

Questions for Request for Proposals #1-2022 MIRR Development for Military Installations in Northwest Florida

1. Are Terms and Conditions for this contract available?

Not at this time. Terms and Conditions will be part of the final contract negotiation.

2. Has ECRC identified a budget for the requested services?

All respondents are being requested to submit time/material costs associated with the work/scope outlined. Maximum and not to exceed budget details will be negotiated with the successful bidder.

3. Will ECRC confirm that this evaluation is for infrastructure assets outside the boundaries of the installation fence line?

The Military Installation Resilience Review is primarily focused on infrastructure assets outside the boundaries of the installations. However, there is significant shared infrastructure in the region and in some cases an analysis of infrastructure located on base will be necessary to make recommendations for off base improvements.

4. Given the upcoming federal holiday, will ECRC consider extending the due date to September 16 at 5:00pm – please?

We will maintain the due date of September 9th.

5. Task 3 A references hazards, climate projections and non-climate stressors, and Task 4 D references both natural and man-made risk. Does the MIRR include an evaluation of man-made hazards (i.e., cyber, terrorism)?

The Military Installation Resilience Review is primarily focused on natural or climate induced risks, however many hazards such as wildfire and storm water issues have both man-made and natural components. We do not anticipate that cyber security or terrorism will be part of the Review; however, the initial threat assessment will inform the exact hazards to be analyzed.

6. How many hazards and associated scenarios should be included in the analysis for Task 3?

The exact number and nature of hazards and scenarios will be determined through consultation with the staff of our region's military installations, local governments, and subject matter experts.

7. Can you please share more detail on the Unified Resilience Assessment Standard to be developed for the Region?

The Unified Resilience Assessment Standard will propose consistent scenarios and projections to be used across the region to anticipate future climate conditions and the corresponding impacts on community infrastructure. The Northwest Florida regional assessment standard will be developed in consultation with other statewide efforts, including the State of Florida's Resiliency Office and the Assessment Standards Developed for use in the ongoing MIRRs in the Tampa Bay and South Florida regions, as appropriate.

8. Is metadata required for the geospatial deliverable, and if so what standard?

All geospatial data will include metadata in either the ISO19139 Metadata Implementation Specification style or the SDSFIE-M style. Metadata records for each dataset will include the minimum required information per metadata style written within the organization's preferred metadata editor software. We are willing to consider other standards if they are compatible with the systems that our local governments or military installations are using.

9. Is there existing asset spatial data available to support the vulnerability assessment (i.e., critical facilities, infrastructure, etc.)? Or does this data need to be collected from individual stakeholders (i.e., installations, counties), compiled, and validated?

Most of the spatial data for the Review will need to be collected from individual stakeholders. The ECRC will assist in identifying data sources and will facilitate introductions.

10. Do the installations have Installation Energy and Water Plans? And if so, can the awarded contractor be provided a copy to support the project?

Some of the installations have Energy and Water Plans in place, others have plans in progress, and others do not foresee beginning to work on their plans until after the conclusion of this process. We will provide all the information that we have to the successful bidder and facilitate contacts with the appropriate staff at the military installations.

11. Do the installations have a level 2 threat analysis as part of their installation hazard plans that the contractor can review upon award?

We will work with our military partners and the selected Consultant to provide all sharable and relevant information. The primary focus of the MIRR is on infrastructure located outside of the installation.

12. Will the ECRC be providing copies of other ongoing MIRR reports in the State as referenced in Task 3C?

ECRC will work with the selected Contractor and the other Regional Councils in the State to provide all available information to facilitate the accomplishment of Task 3C.

13. Is this a fixed price contract?

The specifics of the payment schedule will be negotiated with the successful bidder. We anticipate that the Contractor will be paid a fixed price for each task, on a percent complete basis, according to the defined task amount in the contractor's fee schedule.

14. What is the funding available to support the selected contractor's scope of work?

We do not plan to disclose our budget for this RFP. Cost will be part of the evaluation. Time/material/overhead will be evaluated and scored. Total funding available will be negotiated with the successful firm.

15. Can the selected contractor bill monthly on a percent complete basis?

Yes, the contractor may bill monthly, on a percent complete basis. Details will be negotiated with the successful bidder.

16. Is invoicing based on percent complete by task, subtask, or by deliverable on a monthly basis?

Invoicing is based on the percentage completion of tasks.

17. Should the budget be designed with a cost per task, cost per subtask, or cost per deliverable?

We are requesting respondents to outline their detailed estimated time / material / overhead and hourly rate costs for the tasks outlined. Final budget amounts will be negotiated with the successful bidder.

18. How should exceptions or additional language to the sample contract be submitted in the proposal?

Any requested exceptions to elements of the RFP may be included as an addendum located at the end of the Proposal. There was no sample contract provided.

19. Will there be any impact on the evaluation criteria or scoring of a proposer who submits additional contract language in their proposal?

The evaluation of proposals will be based on the selection criteria found in the RFP. Conditional Proposals or those which take exception to any provision of the RFP may be considered non-responsive and may be rejected.

