



MANATEE COUNTY
FLORIDA

June 21, 2016

TO: All Interested Proposers

SUBJECT:

Request for Proposal (RFP) 16-1772EC-JE
Wildlife Biologist and Ecologist Services

ADDENDUM No. 1

The following items are issued to add to, modify and clarify the Request for Proposal document. Proposals are to be submitted on **June 29, 2016 at 3:00 P.M.**, in conformance with the additions and revision listed herein.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was June 14, 2016 at 5:00 P.M.

Proposer Note 1: Revised Proposal Date and Time Due

The revised Proposal Date and Time Due is **June 29, 2016 at 3:00 P.M.**

Proposer Note 2: Response to questions received from proposers through June 14, 2016 at 5:00 P.M. No additional questions shall be considered.

1. How many firms does the County intend to award agreements to?

Response: The number of agreements shall be determined by the Evaluation Committee.

2. What are the proposed budget limits for the agreement (total)? Each task?

Response: The estimated budget for FY 2017-2020 is \$320,000.

3. Is a proposer or proposer team (Proposer and subcontractors) required to provide all of the services listed in Section B.02 to be considered for selection?

Response: Proposer shall provide services to the best of their ability either with or without the use of subcontractors.

FINANCIAL MANAGEMENT – PURCHASING DIVISION
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4. For Section C.01, how many similar projects shall be presented to document relevant past performance? Are these to be the same projects that are referenced in Section C.03.2?

Response: The number of similar projects shall be at the determination of the Proposer.

5. Is each proposer or proposer team (Proposer and subcontractors) required to have a Certified Bird Bander (Section C.03.9)?

Response: Pursuant to Section C.03.9, Proposer shall provide proof of all certifications and permits including Certified Bird Bander.

6. Can the County clarify the specific "proposed cost" information requested? Does the County desire that costs be presented for a sample task?

Response: Hourly rates for staff used to complete each task shall be sufficient.

7. Will providing hourly rates by staff classification be sufficient?

Response: Refer to Request for Clarification Number 6.

8. For Section C.03.10, what format does the County desire for the requested GIS data?

Response: The County prefers an .MXD or similar map file which references spatial data assembled by the firm. A simple static .PDF or image file is not acceptable.

9. Section C.03.13.g. references a minimum requirement of a master's degree in a natural science field, can this requirement be met by having a subcontractor with the required degree?

Response: This requirement can be met through the use of a subcontractor with the required degree.

10. Are there any page limitations for the proposal?

Response: There are no page limitations for the proposal.

11. Are there page size limitations for the "finished product maps" requested in Section C.03.10?

Response: The maximum "finished product maps" printable size is 11" x 17".

12. Is it the intent to select a single firm/team to provide the requested services or will the County be selecting more than one firm/team?

Response: Refer to Request for Clarification Number 1.

13. Can you please name the members of the Selection Committee?

Response: The Evaluation Committee has not yet been established.

14. In Section C.03.13, it states: required at minimum is a master's degree in Biology, Wildlife Biology, Ecology, Environmental Science or a related natural science. To whom does that apply? The project manager, everyone listed as a participant in the contract? Would years of professional experience in lieu of a master's degree be acceptable?

Response: Refer to Request for Clarification Number 9.

15. Section C.03.08 of the RFP asks for a proposed cost for the requirements as stated in the Scope of Service. Since this is a general services contract and not for a specific project, would submitting hourly rates be appropriate?

Response: Yes.

16. Can Manatee County staff be used as a reference, and can we show Manatee County projects as applicable experience?

Response: Manatee County staff may be used as a reference.

17. Do you anticipate requesting oral interviews/presentations?

Response: The request to proceed with oral presentations shall be determined by the Evaluation Committee.

18. Section 3.03.13 states "Include a statement of qualifications that includes Proposer's credentials and experience with the following: Item e., : "Projects involving Oyster bar creation, living shoreline/living seawall permitting and installation." Can you please explain the extent of the credentials and experience required for these types of projects? Project Management, construction oversight, actual construction and implementation?

