



Joe Lauro, CPPO/CPPB
Director

August 11, 2015

TO: ALL INTERESTED PROPOSERS

REQUEST FOR PROPOSAL: Roadways, Drainage, Structural, Civil and Traffic Engineering

PROPOSAL NUMBER: 145-0342-CN(RW)

PROPOSAL SUBMITTAL IS DUE: August 25, 2015 @ 3:00 P.M.

ADDENDUM NO. 1

Following is additional information, clarifications, questions and responses relative to referenced Request for Proposal (RFP):

Question 1 (related questions):

- **Who are the incumbents for this contract?**
- **Can we have a list of the firms that hold the contract now?**
- **How many firms submitted to the last continuing contract and how many, as well as the names of which firms, were awarded?**

Answer 1:

Proposals were received from the following firms:

1. AECOM Technical Services, Inc.
2. AIM engineering & Survey, Inc.
3. Allied Engineering & Testing Inc
4. Ash Engineering
5. Ayres Associates, Inc
6. Bayside Engineering
7. Cardno TBE
8. CH2M Hill
9. CPH Engineers, Inc.
10. Cumbey & Fair, Inc.
11. Coastal Design Consultants, Inc.
12. Deuel & Associates
13. DKS Associates
14. Dyer Riddle, Mills & Precourt, Inc.
15. E C Driver & Associates, Inc.
16. Engineering & Applied Science, Inc.

PLEASE ADDRESS REPLY TO:
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756
Phone: (727) 464-3311
FAX: (727) 464-3925

Website: www.pinellascounty.org/purchase



17. Faller Davis & Associates, Inc.
18. Florida Design Consultants, Inc.
19. George F Young, Inc.
20. GLE Associates, Inc.
21. GTS Engineering
22. Halcrow Inc.
23. Hamilton Engineering & Surveying Inc.
24. HDR
25. HNTB Corp
26. HSW Engineering, Inc.
27. H.W. Lochner
28. IBI Group, Inc.
29. Icon Consultant Group, Inc.
30. Jones Edmunds
31. KCI Technologies, Inc.
32. King Engineering
33. Kisinger Campo & Associates Corp.
34. Landon, Moree & Associates, Inc.
35. Lockwood, Andrews & Newman, Inc.
36. Master Consulting Engineering, Inc.
37. McCarthy and Associates, Inc.
38. Metric Engineering, Inc.
39. Parsons Brinckerhoff
40. Post, Buckley, Schuh & Jernigan
41. Reynolds Smith Hill, Inc.
42. Soney FM, LLC
43. SRD, Inc
44. Stanley Consultants, Inc.
45. The Heimburg Group, Inc.
46. Tindale-Oliver & Associates, Inc.
47. URS Corporation Southern
48. Volkert, Inc.
49. Wade Trim

The current contract is held by the following firms:

1. Ayres Associates, Inc
2. Bayside Engineering
3. Cardno TBE
4. Cumbey & Fair, Inc.
5. Dyer Riddle, Mills & Precourt, Inc.
6. E C Driver & Associates, Inc.
7. Engineering & Applied Science, Inc.
8. Faller Davis & Associates, Inc.
9. Florida Design Consultants, Inc.
10. George F Young, Inc.
11. Halcrow Inc.
12. Hamilton Engineering & Surveying Inc.
13. HDR
14. HNTB Corp
15. H.W. Lochner
16. Icon Consultant Group, Inc.
17. Jones Edmunds
18. KCI Technologies, Inc.
19. King Engineering
20. Kisinger Campo & Associates Corp.
21. Lockwood, Andrews & Newman, Inc.

22. Post, Buckley, Schuh & Jernigan
23. Reynolds Smith Hill, Inc.
24. The Heimborg Group, Inc.
25. URS Corporation Southern
26. Volkert, Inc.
27. Wade Trim

Question 2:

- How many firms will be selected?
- Is there an anticipated number of how many firms will be selected?
- How many firms will you be awarding contracts to?
- How many firms does the County intend to award for this contract?

