



RISK MANAGEMENT & PURCHASING
1140 EAST PARKER STREET
LAKELAND, FL 33801

ADDENDUM NO. 1
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING & ENVIRONMENTAL CONSULTING SERVICES
(CCNA) FOR THE LAKE BONNET DRAINAGE BASIN FLOOD HAZARD AND DEBRIS
MITIGATION PROJECT
FOR THE CITY OF LAKELAND

April 18, 2023

2023-RFQ-020

The purpose of this addendum is to advise all interested parties of the following revisions and/or clarifications and to transmit the information as noted below:

1. **Questions & Answers (Attached)**
2. **RFQ Due Date Remains: 2:00 p.m. – Wednesday – May 31, 2023.**

All other items remain unchanged.

Tara T. Walls

Tara T. Walls, CPPB
Senior Purchasing Agent

RFP No. 2023-RFQ-020 Questions & Answers

Questions from HGS, LLC (RES)

- The sam.gov instructions, examples and information requested are obsolete as they reference the site functions and layout before it was overhauled. Is a pdf of our "Entity Data Detailed Results" print out (four pages listing entity exclusion or indicating "none") acceptable? it doesn't list the date the information was accessed, but the PDF properties will show when the pdf was created. I can send you an example of what this sam.gov report looks like if it would be helpful to you.

[An updated SAM.GOV "Quick Start Guide Exclusion Data – Search/View" instructions is attached as RFQ Exhibit B-Updated SAM.GOV Quick Start Guide for Exclusions Search.](#) For consistency purposes, please follow these directions. A dated PDF of the search will be sufficient for the required submittal.

Questions from Environmental Science Associates:

- Page 5 and 10 state questions are due May 24, 2023 by 5pm. Page 24 states the question deadline is 5/4/2023. Could you please clarify which is correct?

[All Questions regarding this request for qualifications shall be in writing and submitted electronically via the Portal through the Question and Answer tab before 5:00 pm on Wednesday, May 24, 2023. Responses will be released on the Question and Answer Tab.](#)

- Page 18 of the RFQ, 3.11. Submittal Instruction states, "All submittals shall contain no more than twenty-five (25) double-sided pages plus data sheets." We understand this to be an electronic submittal. Does "double-sided" mean that the submittal can be no more than 25 or 50 pages?

[Yes, submittals will be electronic, and "double-sided" means that the submittal can be no more than 50 pages.](#)

- Page 20, Tab 3 is dedicated to the discussion of DBE/WBE/SBE firms, while Page 27 delineates points/scoring for DBE/MBE/WBE firms. Are there points assigned to SBE firms?

[For purposes of this RFQ, Certified DBE, MBE and WBE are considered Small Business Enterprises \(SBE\). The City will be looking for disadvantaged or labor surplus area firms, minority-owned, and women-owned business enterprises with official certifications.](#)

[2 CFR § 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms provides: eCFR :: 2 CFR 200.321 -- Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.](#)

[Under Florida law, the requirements regarding minority-owned business certification are provided by Florida Statutes at Chapter 287.0943\(2\)\(e\) and Chapter 295.187 \(see Attachment 1\), as well Florida Administrative Code Chapter 60A-9 - 60A-9 : OFFICE OF SUPPLIER DIVERSITY - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](#)

[If you want to obtain a minority-owned business certification, the main requirements provide that your company must:](#)

- Be established in Florida
- Be legally registered to do business in Florida as a for-profit organization under the Department of State
- Be owned and managed by an individual(s) resident in Florida
- Be 51% owned and managed by a woman, veteran, or minority who is either a US citizen or permanent resident alien
- Be currently doing business (active)
- Be officially registered in Florida's eProcurement system – MyFloridaMarketPlace found at [MyFloridaMarketPlace / State Purchasing / Business Operations / Florida Department of Management Services - DMS](#)
- Also, the company must have a net worth of less than \$5 million and possess 200 or fewer full-time permanent employees.

If required by the business's segment, the company must have a professional license in the owner's name, either a woman, a veteran, or a minority entrepreneur.

The SECTION 3 PROGRAM of the HUD as noted in the RFQ, Section 3.4, the following may provide additional resources in the use of DBE/WBE/WBE and labor surplus area firms. [Section 3 - Economic Opportunities | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#), [Section 3 Opportunity Portal - Home \(hud.gov\)](#) and Small Business [HUBZone program \(sba.gov\)](#)

- Page 27, item 7 defines scoring criteria for DBE/MBE/WBE.
 - A. Assuming subconsultants are used, do we need one DBE, one MBE, and one WBE to achieve maximum points?

No. Scoring points will be based on how many DBEs, MBEs and WBEs are utilized in each category whether prime consultant and/or subconsultants.

- B. A scale of 0 to 3 is used per DBE/MBE/WBE line item. How might one achieve "3" points per category? (e.g.: Can a consultant score a "1" or a "2?")

A scenario might be: In the WBE category - The prime consultant is a WBE (1 point), a sub-consultant for property acquisition is a WBE (1 point) and another sub-consultant for construction engineering inspection and compliance oversight (Davis-Bacon, Section 3 plan, etc.) is a WBE (1 point) for a total of 3 points for the WBE category.

- C. If a subconsultant is a certified DBE, MBE, and WBE, can that same subconsultant be used to satisfy the requirements for all categories?

Yes. For additional information, please refer to Florida Statutes at Chapter 287.0943(2)(e) and Chapter 295.187, as well Florida Administrative Code Chapter 60A-9.

