



Harmful Algal Bloom Management Services ITN 2018032

Pre-Solicitation Conference
Carr Building, Room 170

**Division of Water Resource Management
Office of Ecosystem Projects
DEP Procurement
Office of General Counsel (OGC)**



GoToWebinar Information

All:



- The conference is being recorded
- Write down questions during the presentation
- Official response in published addendum

If attending in person:

- Please sign in with your Name, email, and Company Name
- Please set cell phones on vibrate

Audio Tips for GoToWebinar:



• Audio Connection:

USB headset – best sound quality



• Internet Connection:

High speed and wired connection preferred



• Telephone

Turn handset volume all the way up.

Turn off any other phones.

Store away any wireless devices.

- Close any unused programs.

- Close email and music players.



Agenda

	Topics
1.	Opening and Introductions
2.	Overview – Intention / Goals
3.	Section 1.07 – General Instructions for Preparation of the Reply
4.	Section 4 – Statement of Work
5.	Algal Bloom Process Map
6.	Section 6 – Response Form
7.	Section 7 – Price Schedule
8.	Section 12 – Evaluation Criteria
9.	Schedule of Events
10.	Questions & Answers
11.	Limitations on Vendor Contact with Agency During Solicitation Period
12.	Wrap Up - Minutes / Recording & Contact Information



Name/Role

Title

Lori L. Anderson, Presenter

Procurement Officer

Edward C. Smith, Presenter

Director of Ecosystems Projects



Overview

- Intention is to obtain qualified Contractors to provide Harmful Algal Bloom (HAB) management services on an as needed basis. These services may include, but are not limited to, the containment, removal, cleanup, elimination, transportation, and disposal of HABs and by-products associated with the services provided.
- The Department anticipates the issuance of multiple awards within each District throughout Florida. The Department, at its sole discretion, shall make this determination as deemed in the best interest of the State. The Department or other eligible users may request any or all of the services outlined in the Scope of Services from the selected Contractor(s) on an as needed basis.
- **Goals:**
 - Deploy within 48 hours of the Notice to Proceed.
 - Remove cyanobacteria mat that is visible and odorous from the waterway.
 - Reduce toxins to non-detect levels.



Section 1.07 – General Instructions for Preparation of the Reply

1.07 General Instructions for Preparation of the Reply.

The instructions for this Solicitation have been designed to help insure that all Replies are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time.

ANY AND ALL INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS WILL NOT BE REVIEWED OR EVALUATED.

- **Part I, Technical Reply: The Technical Reply shall consist of the following parts:**

- A. Solicitation Acknowledgement Form (Tab A): The Solicitation Acknowledgement Form (original copy provided in Technical Reply package) shall be completed as instructed. The original signed copy shall be submitted in one (1) copy of the Reply package marked "Original". One (1) duplicate electronic copies of the complete Technical Reply, in .pdf format, shall be provided on a CD, DVD, or USB memory stick. If a Respondent fails to submit a completed Solicitation Acknowledgement Form with their Reply, the Department reserves the right to contact the Respondent by telephone for submission of this document via fax with follow up via mail. This right shall be exercised when the Technical and Price Replies have met all other requirements of the Solicitation.

In the event that Respondents submit a Reply as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.

- B. Technical Reply (Tab B): The Technical Reply Package shall be prepared by each Respondent using 8.5" x 11" paper (one-inch margins, Arial 12pt font) and should use double-sided printing.
Using the description of work outlined in the Statement of Work, Respondents shall prepare their Technical Reply Package in the order outlined below for ease of the identification and review by the evaluators. If a portion of any section is omitted, the Respondent will receive a score of zero for that section. Respondent shall not use the tab pages to present additional information.
 1. Introduction: Respondents should use this section to provide a general description of how they will accomplish the cleanup of the hypothetical HABs described in the two scenarios in Section 6.00. Indicate in this section which Districts this technical response applies to.



Section 1.07 – General Instructions for Preparation of the Reply

2. Company Background and Experience: Respondents should provide information on the historical background of the Respondent and on the Respondent's organizational structure. This should include years in operation and years involved in work related to HAB cleanup.
3. Organizational Plan: Respondents should present the organizational structure of the proposed team, project managers, field supervision and outline the responsibilities of each team member, as applicable. Only personnel who are current employees of the Respondent shall be identified.
4. Project Approach: Respondents should describe the amount of time needed to begin cleanup activities, the method of cleanup that the Respondent is proposing, the total time required for cleanup and the method of disposal. Please include a detailed description of any technologies, mechanical action and/or other means of removal.
5. Qualifications and Experience: This section shall present the qualifications of the Respondent and Respondent's team. The following topics must be addressed:
 - a) Explain past experience using the proposed cleanup methodology for algal bloom cleanup;
 - b) Respondent's staff past experience managing algal bloom cleanup technology;
 - c) Respondent's knowledge of and experience with identifying and evaluating different methods to eliminate or control HABs in ways that are safe for the environment;
 - d) Respondent's experience of developing methods of controlling HABs that comply with guidelines developed through the National Environmental Policy Act (NEPA).