Answer 2:

This information is not known at this time

Question 3a:

- Would a firm be required to respond to all 4 Work Groups you are seeking professional services in, referenced below, or are they allowed to pursue specific Work Groups only:
 - a. Engineering
 - b. Construction Management services
 - c. Architect
 - d. Landscape Architect
- Can a single firm submit on a single category (i.e., Drainage)?
- Does a prime firm and their team need to be able to provide ALL of the disciplines listed on Page 13 of the RFP? Or can a firm submit a proposal for only a portion of those disciplines as long as they identify which disciplines within the proposal?
- Page 12 of the RFQ lists multiple Engineering, Construction Management, Architect and Landscape Architect services. Is it expected that submittals propose on all services listed on Page 12. A-D; or is it acceptable to propose only on selected services?
- On page 12 of 25 under B. Scope of Work, it lists the services listed A-D ... Do I understand correctly that as the Prime firm submitting our qualifications, we can develop a team, including subconsultants, to address all the disciplines? Or should our team consists only of the elements in A. Engineering Services and B. Construction Management Services, C. Architect and D. Landscape Architect will be under another contract?
- Do we need to cover every work group in the RFP?

Answer 3a:

Refer to Page 12, Section B-Special Conditions, Scope of Work, item 5, which states the following: Proposers are encouraged to present experience and expertise for the discipline(s) at which they excel and will be evaluated accordingly. Proposers may include subconsultants that are proficient in other disciplines required for this contract.

Question 3b:

- If a firm is to respond to all four Work Groups and there is a page limitation of 100 pages is the page limitation to the entire RFP or per Work Group as the "Teams" would vary slightly as well as representative project experience, personnel, references and project examples making it difficult to stay within a 100 page limitation?
- Do tabs count towards the 100 page count?
- Under the submittal requirements on page 13, the RFQ notes the specific items that need to be included under the introduction tab, then the 50-page limit for the SF 330, and then the 50-page limit for the contents of tabs 2 through 6. It also notes a limit of 100 pages total for the proposal. Should we assume that the introduction tab materials count into that 100-page limit?

Answer 3b:

The entire submittal is limited to one hundred (100) pages; this limit includes Tab 1 through tab 6. Items with the Introduction Tab, Table of Contents and the tab divider pages are not included in the page limit.

Question 4:

Is there a DBE % requirement for this contract?

Answer 4:

No. Refer to Section B-Special Conditions, 3. Evaluation Criteria, d. Minority Business Status.

Question 5:

- a. **Per Section B, page 12, under the Scope of Work, the services includes an architect. Can you please verify what type of architect you are referring to for this scope of work?**
- b. **Also Section B page 13 the last sentence on this page says "Information submitted with your letter of interest should include documentation" etc. Can you please clarify what you mean by what kind of documentation?**

Answer 5:

- a. It is not anticipated that Architects will be used for the primary services associated with this contract, on occasion architectural services are needed in support of Parks Infrastructure projects.
- b. Please refer to Page 13, Section B-Special Conditions, Submittal Requirements, item G, which states the following: Information submitted with your letter of interest should include documentation to demonstrate your firm's qualifications and abilities to perform as noted in the scope of services and also include information to allow for a clear understanding of past projects, especially in Florida, staff experience and abilities, and any additional information to present your firm for consideration.

Question 6:

On page 13, Item C. Tab 2 Statements and Documentation, do we need to provide all of this information for all of our sub-consultants or just the prime consultant and any DBE/SBE subs? Is this information included in the 100-page total count?

Answer 6:

Information should be provided for Prime firm and subconsultant(s) that will perform work on this Contract.

Question 7:

Please clarify the nature of services anticipated for Construction Management Services.

Answer 7:

"Construction Management Services" should be replaced with the "Post Design Services".

Post Design Services may include, but not limited to the following:

Verification that the project is constructed in general conformance with the construction documents and permit requirements; progress meeting attendance; respond to Request for Information (RFI); clarification of design/plan items; preparation of field change orders including design sketches; shop drawing reviews; and periodic site visits.

Question 8:

How will the individual work assignments be split up amongst the awarded firms -- Will the assignments be split evenly amongst the selected firms or is the work distribution based on volume of work and/or a different factor(s)?

