



FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

February 6, 2024

NOTICE TO APPLICANTS ADDENDUM NO. ONE (1)

STATEWIDE ARCHITECTURAL/ENGINEERING CONTINUING SERVICES DEP SOLICITATION NO. RFSOQBDC01-23/24

TO RESPONDENTS AND PLAN HOLDERS OF THE ABOVE REFERENCED PROJECT:
PLEASE NOTE CONTENTS HEREIN AND INCLUDE, SIGNED, WITH YOUR RFSOQ
SUBMISSION.

NOTICE

It will be required that this addendum be signed in acknowledgment of receipt and that it be included with your proposal when same is submitted to Laurinda Micheels, Contracts Specialist, Bureau of Design and Construction, 3800 Commonwealth Blvd., MS #520, Tallahassee, Florida, 32399-3000. Failure to do so may be grounds for rejection of the solicitation.

Signature of Contractor and Date

The following statements supersede & supplement the corresponding items:

- 1. Question:** Many of the knowledge areas requested emphasize the Civil side of Park development. Will another RFSOQ be issued that emphasizes the architectural skill set?
Answer: This RFSOQ has an architecture and engineering focus for various construction activities occurring in Florida State Parks and other State land projects. Another Department Statewide design RFSOQ will not be advertised.
- 2. Question:** We seek clarification on whether the new RFSOQ is intended to replace CN229: Consultant for Professional Architectural and Engineering Services with FDEP. Our firm, WGI, Inc., received a renewal for a five-year period,

spanning from May 11, 2021, to May 11, 2026, for this particular contract. We would appreciate your confirmation on this matter.

Answer: This solicitation is for a new 5-year contract. All existing contracts will not expire until the term agreed to in those contracts. It would not replace the current contract, CN229 in this example.

- 3. Question:** Is a landscape architect permitted to submit as the prime consultant for this RFSOQ with architectural and engineering subconsultants?

Answer: Page 1 of Attachment C, Scope of services, states that subconsultants may be used, with the prime consultant being ultimately responsible for all work:

“Joint ventures and/or subcontracting among firms may be considered to develop an optimum team approach that provides expertise in all the required fields. However, the selected consultant will be responsible for the satisfactory completion of all tasked work.”

- 4. Question:** Are we permitted to include references and project profiles for projects completed by subconsultants in the SOQ?

Answer: No

- 5. Question:** Does the submittal need to address all services listed on the portal or can we submit for the services we would like to provide?

Answer: The response to this RFSOQ should address all services, through prime and subconsultant firms.

- 6. Question:** Would the Department consider revising section 10.1 of Attachment H to include the additional terms in brackets {}, regarding payment to the Consultant.

“ATTACHMENT H - PROFESSIONAL SERVICES AGREEMENT
ARTICLE 10. REUSE OF DOCUMENTS

10.1 Unless they are patented or copyrighted, the Documents prepared pursuant to this Agreement shall be the property of the Department {upon payment to Consultant pursuant to the payment terms in this agreement.} The Department shall be provided a set of reproducible drawings and all other supporting documents produced as part of this Agreement.”

Answer: No

- 7. The following questions were submitted by prospective Respondents. One answer is given here to address their common query.**

Question: Can you be a sub on more than one team?

Question: As we cannot be the prime AND be listed on someone else's team, does BDC have a preference regarding whether the Civil Engineer or an Architect is the Prime?

Question: Could you please confirm whether a firm can submit as a prime consultant and a subconsultant under two separate submittals, particularly as it relates to Architects and Engineers?

Question: Are subconsultants permitted to be part of multiple teams' responses?

Question: Are subcontractors required to be exclusive to the Prime or can multiple Primes have the same sub on their team?

Answer: The Department's intent is that Respondents may be the prime consultant for one proposal, and also subconsultant on one or more other proposals. Therefore, the second paragraph B.20, on Attachment B, page 7, will be struck from the RFSOQ. That paragraph was previously:

"Prospective contractors cannot respond to this solicitation as both a prime contractor and a subcontractor to other respondents. In the event that responses are received from firms with common ownership, officers or directors, to provide services as prime contractors, all such responses will be rejected. In the event that a firm who has responded as a prime contractor provides a letter of commitment to subcontract with another respondent, the response submitted as a prime contractor shall be rejected."

To view this passage showing the strike through the text, please see the revised RFSOQ in the public link:

<https://publicfiles.dep.state.fl.us/DRP/BDC/BDC%20Public%20Files%20FY23-24/RFSOQBDC01-23-24%20Statewide AE/>.

8. **Question:** If we are a sub on another company's team, can BDC reach out to us directly for projects, or will they have to go through the prime in order to contract with us?