NOTE: *Qualifications of personnel can only be presented as part of the Respondent's proposal for individuals who are currently employed by the Respondent, not individuals the Respondent proposes to hire if they are awarded a contract. In an appendix to this section, the respondent shall supply results of previous contracts or field tests as it relates to algal bloom cleanup showing the qualifications of the **individual(s) who will perform the work**, including experience in similar services outlined in this Solicitation. The individuals evaluated in this section will be considered "Key Personnel."*



Section 1.07 – General Instructions for Preparation of the Reply

6. Project Management: This section should present how the cleanup project will be managed. The following topics must be addressed:
 - a) Expected timeframe needed to submit a written cost proposal with a cost estimate;
 - b) Mobilization and demobilization timeframes and the expected timeframe for your organization to have an authorized designee execute a task assignment;
 - c) List the deliverables that will be provided prior to invoicing;
 - d) Description of how change orders are executed within your organization and the timeframes necessary to execute these change orders.
7. Project Communications: Respondents should provide information on how the progress of the cleanup project will be communicated to the department. Explain any technology that will be used and how this information will be provided to the department. Provide examples of how your company has used this cleanup technology to treat algal blooms previously.
8. Quality Assurance Methods: This section should present how the Respondent will provide quality assurance. The following topics must be addressed:
 - a) Description of how the Respondent will assure cleanup equipment is sufficient, ready, available and reliable;
 - b) If chemical treatment is performed, description of how the chemical dosing will be monitored and adjusted for optimal efficiency and safety;
 - c) Description of how equipment failures will be addressed;
 - d) Provide information on how the disposal of any removed material will be documented.
9. Health and Safety: Respondents should provide details of any negative human health and safety impacts from the cleanup project, including worker protection and potential impacts to the public. Specify how air emissions (if any) or odors will be controlled. Provide a description of what employee safety methods and public safety methods will be used.



Section 1.07 – General Instructions for Preparation of the Reply

- C. Respondent / Subcontractor Summary Form (Tab D): On the Respondent/Subcontractor Summary Form (Section 11.00) provided, the Respondent shall list the name of the Respondent(s)/Subcontractor(s) and indicate the **one** business category of the Respondent/Subcontractor.
- D. Principal Place of Business (Tab E): The Respondent shall complete and submit Section 8.00, the Principal Place of Business and Foreign State Preferences in Contracting Form, indicating whether its principal place of business is within the State. For the purpose of this Solicitation, “principal place of business” means the state in which the Respondent’s high-level officers direct, control, and coordinate the Respondent’s activities. Section 287.084(2), F.S., states:

A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or bid documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal place of business are in that foreign state in the letting of any or all public contracts.

Consistent with section 287.084 (2), F.S., if a Respondent indicates on its form that its principal place of business is outside of this State, it shall have an attorney provide the opinion on the Principal Place of Business and Foreign State Preferences in Contracting Form.

- E. State Project Plan (Tab F): The Respondent shall submit a written plan addressing the State’s five (5) objectives listed in Section 1.29, State Project Plan, to the extent applicable to the items/services covered by this Solicitation. The Department expects Respondents to address each objective. Objectives not addressed in the selected contractor’s Reply must be addressed prior to contract execution.
- F. Additional Documents (Tab G): This section of the Reply shall contain the following:
- Certification of Drug-Free Workplace, Section 9.00 (if applicable);
 - Insurance Requirements (if applicable); and
 - Disclosure of any current or pending Litigation involving Respondent or any of its associated business entities (if applicable).



Section 1.07 – General Instructions for Preparation of the Reply

- G. PAST PERFORMANCE / CLIENT REFERENCES (Must use pages provided) (Tab C): The Respondent must provide the required information on the Client Reference Form (Section 10.00) for three (3) verifiable clients which the Respondent has completed projects similar in nature to this Solicitation over the past two (2) years.
- Confidential clients shall not be included.
 - The same client may not be listed for more than one (1) reference (*for example, if the Respondent has completed a project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one of the projects may be listed*).
 - If the Respondent has performed work similar in nature to this Solicitation for the Department, the Respondent shall list the Department as a client reference.
 - Clients that are listed as subcontractors in the Respondent's Reply will not be accepted as Past Performance references under this Solicitation.
 - A client that is currently a parent or a subsidiary company to the Respondent will not be accepted as a Past Performance references under this Solicitation.
 - For Respondents that submit a Reply as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture
 - For Respondents that submit a Reply as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture.

The Department will conduct a Past Performance Evaluation of the Client References the Respondent provided as part of the Technical Reply. Each Reference will be asked the questions posed in Section 13.00, Evaluation of Past Performance Form. Upon completion of the Reference checks, the Department will use the formula listed below to determine the points value for Past Performance:

Maximum Total of the 3 Reference Scores / Divided by 3 = Total Points Value for Past Performance

- A Department representative will contact the Respondent's references via telephone to complete the Evaluation of Past Performance form (Section 13.00).
- References should be available to be contacted during normal working hours.
- The Department will attempt to contact each selected reference by phone up to two (2) times during the duration of one (1) week.
- If the contact person cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for that reference evaluation.



Section 1.07 – General Instructions for Preparation of the Reply

- Part II, Price Reply:** Price replies not submitted on the Response Form (Section 6.00) or Price Schedule (Section 7.00) shall be rejected. The Respondent’s Response Form and Price Schedule must be submitted on the forms provided in the Solicitation. Submit the price reply in a separately sealed package marked Price Reply.