Answer 8:

If there are multiple firms awarded the contract, the using department shall rotate assignments among firms when feasible and select the most qualified firm based on the specific discipline(s) required, experience and qualifications.

Question 9:

Should I address the proposal to you with the contact information provided in the RFP?

Answer 9:

Proposals and changes thereto shall be enclosed in sealed envelopes or packages, addressed to the Purchasing Department, Pinellas County, 400 South Fort Harrison Avenue, Sixth Floor, Clearwater, Florida 33756. The name and address of the firms, the date and hour of the proposal submittal, and the title shall be placed on the outside of the envelope.

Question 10:

Attachment 1, Performance Survey, specifically indicates the customers' project they are evaluating is for a "Design Phase" project, can we provide the performance survey for a customer whom we have provided a "Drainage Study, Preliminary Engineer Report, or Project Development Report"?

Answer 10:

Yes

Question 11:

- **Please clarify if on page 10, 3. Evaluation Criteria under b.3, where it states "Pinellas County staff references are not to be considered," means that the required performance survey for Pinellas County (if work was completed for the County in the time frame as indicated) will not be considered and/or if any Pinellas County projects included in Section F. of the SF 330 projects will not be considered since per the SF 330 Section F. project form, a project contact is required to be included.**
- **Are we required to submit a reference list and the performance survey?**
- **Can you confirm that if the respondent has performed any work for Pinellas County during the past 5 years, the respondent is required to include a performance survey for the County, however, due to the Cone of Silence, a blank performance survey should be included in the Original hard copy, as well as the 8 CDs, which will then be routed to the designated County personnel after submission to then be completed?**

Answer 11:

The Performance Survey form supersedes all other reference information. For Pinellas County, list contracts that are most relevant for this proposal. The Performance Survey form should be included with proposal submittal and the following fields should be completed:

- Prime Consultant/Firm
- Entity
- Contract Number(s) and Description(s)

See example #1 – Pinellas County Reference.

The remaining sections of the form will be completed by the County prior to the evaluation.

For Non-Pinellas County surveys, the Prime consultant should provide the form to the entity they are requesting a reference from and ask the entity to return the survey by email. See example #2.

Question 12:

Please also confirm that this Pinellas County performance survey will not be considered in the evaluation points per page 10, 3. Evaluation Criteria under b.3 where it states "Pinellas County staff references are not to be considered," and therefore, only the two other surveys will be considered?

Answer 12:

The performance survey form for Pinellas County shall be used by evaluators to evaluate firms experience with projects of similar size, past performance and team history.

Question 13:

- **Section A – General Conditions, 1.(d) states Proposers must furnish a reference list of at least four (4) customers for whom they have provided similar services and must provide information as specified in Section D. Section D refers to Attachment 1, which is a request for a performance survey from three (3) of the prime firm’s customers for similar projects. Please clarify.**
- **Page 2 of 25 1.d. mentions the need to submit a minimum of 4 references and page 19 of 25 requests Performance Surveys from a minimum of 3 clients – are References and Performance Surveys the same thing? Would you like a minimum of 3 or 4?**
- **On page 2 (of 25) d – it states to list four (4) customer references. Then on page 13 (of 25) it is mentioned that three (3) performance surveys are to be done. Is it Four references or three?**
- **Planning to submit for the above contract but had question regarding the references. On page 2 of 25 under 1.d Submission of Proposal it states that we must furnish a reference list of 4 customers as specified in Section D. Is this the same thing as the past performance surveys? If so, would you like 3 or 4?**
- **On page 2 of the RFP under 1.d, it states that “Proposer must furnish a reference list of at least four customers for whom they have performed similar services and must provide information as specified in Section D.” Section D under F. Tab 5 on page 13, as well as page 19 Section D both state to include in the response, “Three performance surveys...provided within the last 3 years.” Please clarify if the County desires four references in addition to the three performance surveys requested for a total of seven references, or if the three performance surveys alone will satisfy this requirement.**

Answer 13:

The Performance Survey form supersedes all other reference information in prior CCNA solicitations. For this proposal submit three (3) performance surveys. Refer to Page 19, Section D-Consultant Performance Survey, which states the following:

