



St. Johns County Board of County Commissioners

Purchasing Division

July 9, 2018

ADDENDUM #2

To: Prospective Respondents
From: St. Johns County Purchasing Department
Subject: RFP No. 18-68, CDBG-DR Environmental Consulting Services

This Addendum #2 is issued to further respondents' information and is hereby incorporated into the RFP documents. Each respondent will ascertain before submitting a proposal that he/she has received all Addenda.

Respondents must return this signed Addendum with their submitted proposal to the St. Johns County Purchasing Department, April Bacon, Disaster Recovery Procurement Coordinator; 500 San Sebastian View; St. Augustine, FL 32084 by the submittal deadline.

Clarification:

In Part VI Evaluation and Award of the RFP document and in Addendum #1 it is stated that all respondents receiving a minimum of eighty (80) points during evaluation will be recommended for award of contract. St. Johns County would like to clarify that each Respondent must receive a minimum of four hundred (400) points out of five hundred (500) total possible points in order to qualify for recommendation of contract award.

Questions/Answers:

1. Question: In Section 9 requirements listed in the RFP on page 14, it states to include proper and valid licensing to conduct business in the State of Florida. The licenses are also requested in Section 3. Would it be acceptable to only include the licenses in Section 3, or do they need to be included in both sections?

Answer: It is acceptable for Respondents to include their proper and valid licensing to conduct business in the State of Florida within Section 3.

2. Question: In Section 9 requirements listed in the RFP on page 14, it states to include the Rates for St. Johns County. This information is also requested in Section 8. Would it be acceptable to only include this information in Section 8, or does it need to be in both sections?

Answer: It is acceptable for Respondents to include their completed Rates for St. Johns County within Section 8.

3. Question: At the time the solicitation is due, the president will be in California, It is ok that Affidavit is notarized in California?

Answer: Documents requiring notarization can be notarized in any state; providing that the Notary's registration is current and that the document is executed according to their states Notary Laws.

4. Question: Rate to be provided in Section 9: (rates for St. Johns)

a. What exactly are you asking when you say the requested billing rate – Is that the rate we are billing the St. Johns county?

Answer: Yes. The requested billing rate is the hourly rate that Respondents are proposing for their work classifications. Respondents must complete Rates for St. Johns County sheet (page 25 of RFP document) with base rate, fringe and overhead, profit, and requested billing rate.

b. County approved Billing Rate- Where can I find the county approved billing rate?

Answer: The County approved Billing Rate column is to be completed by St. Johns County Purchasing Division once rates are approved through negotiations with the selected firm(s).

5. On Page 13 of RFP 18-68, it states “respondents shall submit proposed pricing for all hourly rates and testing costs needed to complete the scope of service”; however, on page 14, the RFP discusses how “points will be awarded based on the average hourly wage of all the anticipated work classifications needed to complete the scope of service.”

a. Should we provide hourly rates or wages?

Answer: Any and all references to hourly wage(s) are typographical errors and should be replaced with hourly rate(s).

b. Also, should the information that we present in Section 9. Pricing be the same information reflected on the Rates for St. Johns County form, found on page 25?

Answer: Yes. See question #2 above. The Rates for St. Johns County document has been included as part of the RFP for consistency among Respondents.

6. Could you also expand on the intent of the Minimum Qualification - Must possess, or be willing to obtain upon award, a Local Business Tax Receipt for Johns County?

Answer: The selected firm(s) will be required to provide proof of possession of a Local Business Tax Receipt; please see Question #7 for further information.

7. Can you tell me how much a business license is for consultant work?

Answer: Local Business Tax Receipts are obtained through the St. Johns County Tax Collector; information on requirements and fees can be obtained via their website <http://www.sjctax.us/BusinessTax.aspx> or by contacting them at (904) 209-2250.

8. Is this RFP set aside for DBE/MBE/WBE?

Answer: This RFP will be awarded to firm(s) based upon their scores during evaluation – any firm receiving the minimum score will be considered to have qualified. DBE/MBE/WBE firms who can provide proof of their current certification will be awarded ten (10) points (per the evaluation criteria on page 15) during the evaluation process.

9. How will the environmental tasks be awarded under this contract, will project fees be negotiated on a task by task basis or will projects be competitively bid between multi firms?

Answer: Proposals for projects or services may be requested from one or more awarded Consultants, the County will then select the firm who provides the best proposal to perform the specified work in order to serve the best interests of St. Johns County.

10. Since the RFP allows for multi environmental firms to be contracted, can the same firm be awarded both the environmental and program management contracts?

Answer: Yes. Award of a contract under Environmental Consulting Services shall not deem any Respondent ineligible to compete for/or be awarded a contract under any future RFP for Management Services.

RFP Due Date Remains: Thursday July 19, 2018

Acknowledgment

Signature and Date

Printed Name/Title

Company Name (Print)

Sincerely,



April Bacon

Disaster Recovery Procurement Coordinator

END OF ADDENDUM NO. 2