

**Cedar Key Water and Sewer District
Request for Proposals – CDBG-DR Grant Administrator**

Key staff indicated the District is requesting a Local On-Site Project Manager. Can the District provide their expectation for time on-site? **Local On-Site Project Manager references the grant administrator who will perform all CDBG-DR Grant Management duties for Cedar Water and Sewer District. Duties include but are not limited to the following: federal and state grant documentation, contractor pay requests, ensures the project is in HUD, Davis-Bacon compliance with all federal and state rules and provides all necessary communications with Cedar Key Water and Sewer District. It will be the duty of the Local On-Site Project Manager to determine how much on-site time is needed for successful project compliance and completion. Administration is the key word.**

Can the District please confirm whether the Local Onsite Project Manager requirement can be satisfied through a hybrid management approach combining remote and onsite support? **Yes**

Can the District please confirm whether the Local Onsite Project Manager role can be filled by a Project Manager from our Tallahassee office? **Yes**

Experience of Firm and References – the District requested three example projects. Can examples from a subcontractor be included? **No**

The solicitation states the following: Provide three (3) projects completed within the last eight (8) years of the same or a similar nature of the Services required pursuant to this RFP. Can the District please confirm if it is acceptable for a respondent to submit references for projects that are still in progress as long as they are of “the same or a similar nature” to the services listed in the RFP? **It is not acceptable.**

The solicitation states the following:

Include a project description, location name of project manager, scheduled and actual completion date, and client contact information familiar with the project.

Can the District please clarify what is meant by “location name of project manager” – is the District referring to the actual (geographic) location of the project, along with the name of the respondent’s project manager on a particular project? **Yes**

We noted on Form 3, “Respondents are required to submit with their Responses three (3) letter of reference, with which they have provided similar services as requested in this solicitation.” Please confirm this refers to the three former clients and project descriptions listed on the reference form. **Confirmed. The reference form attachment is intended for respondents to provide the contact information for the clients from which respondents provide letters of reference.**

1. Environmental Review Record (ERR)

Please clarify whether the selected consultant is expected to prepare the complete HUD Part 58 Environmental Review Record (ERR), provide only administrative support associated with the environmental review process, or coordinate with an environmental consultant retained separately by the District. Selected consultant is expected to prepare and complete HUD Part 58 Environmental Review Record (ERR)

2. Environmental Consultant

If preparation of the Environmental Review Record requires specialized environmental expertise, has the District already retained an environmental consultant, or should respondents include these services within their proposals? And, if so, what tasks would the consultant be expected to perform? District has not retained an environmental consultant. Respondents should include these services within their proposals. Selected consultant is expected to prepare and complete HUD Part 58 Environmental Review Record (ERR)

3. Total Grant Awards

Please confirm the total award amount for Commerce Agreements MS027 (Wastewater Treatment Facility Hardening) and MS029 (Potable Water System Hardening). \$11,473,297.00

4. Project Schedule

Please provide the anticipated construction schedule and estimated grant performance period for both projects. The construction schedule will be based on the completion ERR, design, and bid timeline.

5. Onsite Presence

Does the District anticipate the Successful Respondent maintaining full-time onsite personnel during any phase of the projects, or may grant management services be provided remotely with onsite attendance for meetings, procurement activities, construction milestones, monitoring visits, and other project needs? Grant management services may be conducted remotely with onsite attendance for meetings, procurement activities, construction milestones, monitoring visits, and other project needs.

6. Office Location

If an onsite presence is expected, does the District anticipate providing dedicated office space for consultant personnel?

7. Monthly Reporting

Will the District require recurring progress meetings and written reports beyond those required by Florida Commerce? **No, but there may well be meetings at that Districts discretion.**

8. Financial Administration

Will the consultant be responsible for preparation and submission of all reimbursement requests, draw requests, and financial reports to Florida Commerce? **Yes**

9. Procurement Responsibilities

Have any engineering, professional services, or construction contracts already been procured for these projects? **No, we are conducting an Engineering RFQ in conjunction with the RFP.**

10. Davis-Bacon Compliance

Is the selected consultant expected to perform certified payroll review and Davis-Bacon compliance monitoring throughout construction? **Yes**

11. Commerce Monitoring

Approximately how many Florida Commerce monitoring visits are anticipated during implementation? **Unknown**

12. HUD Monitoring

Should the consultant anticipate direct HUD monitoring, or only Florida Commerce monitoring?

