers, spacer tabs (if used), and resumes.

Question 24: **Does Cover, Table of Contents, or Cover Letter count against the page limit?**

Answer: The front and back covers, spacer tabs (if used), and resumes are excluded from the requested 25-page limit; however, cover letters and tables of contents are included.

Question 25: **Is the 25 pages in length (double-sided) equivalent to 50 face pages?**

Answer: No, the requested page limit refers to 25 pages of printed text in total.

Question 26: **If submitting on more than one category, is the firm to submit independent volumes per category, as each category is scored differently?**

Answer: If submitting on more than one category, separate proposals should be provided for each category.