The Respondent shall provide an estimate for each scenario on the Response Form provided in Section 6.00 and submit one price schedule on the form provided in Section 7.00 for each District in which they are submitting a Reply. The prices must include the cost of all things necessary to provide the services described in this Solicitation and the Respondent’s reply, including, but not limited to, personnel and labor costs, travel and incidental expenses, miscellaneous expenses (i.e. cost of disposal). Footnotes, notations, and exceptions made to this form will not be considered. The Respondent shall complete and submit a Response Form (Section 6.00) and Price Schedule (Section 7.00) for the District(s) the Respondent wants to be considered for award.

The Department has divided the state into six (6) Districts as follows:

Northwest		Northeast			Southwest	Central	South	Southeast
Escambia	Calhoun	Madison	Gilchrist	Clay	Citrus	Marion	Sarasota	Indian River
Santa Rosa	Gulf	Taylor	Levy	Duval	Hernando	Sumter	DeSoto	Okeechobee
Okaloosa	Franklin	Hamilton	Baker	Nassau	Pasco	Lake	Highlands	St. Lucie
Walton	Liberty	Suwannee	Union	St. Johns	Pinellas	Volusia	Charlotte	Martin
Holmes	Gadsden	Lafayette	Bradford	Flagler	Hillsborough	Seminole	Glades	Palm Beach
Washington	Leon	Dixie	Alachua		Polk	Orange	Lee	Broward
Bay	Wakulla	Columbia	Putnam		Manatee	Osceola	Hendry	Dade
Jackson					Hardee	Brevard	Collier	
Jefferson							Monroe	

The Respondent may submit a separate technical reply with the price reply for each District for which they are proposing to provide services, if necessary. However, if the technical replies are identical for each District in which the Respondent is submitting a Reply, it may submit only one. The Department intends to make multiple awards within each District, as determined to be in the best interest of the State.



Section 4 – Statement of Work

4.01 Purpose. The intent of this Solicitation is to enter into a contract(s) to provide harmful algal bloom (HAB) management services on an as needed basis. These services may include, but are not limited to, the containment, removal, cleanup, elimination, transportation, and disposal of HAB and by-products associated with the services provided. Responses that require a chemical or biological treatment directly to the waterbody will be considered outside the purpose and scope. However, side-stream treatment and subsequent return to the waterbody will be considered. Respondents will also bear responsibility for any analytical services required to ensure the services provided are meeting the expectations of the Department.

The selected Contractor(s) must have a physical presence in the State of Florida, be authorized to transact business in the State of Florida and, as applicable, provide proof that any product with pesticidal claims (algaecides) are approved by the Florida Department of Agriculture and Consumer Services for aquatic use.

No minimum amount of work is guaranteed under the contract(s) resulting from this Solicitation.

4.02 Scope of Services. This section contains the Scope of Service that will be required in any contract that may be executed as a result of this Solicitation. By submitting a Reply, each Respondent specifically acknowledges and agrees that in addition to all requirements noted elsewhere in this Solicitation, all requirements referencing “Contractor” contained within the Scope of Service below are applicable to the Respondent should he/she be deemed the successful Respondent.

All services are to be performed by the successful Respondent, under any resultant contract, and shall meet or exceed the minimum requirement outlined in this Solicitation. Under no circumstances shall services meeting less than the minimum services requirements be permitted without the prior written approval of the Department; otherwise, it shall be considered that services proposed will be performed in strict compliance with requirement and rules, regulations and governance contained in this Solicitation and the successful Respondent(s) shall be held responsible therefore.

All services shall be performed in accordance with the requirements set forth in this section. The timeframes outlined in the Scope may be modified at the sole discretion of the Department if required for a particular Task Order. Any changes to the timeframes outlined in the scope will be agreed to in writing in the Task Order. The Department, may request any or all the services outlined in the Scope of Services from the selected Contractor(s) on an as needed basis.

Once a contract is awarded, Contractor selection for each specific incident will be determined based on the information provided in the technical submittals, cost estimates, and specific characteristics of the incident in the sole discretion of the Department.



Section 4 – Statement of Work

- A. **Notification of HAB.** Contractors will be notified via email of a HAB. Contractors will have four (4) business hours to respond if they are interested in the task. The Department will provide details about the HAB to interested Contractors and the Contractors will have one (1) business day to respond with a quote for the cleanup. The Department will notify the selected Contractor within one (1) business day.
- B. **Response Locations.** Due to the unpredictable nature of HAB development, the selected Contractor(s) will be required to arrive and initiate cleanup at locations throughout the State of Florida within 48 hours of assignment by the Department. The Contractor will be responsible for securing access with the landowners. The Department is not responsible for denied access.
- C. **Time to Complete.** The selected Contractor(s) would be required to complete services within seven (7) calendar days of arrival to locations of HAB development. If cleanup cannot be completed within seven (7) calendar days the respondent must provide an estimate of proposed cleanup time to DEP by day five (5) of cleanup efforts.
- D. **Infrastructure Needs.** The selected Contractor(s) is responsible for meeting any infrastructure needs to complete the services. This includes insuring the availability of road/boat ramp/waterbody access, access to electricity or water, appropriate sized and situated area for performing services, and any other infrastructure required (i.e. permits) by the selected Contractor(s).
- E. **Disposal.** The selected Contractor(s) is responsible for the proper disposal of all materials associated with the services provided including, but not limited to, containment devices, algal mats and other material removed by the services, by-products of the services provided, as well as any materials associated with the services provided.
- F. **Analytical Services.** The selected Contractor(s) is responsible for any water quality analysis required to monitor the dosing of any additives or effectiveness of treatments, while the cleanup is ongoing, as well as any water quality analyses that the Department requires due to the nature of the services provided. Final chemical evaluation of the waterbody for cyanotoxins and other parameters of DEP's choosing, once the Contractor has indicated their treatment is complete, will be performed by DEP, at DEP's expense.



