



## ADDENDUM 1

July 7, 2021

RFP TDD 36-21

### Development of a Comprehensive Conservation and Management Plan (CCMP) for the Choctawhatchee Bay Estuary

This addendum is being issued to provide the answers to questions submitted by the vendors.

#### Questions and Responses:

1. Is there intended to be a distinction between “County” and “Board of County Commissioners?” **There should be a statement at the beginning of the contract which will explain that references to County as Okaloosa County BCC are one in the same.**
2. If it is intended that the “County” be named Additional Insured on Workers Compensation Clauses, this may not be permissible. **We only require the waiver of subrogation on workers compensation policies.**
3. Please confirm if both “the County” AND “the Okaloosa County Board of County Commissioners” are to be listed (or shown) as an Additional Insured on all policies EXCEPT Worker’s Compensation. **The additionally insured should be Okaloosa County BCC.**
4. Who will serve on the review committee? **The Board of County Commissioners approved the following members on May 4, 2021: Corey Lewis-Water and Sewer Department, Ryan Evans-Tourist Development, Randy Woodruff-Growth Management, Regan McCarthy-Public Works, Sirah Masters-Airport and Melinda Gates-Walton County.**
5. What will be the engagement with the State of Alabama be and what will be their buy-in? **Emphasis for the project includes the portion of the Choctawhatchee basin within the State of Florida. However, collaboration among the Choctawhatchee Bay Estuary Program and agency officials from the State of Alabama is ongoing, and should continue over the course of the project. Critical habitat for target species including the Gulf Sturgeon occurs within the Choctawhatchee and Pea Rivers. For the CCMP development project, collaboration with stakeholders in the State of Alabama should focus on water quality and habitat protection initiatives which support resource management efforts for the Gulf Sturgeon.**
6. How will the cost scoring criteria be evaluated? **It will be calculated by purchasing by awarding most points to the lowest and then dividing other cost to assign all points. (See page 58 of the procurement for details on scoring criteria)**

7. The RFP states that it should be in 12 font, does that count for the graphics section?  
**No**
8. Where should the resume be attached? **It is up to the vendor as to where they attach the resume, Purchasing nor TDD has no preference.**
9. Are double sided pages okay? **They are acceptable but will count as two-pages towards the page count. (See section 3 of solicitation for preparation details)**
10. Are there any other funding being sought besides the Restore Act? **Not at this time.**
11. Would the consulting firm selected to develop the CCMP be conflicted out of working on future projects identified in the CCMP? **The consultant selected to develop the CCMP would be conflicted out of competing for work to implement CCMP projects.**
12. Please clarify how the cost proposal should be developed. Are you requesting a total lump sum cost proposal? Or are you requesting detailed breakdowns on labor hours by employee classification, overhead, profit, etc. Are you requesting costs for each task, or for the total project? Also, please clarify if the contract will be lump sum, or time and materials with a not-to-exceed cost. **Various contract options are allowable, including “fixed price” and “time and materials”. For Competitive Proposals / RFPs, discussion is needed with bidders after proposals, and a fixed price may be set via discussions. The COST ANALYSIS FORM is provided to document project cost elements for professional consulting, addressing Federal Cost Principles, including information showing that, from the prospective contractor’s proposed pricing, costs are fair, necessary and reasonable, and allocable to the project. The Okaloosa County Purchasing Manual, Exhibit P of the Appendix 3 – FEDERAL PROCUREMENT FORMS AND MATERIALS, indicates that, to determine reasonableness of proposed total costs, respondents should provide cost breakdowns showing “all the element of their proposed total costs.” Question number 1 should include the following: A detailed breakdown of all cost elements within the proposal must be provided, including estimates of direct labor hours by each individual and discipline for direct labor proposed, corresponding to each task item of the scope of services. A schedule of hourly billing rates for personnel who may provide direct labor for the anticipated scope of services should be included.**
13. How will all other bids that are higher than the low bid cost proposal to be scored? Is there a formula for partial credit on those 20 points? **Yes, the lowest cost will get the full points with the other proposers getting partial credit based on a standard formula used in Purchasing.**
14. Please elaborate on the statement “waive any irregularity or technicality in proposals received” that is included in the following statement listed on Page 2 and Page 17 of the RFP: “The County reserves the right to award to the firm submitting a responsive proposal with a resulting negotiated agreement that is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the resulting negotiated agreement that is in the best interest and its decision will be final.” **This statement speaks for itself. The County has a discretion to waive any non-compliance with the RFP requirements.**
15. Will the firms preparing the CCMP be precluded from participating in work on the subsequent projects recommended in the CCMP Action Plan? **Yes.** If yes, will the preclusion apply to the Prime firm only, or Prime and sub-consultant firms? **Yes and it will apply to the prime and subconsultants.**

