

**CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FLORIDA 34102
PH: 239-213-7100 FX: 239-213-7105**

ADDENDUM NUMBER 2

NOTIFICATION DATE:	BID TITLE:	BID NUMBER:	BID OPENING DATE & TIME:
8/26/19	Climate Resilience Project	19-057	9/6/2019 2:00PM

**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

The following clarification is issued as an addendum identifying the following change for the referenced solicitation.

1. Attached as Exhibit A are revised pages 14,23,30,31,32,33. These pages replaced in its entirety the originally published pages.
2. Page 21 "Bid Tabulation" is deleted. The cost proposal component has been withdrawn from the RFP.

Please find Exhibit A Revised Cover Sheet that replaces the original cover sheet.

Below are answers to submitted written question:

1. Is the proposed schedule requirement for Goal #1 or Goals #1 - #3?

ANSWER: Proved a detailed schedule only for Goal #1. Goals 2-3 would be negotiated and scheduled for a possible future supplemental Agreement.

2. Should our project approach address Goal #1 or Goals #1 - #3?

ANSWER: A specific project approach should address Goal #1. An important consideration in ranking firms will be a firm's ability to successfully fulfill all three goals. While details for a specific project approach are not required for Goals 2 and 3, it is in the best interest of firms to provide some generalized information in how they would approach goals 2 and 3, should those goals be supplemented to the project at some future time. This will aide proposal evaluators in determining the most qualified firm.

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3. Is the cost proposal component for Goal #1 or Goals #1 - #3?

ANSWER: As explained at the pre-proposal meeting, the inclusion of the cost proposal in the RFP was done in error. The City complies with CCNA and will evaluate proposals on a Competitive Selection basis and then rank the top firms in order. Negotiations for scope, schedule and fee will commence with the top ranked firm at the conclusion of evaluation process. The cost proposal component has been withdrawn from the RFP.

4. What is the difference between the organizational chart requirement in Tab 2 and Tab 3 (pages 31 and 32)? organizational chart requirement in Tab 2 – for organization.

ANSWER: Tab 2: An organization chart containing the names of all key personnel for the main company shall be provided in this section.

Tab 3: An organization chart containing the names of all key personnel and sub-consultants with titles and their specific task assignment for this project shall be provided in this section.

5. Does the City require resumes in Tab 2 and Tab 3? If so, should there be a differentiation between the two sets of resumes?

ANSWER: Tab 2 should focus on company and subcontractor/team overview and professional qualifications. This should include providing a description of the consultant's experience in providing climate change and sea level rise or other relevant consulting services for public entities and/or the private sector. Resumes for company leaders should be provided here.

Tab 3 should focus on references and experience of proposed project personnel including partners and/or subconsultants, and their individual areas of responsibility. Resumes of proposed project personnel should be included here.

6. Would the City consider and grant a one-week extension to the solicitation's due date upon delivery of the answers to all inquiries?

ANSWER: Please refer to Addendum 1.

7. Under the General Conditions, Item 42 - Failure to Deliver mentions, "In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions...". To ensure that the proposer can deliver, please provide a sample contract for our review for this project.

ANSWER: Sample contract can be found at

<https://www.naplesgov.com/purchasing/page/19-001-professional-services-library-consultants-under-florida-statute-287055-rfq>

8. Under the Request for Proposal Section, the Introduction states, "The City of Naples is seeking a consultant or a team of consultants and organizations to assist in the development of a City of Naples Climate Vulnerability Assessment..." Also, as part of the Checklist Elements, the City requests that Professional Licenses be included. The proposal requires a bid tab and has scoring based on price, which would violate Chapter 287.055, Procurement of Personal Property and Services or otherwise known as the "Consultants' Competitive Negotiation Act" (CCNA). Please provide clarification on whether this act applies to this contract or not. The act is specific to professional services

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and the assessment of City infrastructure to climate vulnerability should require professional input from engineers, whose services fall under this act.

ANSWER: As explained at the pre-proposal meeting, the inclusion of the cost proposal in the RFP was done in error. The City complies with CCNA and the Department of Business and Professional Regulation. The City will evaluate proposals on a Competitive Selection basis and then rank the top firms in order. Negotiations for scope, schedule and fee required at time of award will commence with the top ranked firm at the conclusion of evaluation process. The cost proposal component has been withdrawn from the RFP.

9. Under Tab 2, resumes are required. Do the resumes count as part of the 50-page limit to the proposal?

ANSWER: Yes, the resumes count as part of the 50-page limit to the proposal.

