



## Town of Miami Lakes

RFP 2017-44

### Disaster Debris Management

#### Addendum #3

**Due Date: 11:00 AM EST, May 22, 2017**

This addendum is incorporated into and made a part of the Request for Proposal (“RFP”). The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFP, which take precedence over the RFP documents. Underlined word(s) indicate additions. Deletions are indicated by strikethrough.

#### Clarifications:

1. This addendum is issued, in part, to provide Form 1 – Company Declaration. This form can be found attached to this addendum, and as a separate attachment on either DemandStar or the Town’s Procurement website under the Disaster Debris Management header ([http://miamilakes-fl.gov/index.php?option=com\\_content&view=article&id=289&Itemid=278](http://miamilakes-fl.gov/index.php?option=com_content&view=article&id=289&Itemid=278)).
2. The Bid Form is hereby revoked and replaced with Bid Form Revision 1. This form can be found as a separate attachment to the solicitation on either DemandStar or the Town’s Procurement website under the Disaster Debris Management header ([http://miamilakes-fl.gov/index.php?option=com\\_content&view=article&id=289&Itemid=278](http://miamilakes-fl.gov/index.php?option=com_content&view=article&id=289&Itemid=278)).

#### Questions & Answers:

1. On the Price Proposal Form, Line Item A4, please confirm that this line item is for Haul-out of reduced C&D from the DMS to the Final Disposal Site.  
**Answer:** Yes
2. On the Price Proposal Form, there are no line items for Collection of Vegetative Debris from ROW and haul to DMS.  
**Answer:** Items A1 & A3 address this issue. These items include removal from the ROW, transportation to the DMS, and then to the final disposal site.
3. On the Price Proposal Form, there are no line items for Collection of C&D Debris from ROW and haul to DMS.  
**Answer:** Please refer to Clarification 2 above. A line item for C&D Debris Removal has been added to Bid Form Revision 1, also known as the Price Proposal Form.
4. On the Price Proposal Form, there are no line items for Reduction of Vegetative Debris via Grinding.  
**Answer:** This price should be included in line item A4 on Bid Form Revision 1.
5. On the Price Proposal Form, there are no line items for Reduction of Vegetative Debris via burning (ACI and Open Burn).  
**Answer:** As stated in the RFP and contract, burning is not permitted.

6. On the Price Proposal Form, Line Item A20 (A21 in Bid Form Revision 1), please confirm this line item is for removal of all hanging limbs per tree, essentially a Price per Tree option.

**Answer:** Yes

7. On the Price Proposal Form, Line Item A6 (A7 in Bid Form Revision 1), would the Town consider changing the unit of measure for E-Waste from Cubic Yard to Price per Unit (\$/Unit)?

**Answer:** No, this would be more expensive and complicated.

8. Who will provide the locations of the TDSR or Debris Management sites (DMS)?

**Answer:** The Town. Please refer to Exhibits 2 & 3 of the RFP.

9. Please explain specifically how the pricing of one proposal will be evaluated against the pricing from another proposal, including the answer to these questions:

- 11a. Will each pricing proposal be analyzed and refined to become one total number which can then be compared to the other proposals, and if so, what is the formula that will be used to derive that total number?

**Answer:** The evaluation process is explained in Section 6.1A (Page 31) and the Evaluation Criteria can be found in Section 6.1B (Page 33) of the RFP.

- 11b. Will all pricing line items be evaluated equally or will some line items receive more importance in the evaluation?

**Answer:** The Evaluation Criteria weighing can be found in Section 6.1B (Page 33) of the RFP.

- 11c. Will extended totals (unit price multiplied by estimated quantity) be used to evaluate pricing, and if so, what estimated quantities and what line items will be used to derive the extended totals that will be evaluated?

**Answer:** No estimated quantities are provided in the bid form and as such extended totals will not be used for evaluation pricing. All line items are considered in evaluating and scoring pricing.

10. On page 3, the RFP states that "Proposals must be submitted in the form of one (1) original and seven (7) copies and one CD-ROM or flash drive for the Technical Proposal and one CD-ROM or the Price Proposal." Does the Town require an original hard copy of the Price Proposal or will just an electronic version suffice?

**Answer:** The price form is a component of the proposal and as such one original hard copy and 7 hard copies must be provided.

11. Section 5.1, on page 27 states "Page limitations have been established for some of the Town Forms, as well as other documents." Are certain forms included in the 25-page limit?

**Answer:** The 25-page limit applies to all matter except the following:

- Resumes (excluded from total page count, but each resume must be one page)
- Licenses
- Certifications/Registrations
- Certificate of Authority
- Affidavits
- Price Proposal
- Financial Documents
- Letters from Bonding & Insurance Companies

12. On page 27, the RFP states that double sided printing is permitted. Is it mandatory or can we print single sided?

**Answer:** No, but each side that is printed is considered a page toward the 25-page limit.

13. On page 27, the RFP states that there is a 25-page limit. Do the following normal submittals count towards the page limit: Letter of Intent, Signing Authority, Licenses, Financial Letters and sample insurance certificates?

**Answer:** Please refer to the Answer for Question 13 above. Also, please note that sample insurance certificates do not meet the requirement for providing a letter from Proposer's insurance company demonstrating that the Proposer can meet the insurance requirements.

