



Addendum Notice

This **ADDENDUM #3** forms a part of the Contract Document and modifies the original formal solicitation document.

Date	May 24, 2024
Addendum No.	ADDENDUM #4
Formal Solicitation Name	RFP-24-004 Emergency Debris Management Services

An inquiry was made asking the following questions and the answers are below each question.

1. Please provide the names and titles of the evaluation committee members.

Answer: Steve Pash, Public Works Director; Rich Fasano, Director of Operations; James Monahan, City Engineer; Rob Heaviside, Senior Engineer. All of which are City Employees.

2. Where will the evaluation committee meeting notice be posted?

Answer: On the City Website <https://www.cwgd.com/>.

3. When will the intent to award be made and how will it be communicated to proposers?

Answer: It is the intent to give the Committee one (1) week to review and score the proposals. The selection committee meeting will be scheduled no earlier than one week from June 3, 2024. The time and place for the meeting will be announced on the City of Winter Garden Website.

4. What was the last event that impacted the City which required activation and performance by the City's disaster debris management contractor?

Answer: See Addendum #3

5. How many cubic yards of debris were collected in that event?

Answer: See Addendum #3

6. Which Contractor held the previous or the current contract for the services requested in this solicitation?

Answer: See Addendum #3

7. Does the City currently have a disaster debris monitoring firm under contract, and if so, with which company(ies)?

Answer: The City is currently requesting proposals from firms for the debris monitoring.

Public Services Department

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8. Please confirm if the scope of work for white goods removal includes the removal and disposal of any putrescent food from refrigerators or freezers.

Answer: Vegetation only is the intent of this RFP. White Goods are listed however it is the intent that the City of Winter Garden will address the removal and disposal.

9. Does the City have Memorandums of Understanding (MOU) or Mutual Aid agreements in place with other incorporated municipalities that would allow the use of this contract to be utilized by those entities to perform disaster debris management services, and if so, which ones?

Answer: No MOUs currently, however, Florida Statutes permits special district, municipalities or counties to purchase commodities and contractual services (except those services covered by the CCNA), from the purchasing agreements of other special districts, municipalities or counties which have been procured competitively.

10. Does the City intend to allow other incorporated municipalities within the area to utilize this contract, and if so, which ones?

Answer: No but out of the City of Winter Garden's control.

11. Regarding the evaluation of the Pricing, does the City intend on adding up all unit price line items to get a total figure to compare against other Proposers or will certain line items be weighted heavier than others? If certain line items will be weighted heavier than others, can the City advise the heavier-weighted line items?

Answer: Each proposal will be individually evaluated. The methodology of scoring is not dictated by the City of Winter Garden.

12. Can the City explain the exact methodology evaluators are required to use to determine which price proposal will receive the Maximum Points as it is not clearly specified in the RFP specifications?

Answer: Each proposal will be individually evaluated. The methodology of scoring is not dictated by the City of Winter Garden.

13. Does the City have any pre-identified DMS locations? If so, please provide the locations.

Answer: See Addendum #3

14. Has the City identified a Final Disposal Site? If so, what is the location?

Answer: See Addendum #3

15. Will annual cost increases be allowed under the Bureau of Labor Statistics Consumer Price Index (CPI-U)?

Answer: See Addendum #3

16. The RFP specifications list "clearing" as an element of the scope of work. In the hourly pricing, not all the equipment necessary for "clearing" is listed. Will the City consider revising the cost proposal form to add the additional equipment, or can Proposers include additional equipment as an add-on to the cost proposal?

Answer: Proposer can add additional equipment as an add-on to cost proposal.

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17. Bid item C states: Validated load hauled tickets from the DMS for final disposition of processed **vegetative** debris at a City-approved landfill, recycling facility, or other City-approved location. GPS location of ultimate disposition sites must be provided for payment for each load hauled. Can the City provide a line item for the final disposal of C&D?

Answer: Vegetation only is the intent of this RFP. C & D is listed however it is the intent that the City of Winter Garden will address the removal and disposal.

18. On page 24 of the solicitation, there is a reference to Logistics: "As requested by the City, the Contractor shall provide: (a) project management; (b) staff augmentation and support capabilities; (c) consumables, temporary facilities and transportation support (trucking and static support assets); (d) power generation, fuel, portable lights, deployable personnel and debris removal; and (e) major end items and development of operational procedures for Logistical Staging Areas ("LSA"), base camps, comfort stations, food and lodging."

- a. Does the City want Proposers to include their own pricing sheet for a full turnkey base camp?

