

Pensacola and Perdido Bays Estuary Program, Inc.

Request for Qualifications

#P2425-01

Carpenter Creek Restoration

Questions and Responses Version 1

November 21, 2024

1. Can you provide the shapefiles for the *recommendations* at each of the “Creek Sites” shown in Appendix A of the Carpenter Creek Watershed Management Plan (Vol. 4)? **Shapefiles associated with the Carpenter Creek Watershed Management Plan are the property of Escambia County. Shapefiles can be obtained through a request of the County’s Natural Resources Management Department.**
2. For the submittal, is there a restriction to page size? **Page size should be a standard 8.5 x11 inches with margins no less than 0.5 inches.**
3. Do cover and page separators (to divide response sections and appendices) count against the page limits? **Yes.**
4. Page 2 of the RFQ details submittal requirements. The page limit is stated as a 40 page limit for the Submittal.
 - The Response outline on page 2 has 6 detailed sections that must be in the final submittal. There is no page limit for any of the sections.
 - However, in the scoring matrix, Qualifications and Experience and Project Approach sections are stated as limited to 12 pages each.
 - Also in the Matrix, the Client Reference Section has no page limit specified and does not list the other sections on page 2.
 - Please clarify. **The total page limit for the RFQ submittal is 40 pages. The response to the qualification and experience should not exceed 12 pages and the response to the project approach should not exceed 12 pages. The firm has discretion on the allocation of the remaining page count.**
5. In the Qualifications and Experience section on page 2, the information requested for team members requires a determination of the *proposed time associated with this project*.
 - How is that to be expressed? **It is the firm’s discretion as to how they wish to express proposed personnel time associated with this project. It can either be as a percentage of time or minimum number of hours.**

- Is this a unit measure (hours, percent)?
 - Is it a capacity term (x hours per week available to the project per person),
 - Is it a defined commitment of specific personnel to the project (only listed personnel are committed to dedicate a percent of their billable hours to this project alone)?
- 6. In the references section on page 2, the description requires references for 3 relevant projects and the project client information.
 - Is that a maximum or a minimum (related to question 4)? **The firm is allowed to include more than three references but should not exceed the total page count listed in the RFQ.**
- 7. The WMP delivered by WSP and SCAPE divided the study area into three ‘segments’: From Davis Highway to Airport Boulevard, From Bayou to 9th Avenue, From 9th Avenue to 12th Avenue. Is this previous segmentation a starting point for this Design scope, or does the winning firm have permission to start with a blank slate? **The project area is a 2.5 mile stretch from the I-110 interstate to 12th Ave.**
- 8. The grant agreement specifies ~\$250K allocated for community engagement while the scope specifies that PPBEP will lead community engagement. What will PPBEP’s leadership entail? What level of financial and staff resources are committed during the plan period to support this effort? **Please do not focus on this funding line item as it is related but independent of contract negotiations. PPBEP expects the firm to provide a range of engagement strategies they think would be most appropriate for the project. PPBEP envisions working very closely with the firm on community engagement. The selected firm should provide support and leverage PPBEP’s outreach resources. The firm will be tasked with developing a Community Engagement Plan, with review and approval by PPBEP, that should specifically outline engagement methods and roles and responsibilities between the firm and PPBEP.**
- 9. Will PPBEP lead a separate institutional stakeholder engagement process given the concentration of major institutions and asset owners within and proximate to the study area? **This should be identified during development of the Community Engagement Plan to be developed by the selected firm with PPBEP.**
- 10. As the Grant document clarifies that no grant funds will be used for land acquisitions, where does PPBEP anticipate that this funding will come from? **Like project construction, PPBEP anticipates funding for land acquisition to originate from a variety of sources, including governmental and foundational grants and donations.**
- 11. In relation to Scope Item 5: **“The selected firm should identify in the Site Access and Land Acquisition Plan and Basis of Design Report alternatives** if property owners refuse to sell or agree to an easement or site access.” – Does this mean alternative design scenarios, or other contractual alternatives or both? **Both.**
- 12. Can you provide in the Q&A responses a hypothetical “best case scenario” for the post-Design phase reflecting future milestones for completion of land acquisition, funding and construction? **PPBEP will not provide a hypothetical response.**