Response: The extent of the credentials and experience are outlined in Section C.03.13.

19. Who is the incumbent consultant for this work?

Response: Manatee County currently does not have an existing continuing services agreement for the RFP services.

20. What was the dollar value amount of work completed for this contract by the incumbent(s)?

Response: Refer to Request for Clarification Number 19.

21. What is the anticipated dollar of the work for the upcoming contract?

Response: Refer to Request for Clarification Number 2.

22. Will the County be selecting one firm or multiple firms to execute the work anticipated and presented in this RFP?

Response: Refer to Request for Clarification Number 1.

23. Tab 8 asks for Proposed Cost. As this is as-needed services, do you want general billing rates or is this tab necessary?

Response: Refer to Request for Clarification Number 6.

24. Tab 10, 11, and 12 ask for examples of work products (GPS Data and Product Maps, UMAM Assessments, and Management Plans). Can these be submitted on a separate CD?

Response: A CD or flash drive in digital format is acceptable.

25. How many firms will be selected for these as-needed services?

Response: Refer to Request for Clarification Number 1.

26. C.01 states that "If subcontractors are to be used in your proposal given to meet the minimum qualifications, detail the business entities, description of the service provided, and responses in the same level of detail and tabbed order as instructed.....for the Proposer." Do we need to provide information for the subconsultants for each tab or only for services the subconsultant will be providing? Example: Tab 7 asks for Financial Information. Do you want this only for the Prime or for each subconsultant too?

Response: Proposer shall provide subcontractor's information.

27. There is an equal opportunity statement in A.20, which states that the County will "affirmatively ensure minority business enterprises (MBE) will be afforded full opportunity to participate in response to this advertisement..."; however, there does not appear to be any scoring criteria for MBE participation or status, as the scoring criteria are presented in Section D.01. Are there any other evaluation criteria besides those outlined in Section D.01?

Response: The proposals received shall be evaluated by an Evaluation Committee pursuant to Section D.

28. In Section C.01 Minimum Qualifications, in the Minimum Experience to Be Considered subsection proposers are required to provide a list of information for "each of the Proposer(s)' relevant past performance of similar projects". We have several questions related to this section, as outlined below:

Must the information outlined in subparts a through d be submitted for only past projects performed, or for any project examples provided, including current projects?

Response: Past projects and current project are acceptable.

It is unclear whether the "agencies" referred to in c are agencies that were clients, or agencies that reviewed or evaluated a work product submitted on behalf of a client to the agency. Please clarify.

Response: Agencies refers to government regulatory agencies that verified compliance.

In some instances, given the frequency of turnover of government agency positions, the staff may no longer be working at the government agency that was involved with a particular project. How should those scenarios be handled for this requirement?

Response: Proposer shall provide the contact information for personnel involved at the time of permit review and compliance monitoring to the best of their ability.

29. Are subparts C and D in reference to specific types of projects? We have never seen this type of a request on any other proposal. What standards need to be verified in terms of compliance? For example, for an ERP permitting project, an issued permit verifies compliance with standards. Are you also asking for as-built compliance, even though the consultant preparing and submitting permitting materials may not have been involved in the construction? Please clarify the intent and purpose of this requirement so that we may best provide the information requested.

Response: Contact information for the issuer of the permit is acceptable. The intent of this requirement is to provide verification that the activities were completed. The amount of information provided is at the discretion of the Proposer.

No additional questions will be considered after the issuance of this Addendum No. 1.

Proposals are to be prepared as instructed in this Request for Proposal and shall be received at Manatee County Purchasing Division, Suite 803, 1112 Manatee Avenue West, Bradenton, FL 34205 on or before **3:00 P.M. on June 29, 2016.**

Cordially,



Jacob Erickson
Contracts Negotiator

DWW