20. The deliverables for Task #6 are a repeat of the deliverables of Task #5. Please confirm if this is correct.

The first deliverable for Task #6 should be "a. Ranked list of cost-feasible recommendations for addressing resiliency needs." We will issue an addendum to the RFP to fix the issue.

21. Under the roles of ECRC on page 4, it states that ECRC "will facilitate outreach with local governments". Does this include facilitating outreach with the military installations as well?

Yes, we have been in contact with the military installations through the development of this project, and we will facilitate contact with our points of contact at each installation.

22. Should Task #7 Deliverable C due date be January 26, 2024 as stated in the Key Deadlines section on page 5 (vs. January 26, 2023 as shown on page 12).

That is correct. Task #7 Deliverable C is due on January 26, 2024. The 2023 stated year was a typo. We will issue an addendum to the RFP to fix the issue.

Questions for both Requests for Proposals #1-2022 & #2-2022

1. No. 7 TECHNICAL PROPOSAL CONTENT Section 3 B states to include a description, table, or graphic of the availability of the key Project team members and sub-Contractors/specialists.

No. 7 TECHNICAL PROPOSAL CONTENT Section 7 B states to identify, by task, key personnel assignments, and the estimated hours to be performed by each proposed project member by task. Please provide a list of current projects, project end dates, and the availability of key personnel proposed in this project.

Please clarify the exact type of availability you would in each section.

Under Section 3B we want to understand generally what staff is available and assigned to the project by percentage of their total workload. We are flexible in how you communicate that information. In Section 7B we would like to see a detailing by task of the number of hours each key staff member will dedicate to this project. In addition, we are asking for a list of other current projects and end dates. We acknowledge that some information may be repeated in both Sections.

2. May a firm submit on both RFPs? Or will submitting on one RFP preclude the firm from submitting on the other?

Proposals for both RFPs will be ranked and awarded independently. A firm may submit for one or both.

3. Is it possible for a firm to be selected for both RFPs if a firm chooses to submit on both and is selected by ECRC?

A single firm could be selected for both RFPs.

4. If a firm is a subconsultant to a prime firm on one of the RFPs, is that same sub firm allowed to submit on the other RFP as a prime?

Each proposal will be evaluated on its own merits without consideration of applications to any other RFP.

5. Are there any requirements for the Cost Proposal (i.e. Cover letter, number of copies, original/copy, electronic version, page limits, specific format, font style/size, etc.)?

The cost proposal must be delivered in a sealed envelope. There are no additional requirements for the cost proposal. No cover letter, copies, or electronic version are requested. There are no page limits or format requirements.

6. Is a cover/back cover allowed? Do covers/tabs count toward pages limits?

Front and back covers are allowed, tabs and covers do not count toward page limits provided they do not include additional information beyond organizing the information contained in the Response.

7. For Attachment E Additional Conditions, does signing and marking "YES" on 10. SIGNATURE PAGE count as the submitting firm's acceptance of the conditions and meet the requirement of returning the required form (Attachment E)? We want to clarify that Attachment E Additional Conditions does not need to be returned in our proposal package as there was no signature line on the form, and it was not listed in Section 1 Transmittal Letter where other Attachments (B, C, D) are itemized for inclusion in that section.

We confirm that Attachment E does not need to be returned. Marking "YES" on the SIGNATURE PAGE counts as the submitting firm's acceptance of the Additional Conditions.

8. Attachment A Contractor References requests "PROVIDE THE INFORMATION REQUESTED BELOW ON ALL CONTRACT PROJECT WORK FOR THE PAST THREE (3) YEARS TO DATE." For this request, are you wanting all the contracts the submitting firm has worked on for the past 3 years? Our firm is a global corporation and works on thousands of projects each year. This request would be nearly impossible to provide. Are there parameters the ECRC would be willing to clarify/provide to make this a more manageable task? Or is it permissible to submit 6 projects of similar size/scope as outlined in the RFP (worked on in the past 3 years) to meet this reference requirement?

We will amend the RFP to "MAXIMUM OF FIVE (5) RELEVANT CONTRACT PROJECTS." We are especially seeking work with DoD installations and resilience planning.

9. Attachment A – Contractor References states “PROVIDE THE INFORMATION REQUESTED BELOW ON ALL CONTRACT PROJECT WORK FOR THE PAST THREE (3) YEARS TO DATE. YOU MAY PHOTOCOPY ADDITIONAL PAGES.”

Question: Would 15 – 20 project contracts per applicant be sufficient? We have over 300 contracts in the past 3 years and our subconsultant also has hundreds of contracts in the past 3 years.

**We will amend the RFP to “MAXIMUM OF FIVE (5) RELEVANT CONTRACT PROJECTS.”
We are especially seeking work with DoD installations and resilience planning.**

10. Are 11” x 17” pages allowed? If so, does an 11” x 17” sheet count as two normal pages?

For consistency we request that all responses be written on 8.5” x 11” pages, as stated in the instructions.

11. Is Arial Narrow font allowed?

The RFP states that, “Submittals must be easy to read in Times New Roman or Arial, no smaller than 11.” Arial Narrow is not allowed.

12. Please confirm the References Forms do not count against an overall page limit total. If they do, would you accept a table in lieu of the Forms?

The Reference Forms do not count against an overall page limit.