13. Has PPBEP contemplated the possibility of a “Conservancy” model for future governance of the Creek once the project is complete? **PPBEP is open to a range of governance models to oversee the project once complete and is open to firm recommendations and feedback.**
14. Is it required to have a Certificate of Status for the State of Florida in order to be considered for award of the project or is it simply required to execute a contract once a firm is awarded the project, and thus could be provided at a later time in the instance that the firm is selected? **The firm is required to have a Certificate of Status for the State of Florida at the time of submittal.**
15. Is it a requirement to have a registered Landscape Architect in the state of Florida as part of the project team? If so, can this licensing information be provided once the project is awarded or is it required as part of the RFQ submission package? **If registration is required to perform landscape architecture services in the State of Florida and/or required to obtain a permit, then yes, the Landscape Architect should be registered in the State of Florida at the time of submittal.**
16. Given that the WMP calculated sediment loads rather than conducting in-stream sediment transport modeling, we want to confirm that sediment transport modeling is indeed required here versus pollutant loading calculations like in the WMP. **Correct, sediment transport modeling is requested. However, PPBEP is open to firm feedback if the submitting firm has alternative recommendations as the anticipated deliverables include but are not limited to: → Topographic Survey → Boundary Line Survey → Geotechnical Survey → Hydrodynamic Model and Report → Sediment Transport Model and Report → Bathymetric Survey (if required) → Cultural Resource Survey (if required) → Submerged Aquatic Vegetation (SAV) Survey (if required) → Wetland Delineation (if required)**
17. If an improvement alternative calls for bridge or culvert modifications as identified in the WMP, does PPBEP expect the selected firm to provide a full bridge design with an associated BHR and related reports? **PPBEP expects the firm to consider if bridge and/or culvert modifications will be required to achieve design goals during the preliminary design phase. If required, those alternatives should be documented in the Basis of Design Report. Coordination with appropriate infrastructure owner(s), including the Florida Department of Transportation, should be included in the scope. Design of bridge modifications are not currently contemplated, however, could be included as an optional service task.**
18. To satisfy the community resilience objective, is the intent that the hydrodynamic and sediment transport models account for projected land use changes, future development, and climate change impacts? **At a minimum, sea level rise and precipitation projections should be factored into project design. Land use change should also be considered as appropriate. PPBEP and partners will work with the selected firm to compile relevant data and studies, including the City’s Vulnerability Assessment and PPBEP’s Compound Flood Model.**
19. For the minimum three required design alternatives, does PPBEP expect each to progress through the full design stages (30%, 60%, 90%, and 100%), or should only the preferred alternative be

developed to that level of detail? Currently, only the selected design alternatives would move through full design. This could be one or more alternatives. PPBEP expects to discuss project alternatives and phasing during final interviews and refine the scope during contract negotiations.

20. Can PPBEP please provide a list of evaluation committee members who will be scoring the responses? Matt Posner, Whitney Scheffel, Haley Gancel, Brad Hinote, and Chips Kirschenfeld.
21. How does PPBEP anticipate the division of labor between the agency and the consultant for public involvement? PPBEP expects the firm to provide a range of engagement strategies they think would be most appropriate for the project. PPBEP envisions working very closely with the firm on community engagement. The selected firm should provide support and leverage PPBEP's outreach resources. The firm will be tasked with developing a Community Engagement Plan, with review and approval by PPBEP, that should specifically outline engagement methods and roles and responsibilities between the firm and PPBEP.
22. Would it be acceptable to submit our response in landscape format? The RFQ submittal can be in portrait and/or landscape format.
23. Can PPBEP please confirm that proposal covers, tabs, and backs do not count toward the 40-page limit? The PDF package should not exceed 40 pages in total.
24. In Section 4 References, is it permissible to include a team member's experience performed while at a previous firm? Yes.
25. Does PPBEP have an approved file transfer platform that consultants may use to submit responses in the event that the file is too large to transfer via email? If not, does PPBEP have a limit on the file size it may receive via email? If needed, may responses be submitted as multiple PDFs in separate emails, provided the proposer is clear regarding the number of emails and PDFs that should be received (for example, including "email one of two" in the subject line)? RFQ submittals should be emailed as one PDF package. In the event the file is too large to email, firms may include an emailed link to download the RFQ package. PPBEP does not have restrictions on file transfer platforms, though PPBEP generally uses SharePoint.
26. If a firm is awarded the design, does it preclude it from bidding on the implementation including construction? PPBEP adheres to the requirements of 2 CFR 200 and Florida Statutes 287.055. Barring no prohibitions from federal and state procurement laws and rules, and in compliance with applicable funding agreement terms and conditions, the awarded firm is not necessarily precluded from bidding on implementation. This will be confirmed prior to negotiation and execution of a contract.
27. The Scope of Work indicates that: *The firm should evaluate alternatives to rehab or relocate the utility's sanitary sewer gravity main running within the riparian zone of Carpenter Creek.* Should responding firms consider **engineering and design** of the rehab or relocation of the sewer main to be a required service? Evaluation of relocating and rehabbing the sewer main should be considered during preliminary design. engineering, design, and permitting of the sewer main is not a required service but can be included as an optional service.

28. We understand that there is a total page limit of 40 pages. Are resumes, project descriptions, business certificates/licenses, and references all included within of the 40-page limit? **Yes.**
29. Can additional projects (beyond the three projects tied to the references provided) be included within the References section of the proposal? **The firm is allowed to include more than three references but should not exceed the total page count listed in the RFQ.**
30. Will the PPBEP please provide a copy of its standard contractual terms and conditions for review? **Please find the standard contract posted on PPBEP's website at <https://www.ppbep.org/resources/procurement>**
31. Could we include 11" x 17" size pages for the organizational chart and team qualifications matrix? And would each 11" x 17" page count as only one page? **No, all pages should be 8.5 x 11 inches in portrait or landscape orientation.**
32. May we use a smaller font size on graphics, organizational chart, and tables? **The firm may use smaller font size for graphics, organizational chart, and tables but should ensure text is legible in both digital and print format.**