Answer: We would go through the prime consultant.

9. **Question:** RFP seems to reference a specific office that will perform work. However, FDEP jobs are throughout the state. Our company has offices and personnel throughout the state that all work together under the term our "Florida Branch". Can we consider the State of Florida as the "Branch Office" for our offices in Florida?

Answer: "Florida Branch" is acceptable.

10. **Question:** How many consultants does FDEP plan to select for the CSC?

Answer: A definitive number has not been determined.

11. **Question:** Can additional subconsultants be added at a later time, after the CSC selections are made?

Answer: Yes. Please see Section B.20, page 7 of Attachment B, which states that "prior written consent of the Department" is required.

12. Question: Under Section 9 - State Project Plan, the first sentence is a little confusing. What is the FDEP looking for from the CSC consultants to address the State Project plan?

Answer: The referenced sentence has been edited to read as follows:

“The respondent shall submit a written plan addressing the State’s five (5) objectives listed below, to the extent applicable to the items/services covered by this solicitation. Objectives not addressed in the selected contractor’s response must be addressed prior to Contract execution.”

To view the passage edited, please see the revised RFSOQ in the public link:

<https://publicfiles.dep.state.fl.us/DRP/BDC/BDC%20Public%20Files%20FY23-24/RFSOQBDC01-23-24%20Statewide AE/>.

FDEP anticipates that Respondents will comment on their intent to fulfill the five objectives listed. Respondents shall describe any company policies or initiatives regarding diversity, environmental considerations, drug-free workplaces, and the use of RESPECT and PRIDE products and services.

13. Question: On the Personnel Assigned - Standard Form 330 Section, the Department first asked [the Respondent] to complete “Part I (Sections A through E only) and Part II of the United States Department of General Services Standard Form 330 in accordance with the instructions provided therein. Part I (Sections A through E only) and Part II of the Standard Form 330 must be completed and submitted with the response package.” In the following paragraph, the Department suggests listing additional projects: “The Standard Form 330 should list additional projects of similar type that were not mentioned in earlier sections.” Is the intent of the Department to include section F of the Standard Form 330?

Answer: Section F of the Standard Form 330 may be used if the Respondent wishes to “list additional projects of similar type that were not mentioned in earlier sections.”

14. Question: Do the Oral Discussions have to be attended in person, or may Respondents participate virtually?

Answer: The Respondent will participate in person only. Subcontractors may attend virtually if they take part in the presentation. The total number of participants allowed in person and virtually is (5) five.

15. Question: This RFQ is for services to be provided to FDEP. The last bullet under “Overview” on Attachment C, Scope of Services, references knowledge of FDOT Methodologies and Design. Will planned projects also require knowledge of FDEP Methodologies and Design, or are projects anticipated to adhere only to FDOT criteria?

Answer: As it relates to knowledge of FDEP Methodologies and Design, the statewide services may include, but are not limited to all the bullets listed above

the FDOT Methodologies and Design bullet contained within the Overview of Attachment C, Scope of Services.

16. The following questions were submitted by prospective Respondents. One answer is given here to address their common query.

Question: Who are the incumbent continuing service contract holders?

Question: Who are the firms that currently have this continuing services contract?

Question: Are there any incumbent firms for this contract?

Answer: The FDEP has many firms under separate contract from the previous RFSOQ. It is not relevant to provide such a listing, as each respondent will have an equal opportunity to be evaluated according to the terms of the RFSOQ. However, you may search for any particular firm under contract with the FDEP at the following link: <https://facts.fldfs.com/Search/ContractSearch.aspx>

17. Question: What projects are anticipated in the next five years under this CSA? Can you provide timeframes and locations?

Answer: This RFSOQ is for statewide projects and the timeframes and locations are undetermined at this point in time. Annually, statewide projects are reviewed and allocated funds pursuant to funding appropriated by the Legislature.

18. Question: Please confirm whether the Documentation Supporting Subcontract Arrangements count toward the overall page limit.

Answer: They do not.

19. The following questions were submitted by prospective Respondents. One answer is given here to address their common query.

Question: Please confirm whether the State Project Plan counts toward the overall page limit.

Question: On page 15 of 19 of Attachment B, Item 9: State Project Plan: Please confirm what is the page limit for the following items: a. Diversity, b. Environmental Considerations, c. Drug free workplace, d. Use of Respect, e. Use of Pride.

Answer: There is no page limit.

20. Question: Is there a list of projects available that are budgeted for this contract?

Answer: There will be multiple contracts awarded under this RFSOQ and no definitive projects are budgeted for this RFSOQ.

21. The following questions were submitted by prospective Respondents. One answer is given here to address their common query.