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D. What certifications/agencies are permissible to validate MBE/DBE/WBE credentials?

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- A copy of the City of Lakeland's FTP Site Instructions is attached to this Addendum. Here, you can access [prior project studies](#).

The studies provided are as follows:

- 2002 ECT Lake Bonnet Diagnostic Study
- 2004 Keith and Schnars, P.A. Lake Bonnet Drain Study
- 2005 BCI Engineers & Scientists, Inc. Lake Bonnet Embankment Preliminary Geotechnical Exploration, Lakeland, Florida
- 2006 Lake Bonnet Bathymetry Map
- 2013 Amec Foster Wheeler Geotechnical Report – Brunnell Parkway Embankment at Lake Bonnet - Assessment
- 2015 Historic Aerial Photographs
- 2016 Tetra Tech Stormwater Evaluation of the Lake Bonnet Outfall – Report & Recommendations
- 2017 FEMA's National Flood Hazard Layer (Official)
- 2017 Amec Foster Wheeler Environment & Infrastructure, Inc.'s Lake Bonnet Drain May Manor Flood Relief Feasibility Study
- 2018 Wood Environment & Infrastructure Solutions, Inc. Lake Bonnet Pollutant Source Reduction Feasibility Study City of Lakeland – Polk County, FL
- 2019 ESA/Atkins City of Lakeland Water Quality Management Plan

How to Search and View Exclusion Information in SAM.gov

Before You Start:

SAM.gov is the official **FREE U.S. government-operated website** where entities register to conduct business with the government. There is NO charge to register or maintain your entity registration record in SAM.gov.

Do I need to log in to search Exclusion data?

No, exclusion data is available without login for all users.

What is an Entity?

An entity is any person who or organization that is registered to do business with the federal government. You must have an active entity registration in SAM.gov to receive a federal contract or federal assistance.

SAM.gov is the official free, government-operated website for management of government awards. There is NO charge to register or maintain your entity registration record in SAM.gov.

What if I want to search for both Entity Registration and Exclusion records?

When you search in the entity information domain, all entity records including Entity Registration, Exclusion and Disaster Registry records will be provided for the entity. You do not need to search the exclusions domain separately to view exclusions. You will need to be logged in to see any entity data besides exclusions.

What is an Exclusion Record?

An exclusion record identifies parties excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits. Exclusions are also referred to as “suspensions” and “debarments.”

Note: When reviewing SAM records to determine federal award eligibility, closely read nature (cause) and effect language present on each exclusion record to determine applicability for the planned award.

What are Classifications?

Every exclusion record in SAM is one of four categories, or Classification Types:

- Individual
- Firm
- Special Entity Designation
- Vessel

If you only search for a particular classification (i.e. Firm), you are potentially excluding results classified under a different category.

Can I search for an exclusion by Unique Entity Identifier (UEI) or CAGE code?

SAM.gov does not have UEI, currently the DUNS, or CAGE code on file for all Firm Exclusion records. Therefore, a search by one of these fields may not be sufficient to find a match. You should perform an additional name search if no results are found using the UEI or CAGE code.

How to Search Exclusion Records

Search SAM.gov to Search Exclusion Information

1. Select SEARCH from the menu.
2. In the filters, under “Select Domain,” Select “Exclusions.”
3. The page will refresh with exclusions content and the filters will change to reflect the options available in this domain.
4. Select any category you want to filter your results.

Note: Using the search bar at the top of the page will create a new search and remove any existing filters from your results.

Advanced Search – Exclusions

After logging in to SAM.gov:

1. Navigate to the Home page and select “Exclusions.”
2. Select the “Advanced Search” button above the Search bar.
3. Use filters to create an advanced search. Once applied, filters will appear in boxes beneath the category; remove filters by selecting the “x” icon on each one:
 - **Keywords:** Apply any keyword searches to your filter

- **Classification:** Four categories of Exclusions
 - **Excluded Individual:** Information you can enter to filter by individual
 - **Excluded Other:** Information you can enter to search by UEI, Cage, etc.
 - **Federal Organizations:** Filter by Federal Organizations
 - **Exclusion Type:** Filter by 1 of 4 defined exclusion types
 - **Exclusion Program:** Filter by Procurement, Reciprocal, or Non-Procurement
 - **Location:** Filter by ZIP Code, State or other geographical information
 - **Dates:** Filter by several relevant date options
 - **Exclusion Status:** Active/Inactive
4. Use the Reset Filters button to clear all filters applied at once.

Note: Using the search bar at the top of the page will create a new search and remove any existing filters from your results.

Save Your Search – Exclusions

Save search results in SAM.gov by selecting “Actions” and selecting “Save.” You can access these saved searches at a later time by selecting the Saved Search tab on the Search page.

Note: You must be logged in to save search results and to view saved searches.

Follow an Exclusion

- You can elect to follow a specific exclusion record by clicking the blue name of the record. Once the record is open you can select “Follow.”
- You can access followed items from the link in the Profile area of your Workspace.

Note: You must be logged in to follow exclusion records or access your followed items.

Please follow instructions below to access the documents:

Instructions for ftp file path:

Simply click on this link

<ftp://ftp.lakelandgov.net>

Username: **upload** Password: **lakeland**

Choose "Outgoing" Folder

Choose "Public Works" Folder

Choose "**CDBG-MIT Lake Bonnet Project**" Folder

Pick the document you need

For City Use: Use the following link to download documents (bid, i.e.) to the outgoing folder for outside bidders and consultants to retrieve documents.

<\\proxy-1\ftppub>