14. Will the Town consider lengthening the page limit of Tab 3 Qualifications and Experience beyond 5 pages so that we may sufficiently provide the information requested?

**Answer:** No. Page limitations have been established to encourage Proposers to provide clear and concise responses that facilitate review by the Evaluation Committee.

15. Will the Town consider lengthening the 25-page limit so that we may sufficiently provide the information requested?

**Answer:** Please refer to the Answer for Question 16 above.

16. On page 27, the RFP states that in Tab 1 we are to complete and fill out Exhibit 1 Company Declaration. Exhibit 1 is the Federal Provisions. I do not see anything titled Company Declaration. Where can I obtain this form?

**Answer:** Please refer to Clarification 1 above. Also, please see the attached Form 1 – Company Declaration.

17. We are a Limited Liability Company and have a signing authority. Can we submit that in lieu of the Certificate of Authority?

**Answer:** Yes, provided that it clearly documents the individual's authority to execute the proposal on behalf of the Proposer.

18. Is a bid bond required with the Proposal Submittal?

**Answer:** All requirements are stated in the RFP and as such no bid bond is required.

Acknowledgement:

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Date

**Company Profile and Declaration  
Form 1**

Project Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Submitted By: \_\_\_\_\_

(Respondent Firms' Legal Name)

\_\_\_\_\_  
(Respondent D/B/A Name, if used for this Project)

\_\_\_\_\_  
(Name and Title of Officer Signing the Submittal for the Respondent)

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Contact Name, if different from Officer)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/Zip Code)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Phone Number)

**Declaration**

I, \_\_\_\_\_, hereby declare that I am the  
(Print Name)

\_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Company)

the ("Respondent") submitting the Company Profile and Declaration, and that I am duly authorized to sign this Company Profile and Declaration on behalf of the above-named company; all information in this Company Profile and Declaration and information and documents submitted in response to this RFP are, to the best of my knowledge, true, accurate, and complete as of the submission date.

The Respondent further certifies as follows:

1. This Company Profile and Declaration is submitted as part of the Respondent's submittal ("Submittal") in response to the above stated RFP issued by the Town of Miami Lakes.
2. Respondent has carefully examined all the documents contained in the RFP and understands all instructions, requirements, specifications, drawings/plans, terms and conditions, and hereby offers and proposes to furnish the products and/or services described herein at the prices, fees and/or rates quoted in the Respondent's Submittal, and in accordance with the requirements, specifications, drawings/plans, terms and conditions, and any other requirements of the RFP Documents.
3. The Submittal is a valid and irrevocable offer that will not be revoked and shall remain open for the Town's acceptance for a minimum of 120 days from the date Submittals are due to the Town, to allow for evaluation, selection, negotiation, and any unforeseen delays, and Respondent acknowledges that if its Submittal is accepted, Respondent is bound by all statements, representations, warranties, and guarantees made in its Submittal, including but not limited to, representation to price, fees, and/or rates, performance and financial terms.
4. Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements under this RFP.
5. Respondent is in full compliance with all applicable Federal, State, and local laws, rules, regulations and ordinances governing its business practices
6. All statements, information and representations prepared and submitted in response to the RFP are current, complete, true, and accurate. Respondent acknowledges that the Town will rely on such statements, information, and representations in selecting a Respondent, and hereby grants the Town permission to contact any persons identify in this RFP to independently verify the information provided in the Submittal.
7. Submission of a Submittal indicates the Respondent's acceptance of the evaluation criteria and technique and the Respondent's recognition that some subjective judgments may be mad by the Town as part of the evaluation process.
8. No attempt has or will be made by the Respondent to induce any other person or firm to not submit a response to this RFP.
9. No personnel currently employed by the Town participated, directly or indirectly, in any activities related to the preparation of the Respondent's Submittal.
10. Respondent has had no contact with Town personnel regarding the RFP, the Project or evaluation of Submittals in response to this RFP. If contact has occurred, except as permitted under the Cone of Silence, so state and include a statement identifying in detail the nature and extent of such contacts and personnel involved.
11. The pricing, rates or fees proposed by the Respondent have been arrived at independently, without consultation, communication, or agreement, for the purpose of restriction of competition, as to any other Respondent or competitor; and unless otherwise required by law, the prices quoted have not been disclosed by the Respondent prior to submission of the Submittal, either directly or indirectly, to any other Respondent or competitor.
12. Respondent has reviewed a copy of the Contract, included as an Attachment to the RFP.
13. Respondent is not currently disqualified, de-listed or debarred from doing business with any public entity, including federal, state, county or local public entities. If yes, Respondent must

provide a detailed explanation of such disqualification, de-listing or debarment, including the reasons and timeframe.

14. Respondent has visited the site(s) where the work is to be performed and is familiar with the conditions under which the work will be performed and that the Respondent has fully reviewed the drawing/plans and specifications and is fully familiar with the work to be performed. The failure to become fully familiar with the site conditions and drawings shall not form the basis for any request for additional compensation or completion of Project in compliance with the RFP documents.

This declaration was executed in \_\_\_\_\_ County, State of \_\_\_\_\_ on  
20\_\_\_\_.

\_\_\_\_\_  
(signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(signature)

(Notary Seal/Stamp)