10. Tabs 2 and Tab 3 are asking for the same information. The following bullets are in both sections:

- Provide a staff organization chart. Identify key individuals involved on this project, their affiliation and office location.
- For each staff member identified in the organization chart, provide a brief overview of their relevant experience. The brief overview should identify the individual experience on similar projects and their availability to support this project.
- Provide three (3) client references for similar projects completed within the past 5-years. Please provide clarification on the differences of these two tabs and if there are any other items required to clarify the intent of the two tabs.

ANSWER: Tab 2: An organization chart containing the names of all key personnel for the main company shall be provided in this section.

Tab 3: An organization chart containing the names of all key personnel and sub-consultants with titles and their specific task assignment for this project shall be provided in this section.

- **Tab 2 should focus on company and subcontractor overview and professional qualifications. This should include providing a description of the consultant's experience in providing climate change and sea level rise or other relevant consulting services for public entities and/or the private sector. Resumes for company leaders should be provided here.**
- **Tab 3 should focus on references and experience of proposed project personnel including partners and/or subconsultants, and their individual areas of responsibility. Resumes of proposed project personnel should be included here.**

11. The Capital Improvement Projects Stormwater Fund 470 states that the budget for the project is \$150,000 contingent upon receiving a \$75,000 grant with the City to provide a \$75,000 match for contract services. The City website, where the RFP was downloaded, says that the budget is \$75,000. The Florida Department of Environmental Protection (DEP) Agreement #R1910 shows the project being budgeted at \$75,000. Please confirm whether the budget for the project is \$150,000 or \$75,000.

ANSWER: The budget for this project will be determined after successful negotiations with the top ranked firm and subsequent approval by City Council. The City has received a \$75,000 grant and is prepared to contribute additionally as determined necessary through successful negotiations.

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12. 6. On page 12 under Special Conditions, Item A states, “A draft copy of the final report must be submitted no later than February 28, 2020. Final Completion of the project must be reached no later than March 31, 2020.” On page 58, the DEP agreement states in the project timeline that the report is due April 30, 2020. On page 57, the finishing date is end of May 2020 with the coastal element finalized by June 19, 2020. On page 58 under Payment Request Schedule, 100% completion for all Tasks must be before 45 days of the deliverable due date. In addition to these dates, on page 59, there are two public meetings, one in the Fall and one in the Spring. Please confirm the deliverable dates for this project and the months that the public meetings should be held in order for the respondents to prepare a schedule as part of the RFP.

ANSWER: The deliverables dates for Goal 1 are as stated in the proposal for the final report, with submission to the city no later than March 31, 2020; this will allow the city time to review and revise prior to the deadline for submission to the DEP of April 30, 2020.

The exact public meeting dates will be agreed upon with the chosen company, however we expect one public meeting to be held in the fall/winter of 2019 (~December) and a second one in the Spring (~March 2020).

13. Page 24 states that the assessment will utilize NOAA tools such as those generated by the University of Florida and Florida Gulf Coast University’s “Web-based Interactive Decision-Support Tool for Adaptation of Coastal Urban and Natural Ecosystems (ACUNE) in Southwest Florida.” However, this tool is only available to local governments in SW Florida and the tool’s website indicates it will not be complete until May 2020. Can the City clarify the status and accessibility of this product?

ANSWER: We have received notification that the final version of ACUNE tools will not be available in time for the climate vulnerability assessment, however we do expect the draft (or Beta version) ACUNE tools to be available for use for subsequent parts of the project. Firms are allowed, as part of their proposals, to recommend alternative modeling and mapping tools for the initial climate vulnerability assessment. Such alternative recommendations and approaches may demonstrate a firm’s unique ability to outperform other firms.

14. Page 33 of RFP TAB 5 says we must include information related to the materials and manufacturing form, subcontractors, and plant and equipment schedule form that were included in TAB 1. I don’t see those forms in the RFP. Are these required for this proposal?

ANSWER: Please refer to attached Exhibit A.

15. Page 31.TAB 1 of the RFP mentions Subcontractor’s Form. I don’t see the form in the RFP. Will this be provided to us or should we list our subconsultants without the form?

ANSWER: Please refer to attached Exhibit A.

16. Page 5 discusses “Alternative Proposals”. Are alternate proposals allowed with this RFP?

ANSWER: Not applicable to this CCNA proposal.

17. On Page 9, General Insurance Requirements are listed. Are insurance certificates required for submittal of our responses?

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ANSWER: Please refer to General Insurance Requirements listed on pages 9 and 30 of the RFP. Insurance. As stated in page 9, “The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner....”.

18. An organizational chart is required in both Tab 2 and Tab 3 as well as brief overviews for key individuals and staff members and client references for similar projects led by the PM. Do you want to see the same information in both tabs?