Answer: The Contractor will need to provide in their price all the necessary equipment and supplies to sustain their work force and machinery.

19. Page 26 of the solicitation states: Federal Grant Management Contractor shall have experience and be ready to assist City with all aspects of Federal grant management, which shall consist of the following tasks as directed by City: (a) attend the applicant briefing and kick-off meeting with the client; (b) assist the City with damage and eligibility assessment (DDIR, etc.); (c) identification of hazard mitigation opportunities; (d) preparation of scopes of work for eligible repairs; (e) preparation of project worksheets and subsequent required documentation; (f) preparation for project closeout and audits; and (g) writing appeals and representing the City when necessary.

- a. This is typically a function of the third-party monitoring firm/consultant. Contractors are expected to support with missing tickets or reconciliation items, etc. Please confirm that this is an expectation of the monitoring/consulting firm.

Answer: The City of Winter Garden is currently advertising for a Debris Monitoring Consultant which will address these issues.

20. Will the City consider adding a line item for compaction as a method of reduction of C&D debris?

Answer: Vegetation only is the intent of this RFP. C & D is listed however it is the intent that the City of Winter Garden will address the removal and disposal.

21. Item j of the "Optional Services and Equipment" portion of the Cost Proposal states: Mobile Kitchen Facility – The Contractor shall provide a mobile kitchen facility(s), based on a 12-hour day, when requested by the City to be located at the City's Emergency Operations Center or other locations designated by the City. Facility, equipment, and staffing will be at no charge to the City. By being asked to include it at no charge, this cost would be absorbed in other bid items unnecessarily driving some costs up. Many companies provide this service and can provide a firm fixed cost. Can the City kindly consider a separate bid item for this service?

Answer: The Contractor will need to provide in their price all the necessary equipment and supplies to sustain their work force.

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22. Item k of the “Optional Services and Equipment” portion of the Cost Proposal states: The cost of food and other consumable for the Mobile Kitchen Facility will be paid by the Contractor and actual incurred costs shall be invoiced to the City for reimbursement.

- a. This a specialized service and can’t be performed as a pass-through. Especially, when there are no hard quantities or estimates of how many meals could be prepared per day. Many companies provide this service and can provide a firm fixed cost. Can the City kindly consider a separate bid item for this service?

Answer: The Contractor will need to provide in their price all the necessary supplies to sustain their work force.

23. Exhibit C. Bid Opportunity List Form: Our firm is a pre-qualified contractor with FDOT. The form states: For consulting companies, this list must include all Subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Since we are not a consulting company and are not currently working on any specific DOT-assisted project, we would have no information to fill out. Can the City please clarify what specifically is needed on this form?

Answer: If any portion of the RFP does not apply then state so.

24. Anticipated DBE Participation Statement: Can Proposers input “TBD” in the dollar amount and the percent of contract dollars columns since this will be dependent upon the scope of the event and availability of the DBE sub(s)?

Answer: The is contract is anticipated to be a quick reaction scope of work, “The Contractor shall have a four (4) person crew staged and ready to deploy immediately after any event when the services are requested by the City. This crew must be available within two (2) hours of streets being declared safe to drive. Further, within twenty-four (24) hours of the streets being declared safe to drive, the Contractor shall deploy as many crews within the City limits as needed to clean up debris within the scope of the contract.” It is anticipated that a team with sub-contractor(s) (if applicable) would be submitted along with this application. If the team at the time of submittal does not have a DBE Participant or qualifies as one, then the response should be zero (\$0.00, 0%)

25. Owned/Long-Term Leased Equipment Form: Since we have hundreds of pieces of equipment, may we put “see attached” on this form and then include our equipment list?

Answer: Yes, that is acceptable.

26. When including a redacted copy of the proposal, does the City want a redacted hard copy, or may we simply include the redacted copy on the flash drive?

Answer: Please provide one of each, hard and electronic copy.

27. Section IV: Proposal Format requires that Proposers include a copy of the “Owned/Long-Term Leased Equipment” form in both Tab 3(a) and Tab 4(c) of the proposal. Did the City intend for Proposers to duplicate this form in both locations, or should we only provide it in Tab 4(c)?

Answer: Provide the information in one area only and refer to the location in the other.

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**PLEASE
NOTE**

Bidders are required to acknowledge receipt of **ADDENDUM #4** in the space provided on the Signature Sheet within the original formal solicitation document.

**FAILURE TO ACKNOWLEDGE ALL ADDENDA MAY BE
CAUSE FOR REJECTION OF THE RESPONSE.**

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