16. What date and delivery method does the County anticipate providing answers to the RFP questions submitted? **We will email the addendum to all pre-proposal attendee and post on County Website, BidNet and DemandStar**
17. Of the approved project budget, will the full amount be used for contractor services? **It is expected that the approved project budget will be allocated for contractor services, including costs for time and materials, and customary incidental expenses.**
18. Is this funding considered Federal funding (page 39, section 20 & 21 of proposed contract)? **Yes. Funding for the project is expected to be accepted from the federal RESTORE Act, through the U.S. Department of the Treasury.**
19. What is the contract type (lump sum or time and materials)? **Time and materials with a not-to-exceed amount.**
20. For scoring purposes, how will best value cost be evaluated? **Scoring of respondent's proposals will be completed by Okaloosa County's Selection Review Committee appointed by the Board of County Commissioners, using a standardized scoring form. (See page of the solicitation)**
21. Will cost evaluation consider rates or total project costs? **The proposal should reference billing rates for anticipated labor charges. A detailed breakdown of all cost elements within the proposal must be provided, including estimates of direct labor hours by each individual and discipline for direct labor proposed, corresponding to each task item of the scope of services. A schedule of hourly billing rates for personnel who may provide direct labor for the anticipated scope of services should be included.**  
If rates will be evaluated in the cost proposal, should escalation be reflected across years? Or should a blended rate be utilized? **Escalation of billing rates should be shown across the years devoted to the project.**
22. Is there a preferred format for the presentation of project cost information? **Cost information may be visually presented in a table format, broken out by project elements, to allow for review and determination by the Selection Review Committee that the proposed costs are fair, necessary and reasonable, and allocable to the project.**
23. Can loaded labor rates be shown instead of separate raw and overhead labor rates? **Yes**
24. For costing purposes, are there a specific number of public engagement meetings? (to provide a basis of comparison) **The number of proposed public engagement meetings to be facilitated over the course of the project will be coordinated with the Choctawhatchee Bay Estuary Program staff, but deference will be given to the selected consultant team in regard to determination of the appropriate number of public engagement meetings.**
25. Is there a DBE goal for this project? **The procurement for the subject project will conform to applicable policies and standards for Federal purchasing activities.**

26. Under Part 3 – Proposal Preparation Instructions, page 4 of the RFP states “Response to the RFP shall be submitted in the format described below”, then provides a breakdown of Scoring Criteria as well as “General Submittal Requirements” (page 5). As there is overlap between the two requirements, does the County prefer the proposal be presented by the Scoring Criteria (Letter of Interest, Other Factors, Qualifications and Experience, Proposal, Cost, Business Credentials and Other) or General Submittal Requirements (Understanding of the Projects, Consultant Qualifications, Organization and Key Personnel, Consultant Experience and Past Performance, Forms/Additional Information)? **Upon submittal by the respondents, all information provided consistent within the solicitation for the project will be reviewed and considered by Okaloosa County’s Selection Committee, with vendor’s scores recorded by each Selection Review Committee member on a standardized Ranking Sheet.**

**The proposal opening date remains to July 15, 2021 at 3:00 P.M. CST.**