ANSWER: Please refer to questions and answer 4 and 5 of this addendum.

19. In the Submittal Requirements under Tab 1, Items for Baseline Eligibility, you reference a List of Subcontractors Form. This form was not included in the RFP. Will you provide?

ANSWER: Please refer to attached Exhibit A.

20. The Checklist Elements form on page 14 of the RFP references Professional Licenses for contractor and subcontractors. Do you want individual professional licenses for team members, licenses for the firm, or both?

ANSWER: Both.

21. Under the requirements for Tab 5 - Project Understanding and Approach you reference a Materials and Manufacturers form, a List of Subcontractors form, and Plant and Equipment Schedule form. These forms were not included in the RFP. Will you provide?

ANSWER: Please refer to attached Exhibit A.

Exhibit A - Revised pages 14,23,30,31,32,33

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Exhibit A - Revised pages 14, 23, 30, 31, 32, 33

CHECKLIST ELEMENTS	INCLUDED
<ul style="list-style-type: none"> Submit one (1) original signature and five (5) copies of the response, and two (2) properly indexed Windows© compatible PDFs of the original document on a CD or USB Flash Drive containing one PDF file of the full response that is clearly labeled with your company's name, Solicitation number and title. All hard original and copies of submissions must be bound and spiral, comb or 3-ring bound. 	
<ul style="list-style-type: none"> Include any required drawings; descriptive literature; qualifications; schedules; product compliance / exceptions; alternatives; questionnaire; references, forms, tabs, pricing/cost; and any information required of the proposer identified in the text of the solicitation including information for proposal evaluation. 	
<ul style="list-style-type: none"> Include any Professional Licenses that qualify the firm for this solicitation as well as applicable bond documents, if required. Note if you are not a single prime contractor. List all subcontractors/teams to be used for our project in your bid/proposal and their professional licenses. 	
<ul style="list-style-type: none"> Mandatory FORMS from this document to be included are: <u>Cover Sheet, References Sheet, Submission Checklist Sheet, and signed IRS W-9 (OCT 2018)</u> 	
<ul style="list-style-type: none"> Have an authorized individual sign the appropriate pages including the Cover Sheet with any bid addendums initialed. Include all Addendums with your Proposal. 	
<ul style="list-style-type: none"> Proposal document needs to be received by the OPENING DATE & TIME indicated on the Cover Sheet. The mailing envelope must be addressed to: City of Naples Purchasing Division 735 8th Street South Naples, Florida 34102 	
<p>The mailing envelope must be sealed and marked with: Number: 19-057 Title: Climate Resiliency Project Opening Date: 9/6/2019</p>	

ALL COURIER DELIVERED SOLICITATIONS MUST HAVE THE SOLICITATION NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.

Submitting Vendor Name: _____

At the discretion of the Purchasing Manager, bids or proposals with minor irregularities may be accepted and allowed to be corrected when in the best interest of the City.

City of Naples FL
REQUEST FOR PROPOSAL
Climate Resiliency Project
RFP No. 19-057

PROJECT REQUIREMENTS

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GOAL 3: CLIMATE ADAPTATION AND MITIGATION DESIGN ENGINEERING AND PERMITTING

The City expects the qualified consultant to also be experienced and qualified in grant applications, design engineering, and permitting for Climate Adaptation and Mitigation Planning projects, although this scope for work may or may not be developed as a subsequent phase to this planning/design process.

1.3 GENERAL CONDITIONS

- A. Work shall begin upon the City of Naples issuing the contractor a Notice to Proceed (NTP).

- B. **The contractor/consultant shall comply with all conditions in DEP Agreement No. R1910 (Attachment A: Coastal Resiliency Award to the City).**

D. INSURANCE

The City's General Insurance Requirements on page 9 apply. In addition to the City's General Insurance Requirements, the specialized insurance listed below require: PROFESSIONAL LIABILITY (commonly known as errors & omissions (E&O) with limits of not less than \$1,000,000 to cover legal obligations arising out of errors, negligent acts, or omissions while carrying out this contract.

E. SELECTION PROCESS

1. SOLICITATION SCHEDULE:

Listed below are the important dates and times related to this solicitation. The Procurement Division may find it necessary to change any of these dates or times. All dates are subject to change.

Action	Estimated Completion Date
Advertise and Float RFP	Week of July 29, 2019
Non-Mandatory Pre-proposal Meeting	August 16, 2019
RFP Due Date	September 6, 2019
Evaluation Committee Meeting	Week of September 9, 2019

2. PROPOSAL OPENING

The bid opening is public on the date and at the time specified on the proposal form. It is the proposer's responsibility to assure their proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered.