Section 4 – Statement of Work

4.03 Contractor Responsibilities.

A. The Contractor shall perform services to provide the following deliverables in accordance with the chart below:

Deliverable(s)	Task(s)	Performance Standards	Supporting Documentation	Final Consequence(s)
1. Removal of HAB	<ul style="list-style-type: none"> a. Mobilize within 48 hours after receipt of Notice to Proceed b. Cleanup cyanobacteria mat using approved methods c. Email Daily Log of the previous day's site activities, list of equipment operating on-site, personnel on-site, estimated percentage complete, a description of daily weather conditions, daily photographs of algae impacted area, and planned activities for the following day. 	<ul style="list-style-type: none"> a. Arrive within prescribed time with correct personnel. b. DEP Lab results confirm cyanotoxin level at one (1) microgram per liter within 7 days or as otherwise specified in the Task Order. c. Delivered on time and accurate. 	<ul style="list-style-type: none"> a. Daily Log b. Photos and daily log c. Daily log 	<ul style="list-style-type: none"> a. Reduction of invoice by 10% for every day late. b. Reduction of invoice by 10% for every day late. c. Reduction of invoice by 10% for every day late.
2. Photos of the cleanup site location at completion	Provide photos of cleanup site	Photos show no visible cyanobacteria mat.	Photos	No payment until receipt of the photos

B. The Contractor shall contact the Department's Project Manager via email and telephone stating the cleanup is complete.

C. Once the Department's sampling confirms that cleanup is complete, the Contractor will submit an invoice to the Department's Administrative Contract Manager within 30 business days upon receipt of the Letter of Cleanup Certification from the Department's Project Manager. The Contractor shall also include a copy of the Letter of Cleanup Certification, timesheets, disposal cost (tip fee) receipts, and equipment rental receipts with the invoice.



Section 4 – Statement of Work

4.04 Department Responsibilities.

- A. The Department (DEP Site Representative) will access the location of the potential HAB;
- B. The Department (Project Manager) will confirm the HAB;
- C. The Department (Project Manager) will issue a Notice to Proceed to the Contractor;
 - 1. After the Contractor notifies the Department that the cleanup is complete, the Department's Project Manager will contact the DEP Site Representative. The DEP Site Representative will arrive to the cleanup location within two (2) business days of the Contractor's notice of completion;
 - 2. The Department (DEP Site Representative) will sample the water where the HAB occurred:
 - (a) On the sample(s) confirm the cleanup is complete, the Department's Project Manager will provide a Letter of Cleanup Certification to the Contractor within five (5) business days.

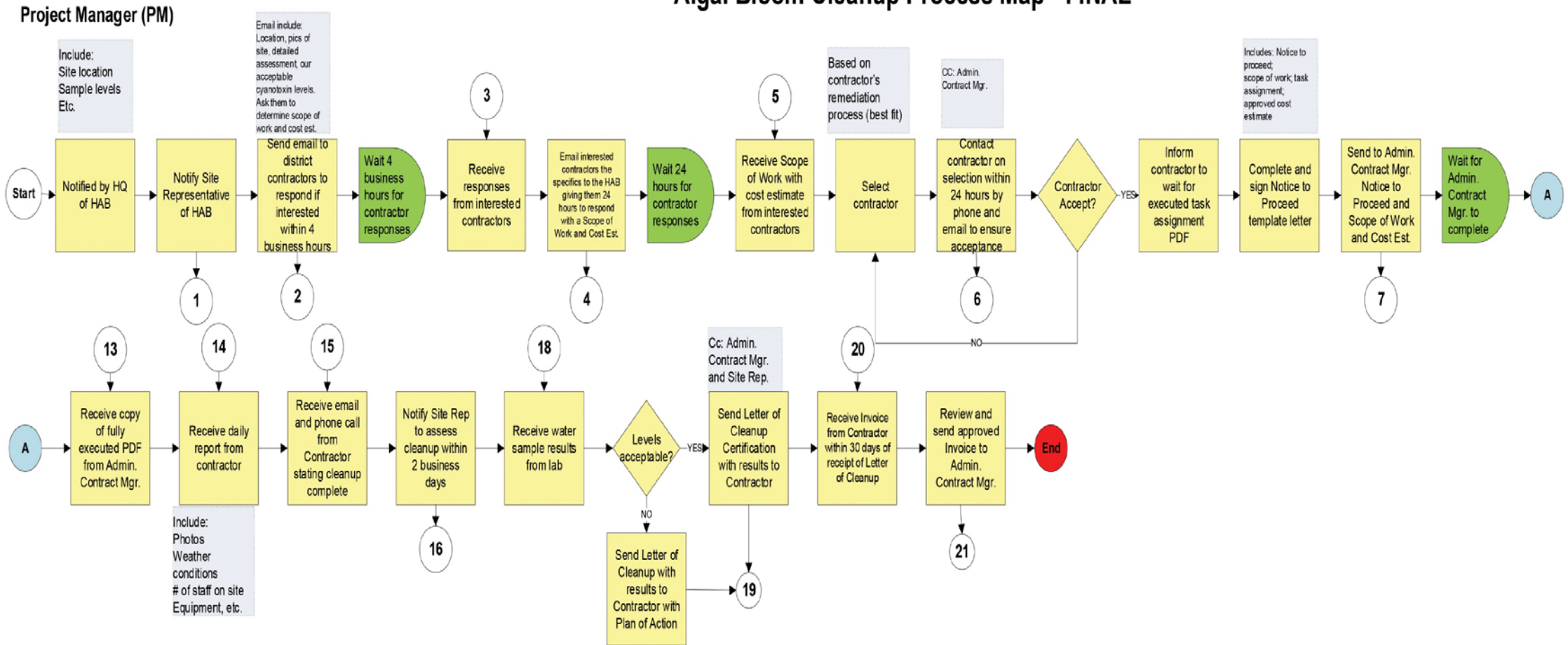
4.05 Eligible Users' Scope of Services.