Question: Is there a percentage goal of the fee for SBE, W/MBE, or Veteran-owned firms for this contract?

Question: Is there a DBE% goal?

Answer: No

22. Question: Is there a need for Right-of-Way acquisition assistance, GIS, or CEI services on this contract?

Answer: Not anticipated at this point in time.

23. Question: Are there any Font, Margin or spacing requirements or preferences for formatting?

Answer: No, not for the proposal.

24. Question: Are there any binding preferences (i.e. 3 Ring Binder, versus spiral bound)?

Answer: No, B.28, page 9 of Attachment B, states that “it is not necessary to prepare your response using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids.”

25. Question: Does the original copy require original signatures or are copies/electronic signatures acceptable?

Answer: Per Section B, page 9 of Attachment B, “the originally signed copy shall be submitted in one (1) copy of the response package marked “Original”. Two (2) photocopies of the signed original Attachment A shall be made...and one (1) copy shall be provided in each of the two (2) additional response packages submitted to the Department.”

26. Question: Please confirm that Identified subcontractors on our team will not need to provide Past Performance Information.

Answer: Subcontractors are not required to submit Attachment D for past performance references.

27. Question: If we provide more than one POC for each reference, will FDEP attempt to call EACH twice, or is this not preferred?

Answer: References should be given by one individual; however, there can be more than one contact number to reach that person. FDEP will attempt to call each number twice.

28. Question: On page 12 of 19 of Attachment B, Item 5: Personnel Assigned- Standard Form 330, please clarify if we should use the SF 330 Part 1-F form to show the additional projects of similar type. If so, is there a limit as to how many ... projects we can show?

Answer: Per page 2 of Standard Form 330 instructions, respondents may “complete one Section F for each project. Present ten projects, unless otherwise specified by the agency.” There appears to be no limit for this agency.

29. Question: Can we show projects [in Standard Form 330] that we've completed with the Department?

Answer: Yes

30. Question: Are the SF 330 Part 1-G and Part-1 H excluded from this proposal?

Answer: Yes. They are not required.

31. Question: Please confirm if Attachment G: RFSOQ Response Checklist should be included in the response. If so, what tab number should we include it?

Answer: Attachment G is not submitted as part of the Technical Response.

32. Question: On Page 12 of 19 of Attachment B, it states the importance of availability of the respondent's personnel assigned. Where should the information about availability be provided in the response?

Answer: The availability may be provided within Form 330 as you deem appropriate as there is no specific designated field in Form 330. Perhaps location fields might be a good area to consider.

33. Question: On page 11 of 19 of Attachment B, Item 4: Project Management, please confirm if the project organizational chart will also be shown in this tab aside from the SF 330 Part I-D.

Answer: An organizational chart may be included in the Project Management portion of the Technical Response; however, please note that "any photos, maps, diagrams, charts or other non-text material, which provides information about the respondent, shall be included in the page limitation."

34. Question: Is this a new contract desired by the Department, or is there an existing contract with the same or a similar scope of services? If it is an existing contract, can you please provide the incumbent(s)?

Answer: There are existing contracts. See the answer to question 16 regarding incumbents.

35. Question: If this is an existing contract, what was the annual volume of work (in dollars) awarded to each incumbent during the current contract term?

Answer: Contract amounts may be found by searching within the following link for each vendor: <https://facts.fldfs.com/Search/ContractSearch.aspx>

36. Question: Certain State of Florida public agencies are prohibited from providing written references and may be limited in the types of responses they may provide. How will this be accounted for when contacting references?

Answer: As directed in item 7 on page 13 of Attachment B, "do not list projects completed for the Department [FDEP] as a reference." Other State of Florida public agencies may respond according to their policies.

37. Question: Is there an anticipated budget associated with this contract?

Answer: Undetermined, as funding varies on an annual basis pursuant to Legislative appropriations.

38. Question: If this is an existing contract, can the Department share the specific projects that were completed under this contract? If it is a new contract, can the Department share upcoming projects that will be assigned under the new contract?

Answer: There are 175 State Parks in Florida. Many of these have had various services performed under the existing contract(s). Upcoming projects are indeterminate at this point in time, as we are unaware of future legislative appropriations.

39. Question: The following information is requested with the SF 330: "The selected contractor may be performing work under several contracts simultaneously, and therefore should indicate how work overloads will be managed to prevent project delays." Since only parts A-E are required, in which section should this information be included?

Answer: The response may be provided within Form 330 as you deem appropriate as there is no specific designated field in Form 330.

In all other respects, the contract documents of which this is an Addendum, and attachments relative thereto, shall remain in full force and effect.