



**ENGLEWOOD WATER DISTRICT**

201 Selma Ave  
Englewood, FL 34223  
(941) 474-3217

Date: January 21, 2022

Re: **Addendum #1 to RFP 2022-129 Professional Services (CCNA) Continuing Contract**

Closing Date: 2:15 p.m. (EST), February 2, 2022

Proposers are notified that this Addendum will be made part of the solicitation documents. The intent of the Addendum is to add to, modify, or clarify the documents. Should any of these items have an effect on price, such changes shall be included in the proposal price. These items have the same force and effect as if contained in the original documents.

**QUESTIONS/ANSWERS**

Q1: Could you please clarify what kind of environmental services the District is referring to in the scope of work?

A1: *Example projects of the District that would fall under the environmental services category include, but are not limited to: assistance with annual wellfield reports, assistance with deep injection well monitoring and reporting, assistance with ASR well monitoring and reporting, assistance with hydrobiological monitoring and reporting, and assistance with wetland and vegetation monitoring.*

Q2: Does the District have the necessary forms in a fillable pdf?

A2: *Yes, a fillable format will be uploaded to DemandStar, to be utilized if needed. **Please provide a wet signature for the forms.***

Q3: Replace **Article 3.24 Indemnity** with the following:

A3: *To the extent permitted by Florida law, the Consultant must indemnify and hold harmless the District, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the agreement. The agreement does not constitute a waiver of sovereign immunity or consent by the District to suit by third parties.*

*The District must provide all available information and assistance that the Consultant may reasonably require regarding any claim. In the event of a claim, the District must promptly notify the Consultant in writing by prepaid certified mail (return receipt requested) or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the address provided for receipt of notices in this agreement.*

*This agreement for indemnification shall survive termination or completion of the agreement. The insurance coverage and limits required in this agreement may or may not be adequate to protect the District and such insurance coverage will not be deemed a limitation on the Consultant's liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).*

*Nothing in this agreement shall be deemed to affect the rights, privileges and immunities of the District as set forth in Florida Statutes section 768.28. The terms of this section survive the termination of this agreement.*

*Further, the Consultant shall fully indemnify, and hold harmless the District from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right.*

Q4: Please provide further clarification on what types of projects fall under the category/discipline A – Civil.

Page 18 – 4.0, A – Does A. Civil category involve projects related to civil infrastructure such as water and sewer transmission, distribution, collection, and pumping systems? If not, please provide clarification of what types of projects are involved in this category.

A4: *Yes, it involves projects related to civil infrastructure such as water and sewer transmission, distribution, collection and pumping systems.*

Q5: Please provide further clarification on what types of projects fall under the category/discipline D – Environmental.

Page 18 4.0, D – Does D. Environmental category involve projects relating to water supply and water and wastewater treatment. If not, please clarify what types of projects Category D. Environmental Services consists of?

A5: *Example projects of the District that would fall under the environmental services category include, but are not limited to: assistance with annual wellfield reports, assistance with deep injection well monitoring and reporting, assistance with ASR well monitoring and reporting, assistance with hydrobiological monitoring and reporting, and assistance with wetland and vegetation monitoring.*

Q6: Please confirm for pricing that we are to submit hourly rates for our team members, page 25 – Price Proposals.

A6: *For the Price Proposal, billing rates should be submitted based on job classification.*

Q7: Are we to submit for hourly rates for subconsultants also?

A7: *Please only submit hourly rates for those job classifications represented by your firm. Sub-consultants should be billed at cost.*

Q8: May we attach a page behind Section G containing the budget information due to limited space on the bottom of the page of Section G? Page 30, #30.

A8: *Please include the budget information requested in number 30 with number 24.*

- Q9: Submittal Requirements do not have resumes listed as one of the items as counting against the page limits; however, page 32, states that resumes do not count towards the total number of pages. Please confirm that resumes do not count as part of the page count. Page 31.
- A9: *Resumes do not count towards the total number of pages.*
- Q10: State Registration Requirement (<http://www.sunbiz.org/search.html>) - Are we to submit anything from the Sunbiz site (i.e listing of officers etc) to fulfill this item? Page 32.
- A10: *Yes, please submit information from Sunbiz showing filing information, listing of Officers, etc.*
- Q11: Is the District referring to our submitting the State of Florida Registration (Corporate certificate of status) for our business? Page 33.
- A11: *Yes.*
- Q12: State required licenses for Prime firm. Are you referring to copies of professional licenses for the firm, for example: Florida registrations for civil engineering; surveying; etc.? Page 33.
- A12: *Yes.*
- Q13: May we place professional engineering licenses for professional engineers that are not required to meet minimum qualifications (i.e. task leaders and/or contract manager) in the forms section and not have them count against the page limit?
- A13: *Yes, that will be fine.*
- Q14: In the proposal for the continuing services contract, it notes that a separate price proposal is required. Since this is an open-end project with no specific scope, we cannot give a specific price for anything. Is a fee schedule acceptable for this requirement, or are you looking for something different?
- A14: *In the price proposal, billing rates should be submitted based on job classification. If selected, these rates will be reviewed, negotiated if needed, and included as part of the continuing services contract.*
- Q15: Page 20, first bullet, requires the Contract Manager to have a minimum of 10 years' experience with municipal professional services contracts...etc. Page 29 Tab 3, Key Personnel/Qualifications of the Team requires only 5. Please clarify.
- A15: *Page 20 is correct. The Contract manager should have a minimum of 10 years' experience.*
- Q16: Is there a DBE/WBE/SBE/HUB/etc. goal requirement?
- A16: *No.*
- Q17: Does the SF 330 Section E info go into Tab 3 or Tab 2?
- A17: *Please refer to page 29, section 3.1. SF 330 Section E should be included under Tab 3.*
- Q18: In Section 5 under "Price Proposals", you ask to include one hard copy, and one PDF copy on USB drive. In total, do you want two (2) USB drives – one (1) of the electronic version of the whole proposal, and one (1) of the Price Proposal?
- A18: *That is correct. One USB drive containing the Proposal and another USB drive with the Price Proposal.*

Q19: We would like clarification on how subconsultants can be included on the team. For example, we do not offer geotechnical services, although most of our projects involve geotechnical engineering. Many of the projects included under Civil Engineering services could also include geotechnical engineering, so in order to offer Civil Engineering services, it seems that Geotechnical Services would also need to be included in the proposal, in which case these services would be provided wholly by a subconsultant under the direction of the prime. Is this an acceptable approach?

A19: *Yes, that is an acceptable approach.*

Q20: Page 29, Tab 3 description "A resume shall be provided for the proposed contract manager" – would you please clarify if a traditional, long form resume is required in addition to the SF330 resume? If so, will it count against the page allotment?

A20: *Please include a traditional, long form resume in addition to the SF330 resume. Resumes do not count towards the total number of pages.*

Q21: Page 31, Tab 6 description – can Englewood Water District staff be used as a reference?

A21: *Page 31 states, "Please do not include the District's employees as references."*

Q22: May we use a larger font for headings?

A22: *Yes, that is fine.*

**Proposers are required to acknowledge receipt of this addendum in their proposal forms.**

*Bee Ling Wheaton*

Bee Ling Wheaton, Purchasing Manager