- Attachment 1 is a request for a performance survey from three (3) of the prime firm’s customers for similar projects pertinent to this proposal for services provided within the last three (3) years. It is the prime firm’s responsibility to get the forms completed and submitted with prime firm’s proposal. These performance surveys shall be used by evaluators to evaluate past performance in Firm’s Experience with Projects of Similar Size and Past Performance and Team History.
- If the prime firm has performed work for Pinellas County in the past five (5) years, one (1) of the three performance surveys can be submitted for all work performed for Pinellas County during the period and submitted with prime firm’s proposal. FOR A PINELLAS COUNTY PERFORMANCE SURVEY, DO NOT ATTEMPT TO GET PINELLAS COUNTY STAFF TO COMPLETE THE SURVEY. IT NEEDS TO BE INCLUDED IN YOUR PROPOSAL DOCUMENTS. IT WILL BE ROUTED INTERNALLY TO THE APPROPRIATE PERSON TO GET THE FORM COMPLETED.

Question 14:

- **I have a question concerning the client performance surveys....do we send them to our clients, and have them emailed back to us, and then we include in the proposal? If we use one for Pinellas projects, do we include in the proposal with only the project information filled out? Also, do we only need to select one project per client since there is not a lot of space to write multiple projects in the contract number and description box of the form?**
- **We had a question in regard to the performance surveys. Should we have them sent back to our email or to your email?**
- **Please advise if the County would like for the performance surveys to be included in the proposal under Tab 5, or if they should be submitted in separate, sealed envelopes inside the proposal package.**
- **Are the completed performance surveys to be emailed directly to Pinellas County for review, or are they to be emailed back to the prime consultant to be included as hard copies in the submittal?**

Answer 14:

Performance Survey should be included with the proposal submittal under Tab 5.

Question 15 :

- **Do we need to submit a performance survey for each department which we worked with (for Pinellas County)?**
- **How shall we submit/address the performance survey to each individual at Pinellas County?**

Answer: 15:

All contracts can be included on one form. See example # 1 – Pinellas County Performance Survey

Question 16:

- a. **Tab 1 – Is a completed SF330 Part I required per each firm on the Team or do you want a combined SF330 Part I that includes all firms on the Team?**
- b. **Tab 2 – are items 1. through 5. Required of the Prime firm only or the entire Team?**
- c. **Tab 3 – is this a requirement of the Prime firm only?**
- d. **Tab 4 – is this a requirement of the Prime firm only?**

Answer 16:

- a. The completed SF330 should included all firms that will complete work on this contract
- b. Items 1-4 are for the entire team that will complete work on this contract. Item 5 is for the prime firm
- c. This requirement is for the Prime firm
- d. This requirement is for the entire team that will complete work on this contract

Question 17:

Since there are no designated tab titles for tabs 5 and 6, can Tab 5 be named, “Tab 5 - Forms” and Tab 6 be titled, “Tab 6 - Additional Information”?

Answer: 17:

In the Table of Contents, the tabs should be labeled as follows:

Tab 5-Required Forms

Tab 6 – Additional Information

Question 18:

Who are going to be the Technical Evaluators for this for project?

Answer: 18

The County does not disclose the names of evaluators prior to the evaluation meeting.

Question 19: Please clarify the grading for the Volume of Work Previously Awarded by the County and if the percentage is taken from the 50 allotted points or the overall 1000 available points.

Answer 19:

Pre-populated by the Purchasing Department, the purpose of this criterion is to effect an equitable distribution of contracts. This criterion is evaluated based on CCNA Continuing contract value encumbered to a firm during the two (2) previous completed fiscal years through current to date. The points are worth 5 percent of the overall points available and are distributed as follows:

\$0 - \$200,000 – five (5%) percent of points available

\$200,001 - \$400,000 – four (4%) percent of points available

\$400,001 – 600,000 – three (3%) percent of points available

\$600,001- \$800,000 – two (2%) percent of points available

\$800,001 - \$1,000,000 – one (1%) percent of points available

Over \$1,000,000 – zero (0%) percent of points available

Based on a typical 1000 point evaluation scoring process, a firm deemed to be in the \$0-\$200,000 category threshold would be allotted 50 points etc.