Eligible users may purchase services from the Contract at the rates provided by the Contractors, however, they shall develop their own scopes and outline their own standards and approval processes for their individual task orders. The Department shall not be involved in any oversight, testing, or approvals, or have any other contractual obligations in the contracts between the eligible users and the Contractors awarded under this solicitation.



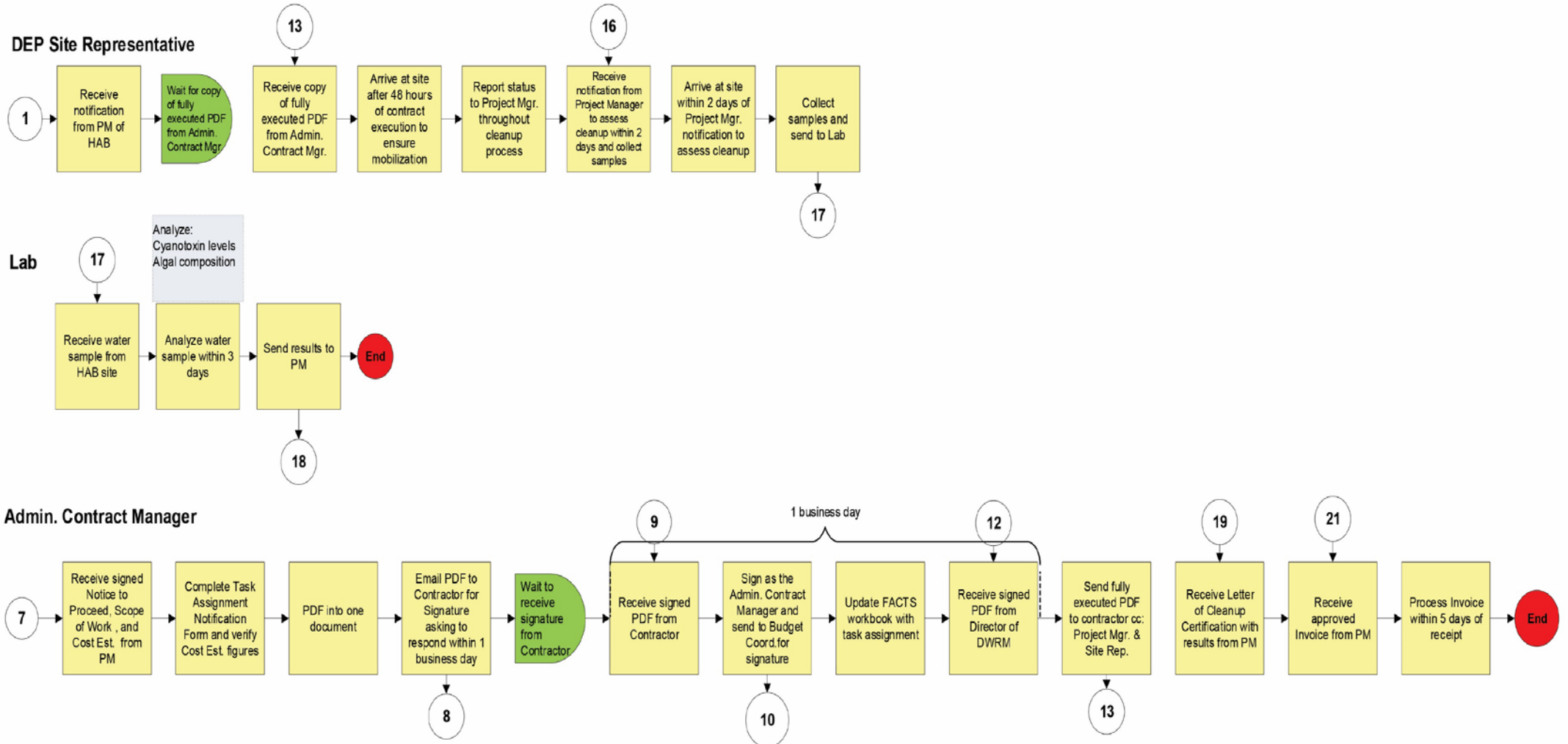
Algal Bloom Process Map – Part 1

Algal Bloom Cleanup Process Map - FINAL



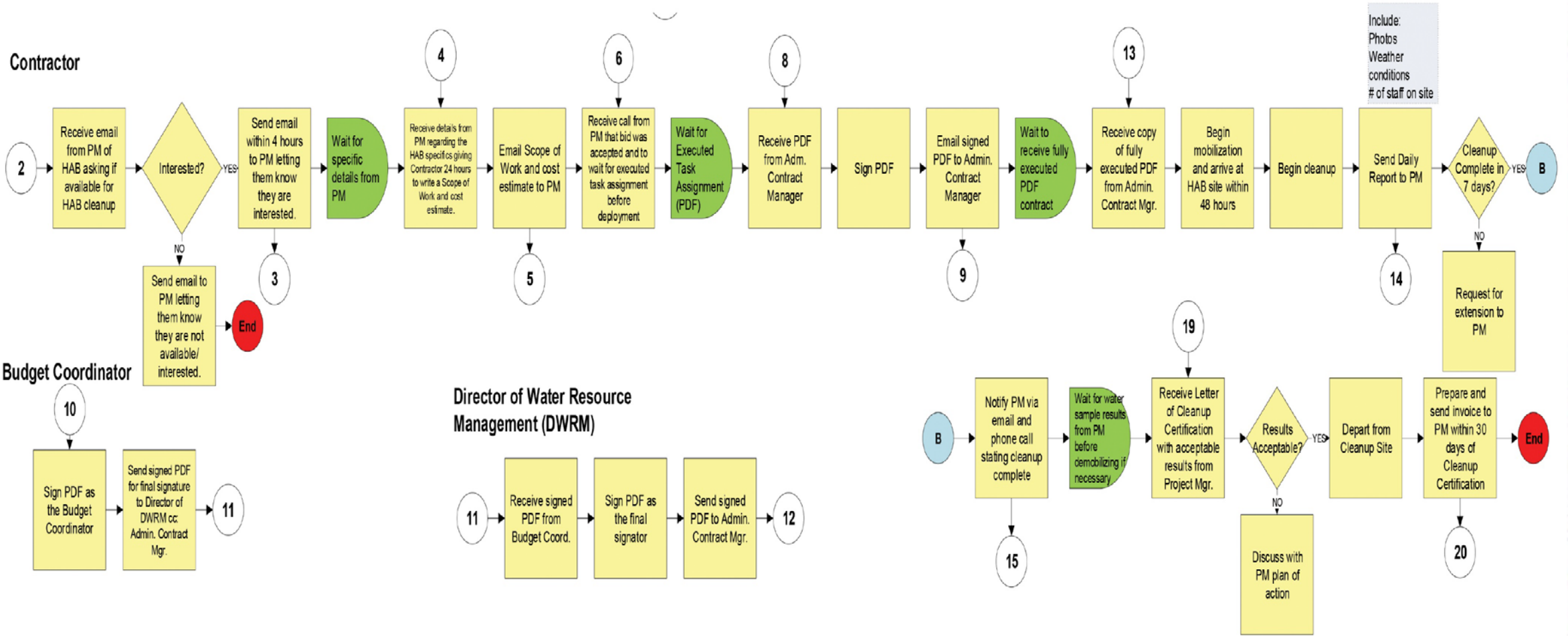


Algal Bloom Process Map – Part 2





Algal Bloom Process Map – Part 3





Section 6 – Response Form

Please respond to the following scenarios with your best price. The prices provided in this response should correspond with the rates in Section 7.00, Price Schedule.

Algal Bloom Response Scenarios for Cost Estimation:

Provide a clean-up cost estimate and approach for the following two scenarios. Assume a simultaneous response to both scenarios, requiring cleanup resources to be available at both places during the same week. Include all your clean-up related costs including, but not limited to: mobilization/demobilization, equipment rentals, disposal costs, staffing costs, implementation of the remedy and operating costs, reports of project progress or delays via email or telephone, insurance, safety equipment, etc. Pricing needs to include any anticipated cost increases during the life of the contract. Information associated with the costs must include an estimated time to mobilize, a description of the clean-up technology, method of disposal (off-site or on-site) and estimated completion time.

