



St. Johns County Board of County Commissioners

Purchasing Division

July 23, 2018

ADDENDUM #4

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

This Addendum #4 is issued for further respondent's information and is hereby incorporated into the RFP documents. Each respondent shall ascertain before submitting a proposal that he/she has received all Addenda, and shall submit one (1) hard-copy original and one (1) electronic copy of this signed addendum with their submitted proposal.

Clarification:

In Part VI: Evaluation and Award, Section D. Evaluation Criteria, on page 15, of the RFP document, it is shown that pricing is included as part of the evaluation criteria with a point value of 10 points. Pricing is hereby removed from the evaluation criteria for this RFP. In Part VI: Evaluation and Award, Section A. Recommendation for Award, on page 15, of the RFP document, it is shown that respondents must receive a minimum score of eighty (80) points for contract award. Due to the removal of pricing as a component of evaluation the minimum score now required is seventy-five (75) points. Please see the attached revised Part VI: Evaluation and Award; Section D. Evaluation Criteria & Section A. Recommendation for Award (page 15) and the revised sample Evaluator Score Sheet (page 16).

In Part VII: Forms & Attachments; Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Primary Covered Transactions, on page 28, of the RFP document there is a typographical error. Please see and utilize the attached revised Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.

RFP PROPOSAL DUE DATE REMAINS: THURSDAY, JULY 26, 2018 AT 4:00PM.

Acknowledgment

Signature and Date
Printed Name/Title
Company Name (Print)

Sincerely,

April Bacon (handwritten signature)

Disaster Recovery Procurement Coordinator

Attachments:

- 1. Revised Evaluation Criteria
2. Revised Sample Evaluator Score Sheet
3. Revised Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion



EVALUATION CRITERIA (Revised per Addendum #4)
(pg. 15 of RFP Document)

A. Recommendation for Award

Recommendation shall be made to the Board of County Commissioners by County Staff to award a Contract for the services to all respondents receiving a minimum of seventy-five (75) points in the evaluation based on the criteria provided herein.

D. Evaluation Criteria

The intent of this RFP is to qualify firms based on the firm's qualifications using the evaluation criteria below. Responses will be scored based on the criteria herein. The County intends to select multiple firms as deemed necessary in order to accomplish the goals and objectives established by the County. Only those firms qualified through this RFP process and approved by the St. Johns County Board of County Commissioners will be invited to negotiate a contract. Any qualified firm desiring to provide the required services in any of the listed areas should submit a letter of interest and the documents requested herein. All submittals of qualifications shall be for principal consultant and may include all sub-consultants. Submittals are to be made for the discipline(s) listed in this RFP. Selection(s) are at the sole discretion of the County.

Evaluation of the responses to this RFP will comply with the specific criteria as follows:

<u>Evaluation Criteria:</u>	<u>Maximum Points per Evaluator:</u>
1. Compliance with RFP Instructions	5
2. Company, Staff, and Sub-Consultants Qualifications	25
3. Related Experience	25
4. Approach and Innovation	10
5. Quality and Schedule Control	15
6. Socioeconomic Business Enterprise	10
Total Maximum Points Possible: 90	

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion - Primary Covered Transactions (Revised per Addendum #4)**

The Bidder certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
2. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
3. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
4. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Bidder certifies that it shall not knowingly enter into any transaction with any sub-Contractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the St. Johns County.

Handwritten Signature of Authorized Principal(s):

NAME (print): _____

SIGNATURE: _____

TITLE: _____

NAME OF FIRM: _____

DATE: _____

END OF ADDENDUM NO. 4