Question 20

- **If we are not a Minority Business, but our subconsultants include Minority Businesses, will we receive the 5% of points?**
- **Minority Business Status- Please confirm how points would be calculated if the prime firm is not MBE, but we utilize 1, 2, or 3 subconsultants that are MBE.**

Answer 20

Refer to Page 11, Section B-Special Conditions, Evaluation Criteria, item d, which states the following: Provides points pre-populated by the Purchasing Department for minority business status as designated by the State of Florida. If the firm, or its subcontractors, is designated as a minority business by the State of Florida, five (5%) percent of the total evaluation points are awarded. If the firm does not have minority business status as per the State of Florida, zero (0%) percent of the points available are awarded

Question 21:

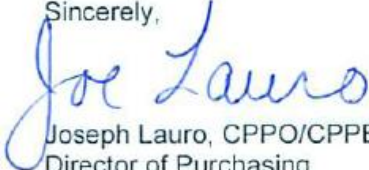
Proposals are to be submitted in 1 original document and 8 electronic media copies. Please confirm this means 1 original in a 3 ring binder and 8 CDs/DVDs or travel drives in PDF format.

Answer 21:

Refer to Page 14, Section B-Special Conditions, Submittal Requirements, item G, which states the following: Proposals shall be submitted in one (1) original paper document and EIGHT (8) electronic media copies CDs/DVDs or Travel Drives in PDF format.

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 23 under Addendum No.1 and return with completed proposal package.

Sincerely,

Joseph Lauro, CPPO/CPPB
Director of Purchasing

Example No.1– Pinellas County

The purpose of this survey is to provide Pinellas County with information to assist in evaluating proposals submitted by private engineering consulting firms for a professional services continuing contract.

The Prime Consultant/Firm identified below respectfully requests that the Entity complete the performance survey and return completed form via email to: <leave blank > no later than: <leave blank >

Prime Consultant/Firm: <i>ABC Consultant</i>	Entity: Pinellas County	Contract Number and Description: 001-000-CN Roadways and Signs 001-001-CN Drainage Consulting Services
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Design Phase	Rating Scale:	Poor	Average	Excellent		
Thoroughness of site investigation		1	2	3	4	5
Quality of briefings and presentations		1	2	3	4	5
Quality of design		1	2	3	4	5
Ability to suggest innovative methods		1	2	3	4	5
Compliance with laws, ordinances, and regulations		1	2	3	4	5
Accurate and timely meeting minutes		1	2	3	4	5
Adherence to allotted budget		1	2	3	4	5
Adherence to schedule		1	2	3	4	5
Plans and specifications clear and accurate		1	2	3	4	5

Was the project completed? If so, when? Yes No

Was the project completed on time? Yes No, please explain

Specific suggestions for improvement:

Would you recommend this contractor for another County project? Yes No, please explain

Provided by:

Signature (Print Name/Title) Date

Example No. 2 – Non Pinellas County

The purpose of this survey is to provide Pinellas County with information to assist in evaluating proposals submitted by private engineering consulting firms for a professional services continuing contract.

The Prime Consultant/Firm identified below respectfully requests that the Entity complete the performance survey and return completed form via email to: abcconsultant@outlook.com no later than: August 15, 2015

Prime Consultant/Firm: ABC Consultant	Entity: City of Clearwater	Contract Number and Description: 001-000-CN Roadways and Signs
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Design Phase	Rating Scale:	Poor	Average	Excellent
Thoroughness of site investigation		1	2	3
Quality of briefings and presentations		1	2	3
Quality of design		1	2	3
Ability to suggest innovative methods		1	2	3
Compliance with laws, ordinances, and regulations		1	2	3
Accurate and timely meeting minutes		1	2	3
Adherence to allotted budget		1	2	3
Adherence to schedule		1	2	3
Plans and specifications clear and accurate		1	2	3

Was the project completed? If so, when? Yes No

Was the project completed on time? Yes No, please explain

Specific suggestions for improvement:

Would you recommend this contractor for another County project? Yes No, please explain

Provided by:

Signature (Print Name/Title) Date