

CEDAR KEY WATER AND SEWER DISTRICT

ADDENDUM NO. 3 TO REQUEST FOR QUALIFICATIONS (RFQ) FOR DISASTER RECOVERY SERVICES RFQ 2023-01

Issued December 15, 2023

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

| Event | Date/Time |
|---|--------------------------------------|
| Proposal Advertisement Date | October 13, 2023 |
| Release of Request for Qualifications | October 13, 2023 |
| Questions Due from Prospective Respondents | December 7, 2023 |
| Responses to questions due | December 15, 2023 |
| RESPONSES DUE TO DISTRICT | December 29, 2023 @ 3:00 P.M. |
| Oral Presentations (if needed) | January, 2024 |
| Board Consideration and Ranking of Responses | January-February, 2024 |
| Commencement of Services by Successful Respondent | January-March, 2024 |

This addendum is issued for the purpose of responding to questions received by the December 7, 2023 deadline.

Interested Firms may respond to both RFQ 2023-01 and RFQ 2023-02 for Engineering Consultant, Design, Inspection, and Related Services Pertaining to Hurricane Idalia Recovery Projects (Including Hazard Mitigation Projects).

Questions are listed in black below. Responses are listed in red.

1. Are the employee classifications listed required, or can the proposer instead list its positions as reflected in the role descriptions requested in “Tab 4 – Key Staff.” If the Tab 7 listed classifications are required, could the same person be listed in multiple roles? Also, please clarify the intended role of “data manager.”

The proposer may list its positions as reflected in the role descriptions requested in Tab 4. The same individual may be listed in appropriate roles. A data manager would be responsible for managing project data, reports, permits, and other documentation necessary to maximize cost recovery through available grant funding.

2. Please clarify the level of specificity expected with the request for “...an itemized list of all direct and indirect costs associated with the performance of the Services,” particularly with respect to indirect costs.

Pursuant to the instructions that accompany Tab 7 – Cost Proposal/Fee Schedule, hourly rates must include fringe and overhead, and further all normal expenses shall be absorbed in hourly rates including lodging, meals, transportation, and per diem. If the responding firm believes there are additional direct or indirect costs associated with performance of the services, those should be described in the proposal in a level of detail sufficient for the District to evaluate the reasonableness of the proposed cost as well as its allowability and allocability.

3. The RFP notes that “All normal expenses shall be absorbed in hourly rates, including lodging, meals, transportation, and per Diem.” But the **footnote says “Base Rate is actual hourly wage, exclusive of fringe, overhead and profit.” In which column of the table should the “normal expenses” be included, “Base Rate” or “Requested Rate”?

Normal expenses should be included in the Fringe and Overhead category and reflected in the total Requested Rate, which includes the Base Rate, Fringe and Overhead, and Profit.

4. Section 3.2 (Services) on page 6 includes references to project identification and damage assessments (ref. bullets 11, 12, 13, 14, and 15) Please clarify whether such services should be factored into the response in light of the issuance of RFP 2023-02.

The scope of services for RFQ 2023-01 includes and encompasses project identification and damage assessment that would identify necessary disaster recovery projects (including hazard mitigation) for potential implementation by the District. It is the intent of the District that any required engineering, design, CEI, surveying/mapping, etc., required to implement projects identified by the selected disaster recovery consultant through the damage assessment process would be performed by the engineering consultant selected by the District pursuant to RFQ 2023-02. As noted in Addendum No. 1, interested firms may respond to both RFQ 2023-01 and RFQ 2023-02.