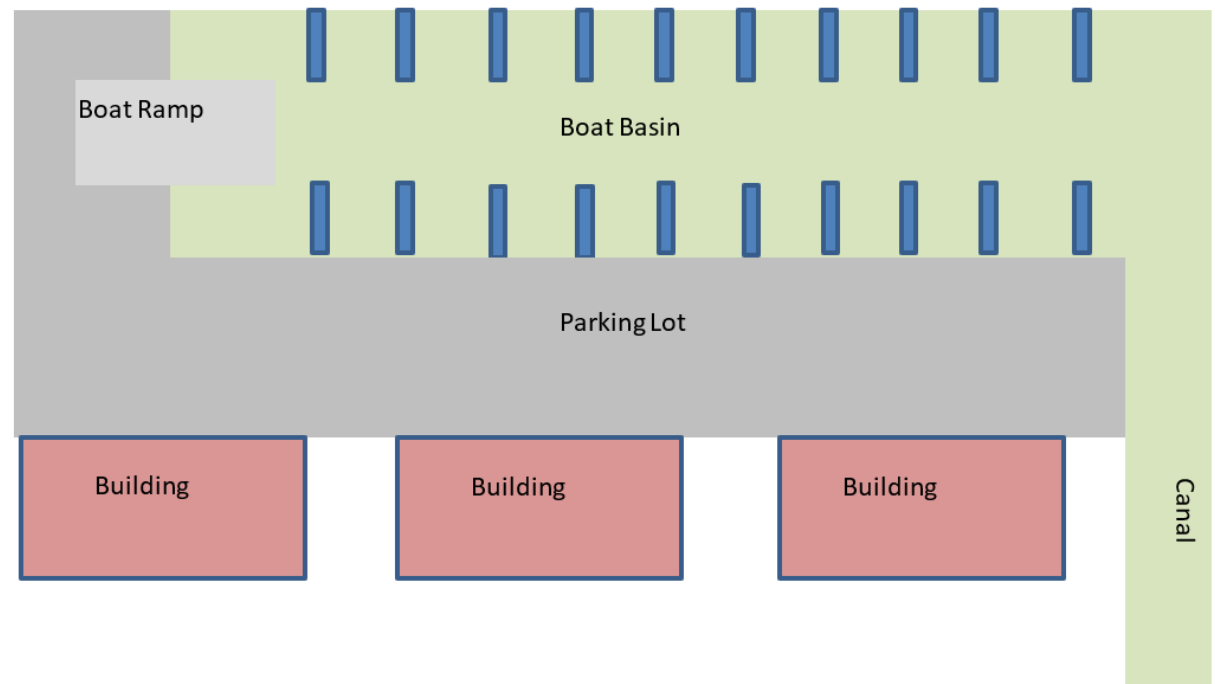


Section 6 – Response Form

Scenario #1:

A boat marina (40,000 square feet, an average depth of 10 feet, and 20 boat slips, 25 miles from your current location) received a large volume of cyanobacteria due to strong winds driving the bloom into the marina entrance through its only waterway. The cyanobacteria bloom in the marina formed a floating scum layer 3-inches (0.25 feet) thick across the entire boat basin and has begun to rot. The marina has electrical service (provided at no charge) and a large parking lot on one side of the boat basin that can be used to set up equipment if needed.

The marina needs to be treated to include all areas surrounding the boat ramp and boat slips until no algal scum is visible and cyanotoxin analyses indicate that no toxins are detectable. The Department will collect and analyze a minimum of three sets of depth-integrated samples taken at different locations in the canal at no cost to the Contractor.





Section 6 – Response Form

Scenario 1

Project Approach: Respondents should describe the amount of time needed to begin cleanup activities, the method of cleanup that the Respondent is proposing, the total time required for cleanup and the method of disposal. Please include detailed description of any technologies, mechanical action and/or other means of removal.

Organizational Plan: Describe how your company will be organized during the cleanup project. Identify project managers, field supervision, owned equipment, rented equipment, etc.

Qualifications: Describe the qualifications and experience of any project staff (from management to field workers) and/or subcontracted staff involved in this cleanup project. Address the availability of these staff to respond to this project.

Project Management: Describe how the cleanup project will be managed. Include the expected timeframe needed to submit a written cost proposal with a cost estimate, mobilization and demobilization timeframes, and the expected timeframe for your organization to have an authorized designee execute a task assignment. List the deliverables that will be provided prior to invoicing. Describe how change orders are executed within your organization and the timeframes necessary to execute these change orders.

Project Communications: Provide information on how the progress of the cleanup project will be communicated to the department. Explain any technology that will be used and how this information will be provided to the department. Provide examples of how your company has used this cleanup technology to treat algal blooms previously.

Quality Assurance Methods: Describe any approaches that will be made to assure cleanup equipment is sufficient, ready, available and reliable. If any chemical treatment is performed, provide a description of how the chemical dosing will be monitored and adjusted for optimal efficacy and safety. Provide information on how equipment failures will be addressed. Provide information on how the disposal of any removed material will be documented.

Health and Safety: Provide details of any negative human health and safety impacts from the cleanup project, including both worker protection and potential impacts to the public. Specify how air emissions (if any) or odors will be controlled. Describe what employee safety methods and public safety methods will be used.