That will be up to Florida Commerce

13. Grant Closeout

Please confirm that preparation of the complete grant closeout package for both awards is included within the requested scope. **Confirmed**

14. Task Orders

Will separate Task Orders be issued for each grant, or will a single Task Order cover both projects? **Single Task Order**

15. Cost Proposal

Should respondents provide estimated labor hours by position, or hourly rates only? **Hourly rates**

16. System of Record / Grant Management Software

Please clarify whether Florida Commerce or the District utilizes an existing grant management or project management system for administration of these projects. If so, please identify the system. If no system currently exists, does the District expect the Successful Respondent to provide a grant management software platform, or may the consultant utilize its internal project management tools while providing all required reports and documentation? **That is a question for Florida Commerce**

17. Existing Grant Documentation

Have project files, procurement files, engineering documentation, environmental documentation, and grant administration records already been established by the District or Florida Commerce, or will the Successful Respondent be responsible for developing the grant administration files from project initiation? **Preliminary environmental documentation has been completed. Successful respondent will be responsible for developing the grant administration files from project initiation.**

18. Florida Commerce Portal

Please identify the Florida Commerce systems or portals that the Successful Respondent will be required to utilize for reimbursement requests, reporting, document submission, and grant administration. **The District uses SERA. Not sure which portal the Successful respondent will use.**

19. Environmental Review Status

Please identify the current environmental review status for each project, including whether any HUD Part 58 Environmental Review Record activities have been initiated or completed by Florida Commerce or the District. **Preliminary Review has been completed.**

Can the City please clarify: will environmental review services be needed as well or will those services be scoped in a separate solicitation? **Cedar Key Water and Sewer District is a Special District, not a City utility. Environmental review will be conducted and completed by the Grant Administrator.**

Aside from the City's CDBG-DR allocation, does the City anticipate the awarded grant administrator to help oversee any additional sources of funding? **No**

Since neither UPS nor FedEx will deliver to a "P.O. Box" address, can the District please confirm it is acceptable to have delivery labels NOT include the "P.O. Box 309" information so there is no confusion with the carrier and therefore proposal responses will be delivered timely? The Cedar Key Post Office requires all local Post Office Box holders to include a P.O. Box address. Non-USPS entities may use 510 3rd Street, Cedar Key, FL 32625.

Can the District please clarify/confirm if it is acceptable for a respondent to submit an originally signed and duly notarized SCANNED copy for each of the five (5) forms requiring notarization? **It is acceptable for a respondent to submit an originally signed and duly notarized SCANNED copy for each of the five (5) forms requiring notarization**

- We noted on Form 2 the projects ask for Owner/Engineer. Please confirm this refers to the reference contact. – Owner/Engineer should be revised to Client on this Form. Form 2 has been updated accordingly. Please refer to the updated version within the document titled “revised 7.10.26.”
- We noted there is not a cover letter in the response construction. Please confirm that Respondents can include a cover letter that is separate from Tab 1 – Executive Summary.
 - Respondents may include a cover letter in their response which does not count toward the 10 page limit for the Executive Summary
- In Tab 1 – Executive Summary, please confirm the “Provide proof that Proposer’s business is licensed, permitted and/ or certified to do business in the State of Florida and attach copies of all such licenses issued to the business entity.” and “MBE State Certification (if applicable). Certification as a minority business enterprise for the purpose of this RFP is defined by the Florida Small and Minority Business Assistance Act. Proposers certified by the State of Florida should include a copy of the certification with their Proposal.” Please confirm that the licenses, certification, and permit copies are separate from the ten (10) page count. – Yes, copies of licenses/certifications/permits are not included in the page limit.
- We noted that Tab 3 references the Appendix B Form 3. Please confirm that Respondents should fill out the items requested under Tab 3 – Experience of Firm and References and Form 3 separately. – Yes, Form 3 should be completed separately from Tab 3. Form 3 has been revised to clarify its intent, which is for Respondents to provide the contact information for three (3) references and supporting letters from each of those references. Please refer to the updated version within the document titled “revised 7.10.26.”
- Please confirm that Respondents may include resumes and certifications in the appendix. – Respondents are to include resumes for key staff in Tab 2. Refer to Section 4.2 of the RFP.

Question 1 – Local On-Site Project Manager

Tab 2 requests that respondents identify the proposed "Local On-Site Project Manager," while the Scope of Services includes attendance at project meetings, procurement activities, monitoring visits, pre-bid conferences, preconstruction meetings, and other project-related activities. Could the District clarify its expectations regarding on-site presence? Specifically, does the District anticipate a full-time local presence, or will periodic on-site meetings and project activities, combined with ongoing remote grant administration, satisfy the District's expectations? Periodic on-site meetings and project activities, combined with ongoing remote grant administration, satisfy the District's expectations

Question 2 – Procurement Status

Have any procurement activities (engineering, environmental, construction, or other professional services) already been completed for either the Potable Water System Hardening Project or the Wastewater Treatment Facility Hardening Project, or will all procurement activities begin following award of this contract? An RFQ for Engineering Services is being conducted in conjunction with Grant Administration RFP.

Question 3 – Current Grant Status

Could the District provide the current implementation status of each grant (for example, environmental review, procurement, design, permitting, or construction) so respondents may better understand the anticipated scope of services immediately following contract award? A preliminary Environmental Review has been completed by the District and RFQ and RFP procurements are in process.