3. EVALUATION COMMITTEE

The City Manager will appoint a selection committee to review and evaluate the proposals using the following criteria. The City, at its sole discretion, may

contact the references and/or visit one or more of the projects listed in response to this solicitation as part of the evaluation process.

A shortlist of vendors may be interviewed for final ranking. If an interview is held, it will be less than one hour in length and be equally divided between the presentation and questions and answers. The presentation (if necessary) time and date will be assigned by the City

4. SELECTION CRITERIA:

Any proposal that does not meet the minimum qualifications as stated above will be rejected. The criteria below are not necessarily listed in order of importance. Proposals will be evaluated on the following criteria:

CRITERIA	MAXIMUM POINTS
Qualifications & Experience of Firm and Sub-Firms	25
Qualifications & Experience of Person(s) Assigned to the Project	25
Project Understanding and Approach	30
Proposed Schedule of Work	20

5. SUBMITTAL REQUIREMENTS:

Qualified firms interested in providing Climate Resiliency Project described in this request are invited to submit a proposal. Submittals shall address the evaluation criteria. **Please use the below TAB format for your proposal. Proposals should be concise and clear.**

TAB 1 - Cover Letter and Mandatory Form information

1. Cover Letter - Maximum two pages outlining why the City should select your firm/team. Identify who will be the point of contact including their email address. Identify the Project Manager and in which office they are located.
2. Items for Baseline Eligibility - Include Mandatory information from the Submission Check List page (including, list of subcontractors'/teams, and any applicable licenses/certifications.

NOTE: There is a 50 printed (single sided) page maximum for the information below.

TAB 2 - Qualifications & Experience of Firm and Sub-Firms

- Demonstrate experience and qualifications of the lead firm on climate vulnerability assessment and climate action plan projects, as well as any sub-firms on the project team.
- Provide a staff organization chart. Identify key individuals involved on this project, their affiliation and office location.

- For each key staff member identified in the organization chart, provide a summary of relevant experience and qualifications. Detailed resumés should be submitted. The brief overview should identify the individual experience on similar projects and their availability to support this project.
- Please indicate which individuals will attend the proposed interview, if an interview is requested.
- Should sub-consultant(s) be listed as part of the project team, the proposer shall provide a letter from each sub-consultant that indicates the sub-consultant's intent to be part of the project team.
- Provide three (3) client references (contact information only) for climate vulnerability assessment or climate action plan projects led by the proposed Project Manager within the past 5-years (NOTE: this is separate and different than the references required in Mandatory Forms.)
- Demonstrate experience and qualifications of the firm on related projects, as well as any sub-firms used. Experience should detail relevant experience in developing climate vulnerability assessments and/or climate action plans.
- Demonstrate specific knowledge of the firm's past project experiences.

TAB 3 - Qualifications & Experience of Person(s) Assigned to the Project

- Provide a staff organization chart. Identify key individuals involved on this project, their affiliation and office location. Please indicate which individuals will attend the proposed interview.
- For each staff member identified in the organization chart, provide a brief overview of their relevant experience. Detail resumes can be provided in Tab 2. The brief overview should identify the individual experience on similar projects and their availability to support this project.
- Provide three (3) client references for similar projects led by the proposed Project Manager and each major task leader completed within the past 5-years.
- Any other information deemed important to the proposer to demonstrate capabilities to meet this project opportunities.

TAB 4 - Project Understanding and Approach

- Demonstrate understanding of the project opportunities and challenges.
- Identify the potential project challenges and how you would recommend that each be addressed.
- Provide your firm's approach to achieving the project's scope of work.
- Provide any value-added services your firm can provide above that identified within the request.
- Identify any issue that the City might have omitted in its understanding of this project.

TAB 5 - Proposed Schedule of Work

- Provide a proposed Milestone Schedule that illustrates deliverables submissions and presentations.
- From a detailed project schedule, show the firm's general workload capacity.

B. INCURRING COSTS

The City of Naples is not liable for any costs incurred by the offeror submitting a proposal in response to this solicitation. The cost to prepare the proposal and travel to project interviews shall be the full responsibility of the proposer.

C. FIRM RANKING AND SELECTION

Based on the results of the evaluation process and selection criteria, the Evaluation Committee will prepare a prioritized ranking of firms. City staff will present an agreement to the top ranked firm(s) for Climate Resiliency Project. Should contract negotiations fail with the top ranked firm, the City will enter into discussions with the second ranked firm, and so on, until an acceptable agreement has been reached between the City and the selected firm. The final contract(s) will then be forwarded to the City Council for approval.