

May 3, 2016  
BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA  
Y16-904-PH, ADDENDUM #1

**CONTINUING WATER RESOURCES PROGRAM**

**Proposal Opening Date: May 26, 2016**

This addendum is hereby incorporated into the solicitation documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strike through~~.

A. The following are questions/responses/clarifications:

1. **Question:** Will the county consider extending the successfully completed projects for the project manager and project engineer to 15 years?

**Response:** Yes, the county will extend the successfully completed projects to 15 years. Please use the new attached Similar Projects Form D and E

B. The following changes are being made to the RFP:

1. **Form D Project Manager is changed:**

**SIMILAR PROJECTS**  
**PROJECT MANAGER**

USING PAGES D1 - D5 only - List up to five SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~TEN (10)~~ FIFTEEN (15) YEARS, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed Project Manager has performed IN THE SAME CAPACITY with your firm, or other firms.

2. **Form E Project Professional is changed:**

**SIMILAR PROJECTS**  
**PROJECT PROFESSIONALS**

USING PAGES E1 - 5 and E1 - E5 only - List up to ~~ten~~ five SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~TEN (10)~~ FIFTEEN (15) YEARS, which most closely match the scope of work in this RFP, as identified in the similar projects description, wherein the proposed Project Professional (Project Engineer, Project Hydrogeologist,) has performed the work with your firm, or other firms. The

Proposer must clearly indicate in which capacity (Project Engineer, Project Hydrogeologist) the Proposed Project Professional performed the project listed. Similar Projects Experience of the Project Professionals may include experience for performing services that substantially demonstrate the skills and experience (rather than performed in the same capacity, i.e. Project Engineer, Project Hydrogeologist,) identified in the Similar Project description of the RFP.

**3. Form F SKILLS AND EXPERIENCE OF THE PROJECT TEAM**

**Using a maximum of three pages, 8 1/2" X 11"**, labeled "Form F-1" through "Form F-3 describe the experience of the entire project team as it relates to this project. Title the first page "Skills and Experience of the Project Team" and label each page as described above. Include the experience of the prime consultant, as well as other members of the project team; i.e., additional personnel, sub-consultants, branch offices, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past ~~ten~~ **fifteen** years) where the team members have performed similar projects previously.

- C. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

**Receipt acknowledged by:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Firm**

## SCORING

Requirements for scoring are listed under the appropriate Project Type. Additional scoring criteria are listed below:

- Only one Project Manager is allowed.
- Up to five (5) Project Professionals are allowed and shall include:
  - One or more Engineers
  - One or more Hydrogeologists
- The **Project Manager** shall submit no more than ~~four~~**five** different projects and must submit one (1) Project Type “D” and **score at least one-half (1/2) point or the proposal shall be considered non-responsive and ineligible for further consideration.**
- The combined **Project Professionals** shall submit no more than a total of ~~four~~**five** projects. Project types submitted by the Project Professionals must include one (1) Project Type “A”, one (1) Project Type “B”, one (1) Project Type “C”, and one (1) Project Type “D.” **The fifth project may be Project Type A, B, C or D.** If a project type is not submitted then **no points** shall be awarded for that project type. If more than one project is submitted for a project type then only the first project listed shall be considered for evaluation.
- The Project Manager and the Project Professional(s) may submit the same project(s).
- The projects must have been successfully completed within the past fifteen (15) years.
- Substantial completion is defined as the owner having beneficial use of the project.

**The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are identified and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.**

**Failure to identify the specific performance requirements and/or dimensions of the project to ensure it meets the similar project description shall negatively impact that project’s score.**

*Note: Determination of a project as similar shall be at the sole discretion of the County. Under this similar project description, the project may have been performed under a specific contract. Also, a specific project performed under a continuing/ongoing contract may be submitted. However, the basic continuing/ongoing contract is not acceptable as a similar project.*

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## **SIMILAR PROJECTS**

### **PROJECT PROFESSIONALS**

USING PAGES E1 - 5 and E1 - E5 only - List up to **five SIMILAR PROJECTS**, (one project per page), for which services have been **SUCCESSFULLY COMPLETED WITHIN THE PAST FIFTEEN (15) YEARS**, which most closely match the scope of work in this RFP, as identified in the similar projects description, wherein the proposed Project Professional (Project Engineer, Project Hydrogeologist,) has performed the work with your firm, or other firms. The Proposer must clearly indicate in which capacity (Project Engineer, Project Hydrogeologist) the Proposed Project Professional performed the project listed. Similar Projects Experience of the Project Professionals may include experience for performing services that substantially demonstrate the skills and experience (rather than performed in the same capacity, i.e. Project Engineer, Project Hydrogeologist,) identified in the Similar Project description of the RFP.

LIST **ONE** PROJECT PROFESSIONAL INDICATED ON FORM B PER SIMILAR PROJECT. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

**TYPE "A" PROJECTS - WATER RESOURCE PROJECT IMPLEMENTATION**

**Proposed Project Professional (Name):** \_\_\_\_\_

Professional Capacity Performed:

\_\_\_\_\_  
(Project Engineer, Hydrogeologist))

1. Project Name:  
Owner:  
Reference Name, Address, Phone Number, Fax Number, Email Address:

**Project Type A**

Consulting Fee:

Consulting Completion Date:

**(month/year)**

Firm:

Summary of Work:

**“B” PROJECTS MODELING**

**Proposed Project Professional (Name):** \_\_\_\_\_

Professional Capacity Performed:

\_\_\_\_\_  
(Project Engineer, Hydrogeologist)

2. Project Name:

Owner:

Reference Name, Address, Phone Number, Fax Number, Email Address:

**Project Type B**

Consulting Fee:

Consulting Completion Date:

**(month/year)**

Firm:

Summary of Work:

**TYPE "C" PROJECT - PERMITTING AND COMPLIANCE**

**Proposed Project Professional (Name):** \_\_\_\_\_  
Professional Capacity Performed:

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Project Engineer, Hydrogeologist)

3. Project Name:  
Owner:  
Reference Name, Address, Phone Number, Fax Number, Email Address:

**Project Type C**

Consulting Fee:  
Consulting Completion Date:  
**(month/year)**

Firm:  
Summary of Work:

**TYPE "D" PROJECTS - ~~Permitting and Compliance~~ PUBLIC WATER SUPPLY AND RECLAIMED WATER MASTER PLANNING**

**Proposed Project Professional (Name):** \_\_\_\_\_

Professional Capacity Performed:

\_\_\_\_\_  
Project Engineer, Hydrogeologist))

4. Project Name:

Owner:

Reference Name, Address, Phone Number, Fax Number, Email Address:

Project Type D

Consulting Fee:

Consulting Completion Date:

**(month/year)**

Firm:

Summary of Work:



**PROJECT TYPE A, B, C OR D MAY BE SUBMITTED FOR THIS PROJECT TYPE**

**Proposed Project Professional Name):** \_\_\_\_\_

Professional Capacity Performed:

\_\_\_\_\_  
(Project Engineer, Hydrogeologist)

5. Project Name:  
Owner:  
Reference Name, Address, Phone Number, Fax Number, Email Address:

Project Type \_\_\_\_\_  
Consulting Fee:  
Consulting Completion Date:  
**(month/year)**

Firm:  
Summary of Work::