

# RFQ 2022-06 ADDENDUM NO. 1



## Addendum No. 1 to RFQ 2022-06 PROFESSIONAL ENGINEERING SERVICES *Issued March 4, 2022*

### **SECTION 1.0 SCHEDULE OF EVENTS - See additional dates below in RED**

Failure to comply with this or any other paragraph of this RFQ shall be sufficient reason for rejection of the Bid.

*All times listed in the Schedule of Events are Eastern Standard Time (EST).*

<u>Event</u>	<u>Date/Time</u>
RFQ Advertised	March 3, 2022
RFQ Released	March 3, 2022
Mandatory Pre-Bid Conference	March 22, 2022 @ 10:00 a.m.
Technical Questions Due from Prospective Respondents	March 28, 2022
Responses to technical questions posted	April 4, 2022
Addendum No. 1 Posted	March 4, 2022
<b>PROPOSALS DUE TO BOCC</b>	<b>April 11, 2022 @ 3:00 PM</b>
Oral presentations	April 20 <sup>th</sup> - 22 <sup>nd</sup> , 2022
<b>Posting of Selection Committee Rankings</b>	<b>April 25, 2022</b>
<b>Board Consideration of Selection Committee Rankings and Authorization to Enter into Negotiations</b>	<b>May 2, 2022</b>
<b>Posting of Intended Award</b>	<b>May 3, 2022</b>
<b>Board Consideration of Intended Award</b>	<b>May 16, 2022</b>
<b>Posting of Notice of Award</b>	<b>May 17, 2022</b>

This addendum is being issued to update the Calendar of Events and replace pages 4 and 10 of the Intent and General Information document.

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INTENT AND GENERAL INFORMATION**

The County reserves the right to reject any Proposal found to be non-responsive, vague, or non-conforming. The County also reserves the right at any time to withdraw all or part of this RFQ in order to protect its best interests. The County is not liable for any costs incurred by the Respondent in preparing its response, nor is a response an offer to contract with any Respondent. Pursuant to Chapter 119, Florida Statutes (FS), all responses are subject to Florida's public records laws.

While every effort is made to ensure the accuracy and completeness of information in the RFQ, it is recognized that the information may not be complete in every detail and that all work may not be expressly mentioned in the RFQ. It is the responsibility of the Proposer to include in its Proposal all pertinent information in accordance with the objectives of the RFQ.

The RFQ and any addenda issued are available on the Wakulla County website at <http://www.mywakulla.com> or by contacting the County at 850-926-0919. All questions pertaining to this RFQ should be submitted in writing in accordance with the RFQ instructions set forth in Section 1.0 of the RFQ.

**SECTION 1.0 SCHEDULE OF EVENTS**

Failure to comply with this or any other paragraph of this RFQ shall be sufficient reason for rejection of the Proposal.

***All times listed in the Schedule of Events are Eastern Standard Time (EST).***

<i>Event</i>	<i>Date/Time</i>
Proposal Advertisement Date	March 3, 2022
Release of Request for Proposals	March 3, 2022
Mandatory Pre-bid Conference	March 22, 2022 @ 10:00 a.m.
Questions Due from Prospective Respondent	March 28, 2022
Responses to questions due	April 4, 2022
<b>PROPOSALS DUE TO BOCC</b>	<b>April 11, 2022 @ 3:00 P.M.</b>
Oral Presentations (if needed)	April 20-22, 2022
Posting of Selection Committee Rankings	April 25, 2022
Board Consideration of Selection Committee Rankings and Authorization to Enter Into Negotiations	May 2, 2022
Posting of Intended Award	May 3, 2022
Board Consideration of Intended Award	May 16, 2022
Posting of Notice of Award	May 17, 2022

**SECTION 2.0 PROPOSAL QUESTIONS**

2.1 All inquiries and questions concerning this RFQ, must be in writing (e-mail is acceptable), received in accordance with Section 1.0 Schedule of Events, and must be directed to: Christy Stringer, Procurement and Contracts Coordinator, [cstringer@mywakulla.com](mailto:cstringer@mywakulla.com) or mailed to 3093 Crawfordville Highway, Crawfordville, FL 32327.

Questions and responses will be posted on the County's Website and, if necessary, an Addendum(s) will be issued.

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INTENT AND GENERAL INFORMATION**

- 7.4 The County may conduct such investigation as it deems necessary to establish the responsibility, qualifications, and financial ability of Proposers, proposed subcontractors, suppliers, individuals, or entities to perform the Services in accordance with the Contract document.
- 7.5 In ranking Proposals the Selection Committee shall evaluate the Proposals on the basis of the information provided by the Proposer, and rank each Proposal for compliance with the qualifications of each Proposer and compliance with the mandatory requirements of the RFQ. The County reserves the right to award to more than one Proposer.
- 7.6 The selection committee will evaluate the Proposals that are responsive to the requirements of this RFQ using the following weighted criteria listed in order of importance:

CRITERIA	Score
<b>1. Experience with Similar Projects</b>	20
<b>2. Qualifications of Firm and Key Staff</b>	20
<b>3. References on Recent Projects</b>	10
<b>4. Availability of Workload and Willingness to Meet Time Requirements</b>	20
<b>5. Project Approach</b>	20
<b>6. Oral Presentations</b>	10
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

~~7.7 The lowest price proposal will receive the maximum points allowable for the price criteria (15 points). Scoring of other proposals is based on the ratio of that proposal's price in relation to the lowest price. The ratio will be multiplied by the score assigned for the pricing criteria. For example:~~

- ~~• Lowest price \$37,580 assigned the maximum of 10 points~~
- ~~• Next lowest price \$50,000~~
- ~~•  $\$37,580 \div \$50,000 = .75$~~
- ~~• Multiply maximum score of 10 points by .75 equals 7.5 points~~

- 7.7 Proposers may be selected for interviews or oral presentations (shortlisted). The County makes no commitment to any Proposer to this RFQ beyond consideration of the written response to this RFQ. All Proposers will be notified of the shortlisted and non-shortlisted Proposers as well as the date, time and location of interviews and/or oral presentations.
- 7.8 The Proposals deemed best by the selection committee shall be presented by the County Administrator in the form of an Agenda Request to the Wakulla County Board of Commissioners, who shall either accept or deny the recommendation of the selection committee as presented by the County Administrator.
- 7.9 Individual Committee members will be removed from the Committee if unable to participate in all reviews, and scoring will be based on scores of the remaining Committee members.