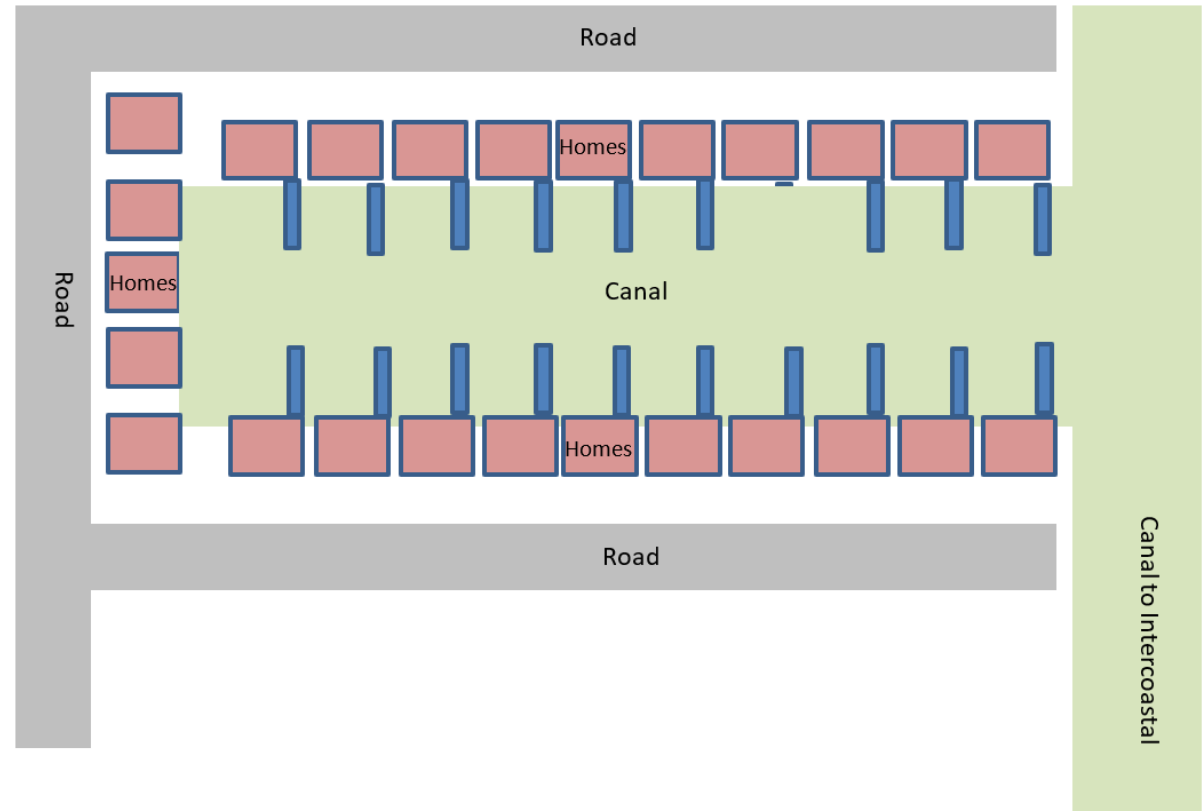


Section 6 – Response Form

Scenario #2:

A 1,000-foot long residential canal (80 feet wide with an average depth of 10 feet, 25 miles from your current location) is experiencing a significant cyanobacteria bloom. The bloom is throughout the water column along the entire length of the canal and it is also starting to form a scum layer along the windward bank of the canal. There is no public access to the canal by land, only by boat. There is parking space available along the street in front of the residences along the canal that could be used for equipment. Access by land may be granted by one of the home owners, but that would need to be arranged by the Contractor. No electrical hookups are available.

The canal needs to be treated until no algal scum is visible, the average chlorophyll a level is below 11 micrograms per liter, and no cyanotoxins are detectable. The Department will collect and analyze a minimum of three (3) sets of depth – integrated samples taken at different locations in the canal at no cost to the Contractor.





Section 6 – Response Form

Scenario 2

Project Approach: Respondents should describe the amount of time needed to begin cleanup activities, the method of cleanup that the Respondent is proposing, the total time required for cleanup and the method of disposal. Please include detailed description of any technologies, mechanical action and/or other means of removal.

Organizational Plan: Describe how your company will be organized during the cleanup project. Identify project managers, field supervision, owned equipment, rented equipment, etc.

Qualifications: Describe the qualifications and experience of any project staff (from management to field workers) and/or subcontracted staff involved in this cleanup project. Address the availability of these staff to respond to this project.

Project Management: Describe how the cleanup project will be managed. Include the expected timeframe needed to submit a written cost proposal with a cost estimate, mobilization and demobilization timeframes, and the expected timeframe for your organization to have an authorized designee execute a task assignment. List the deliverables that will be provided prior to invoicing. Describe how change orders are executed within your organization and the timeframes necessary to execute these change orders.

Project Communications: Provide information on how the progress of the cleanup project will be communicated to the department. Explain any technology that will be used and how this information will be provided to the department. Provide examples of how your company has used this cleanup technology to treat algal blooms previously.

Quality Assurance Methods: Describe any approaches that will be made to assure cleanup equipment is sufficient, ready, available and reliable. If any chemical treatment is performed, provide a description of how the chemical dosing will be monitored and adjusted for optimal efficacy and safety. Provide information on how equipment failures will be addressed. Provide information on how the disposal of any removed material will be documented.

Health and Safety: Provide details of any negative human health and safety impacts from the cleanup project, including both worker protection and potential impacts to the public. Specify how air emissions (if any) or odors will be controlled. Describe what employee safety methods and public safety methods will be used.



Section 6 – Response Form

Award(s) will be made to the highest ranked responsible, responsive Respondent(s) meeting all specifications and conditions set forth in this Solicitation per scenario for each District. The Department intends to make multiple awards within each District, as determined to be in the best interest of the State. Complete the following form for each District(s) that the Respondent would like to be considered for award.

INITIAL CONTRACT TERM (3 YEARS)

District	Scenario 1 (all costs)	Scenario 2 (all costs)	*Total of both Scenarios
_____ District	\$ _____	\$ _____	\$ _____

* This figure will be used for awarding cost points for the District.

Signature: _____

Name of Respondent /Company: _____

Printed/Typed Name of
Authorized Signatory and Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.



Section 6 – Response Form

Award(s) will be made to the highest ranked responsible, responsive Respondent(s) meeting all specifications and conditions set forth in this Solicitation per scenario for each District. The Department intends to make multiple awards within each District, as determined to be in the best interest of the State. Complete the form for each District(s) that the Respondent would like to be considered for award.

RENEWAL CONTRACT TERM (YEARS 1-3)

District	Scenario 1 (all costs) Renewal Years	Scenario 2 (all costs) Renewal Years	*Total of both Scenarios Renewal Years
_____ District	\$ _____	\$ _____	\$ _____

*This figure will be used for awarding cost points for the District.

Signature: _____

Name of Respondent /Company: _____

Printed/Typed Name of
Authorized Signatory and Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.



Section 7 – Price Schedule

Please provide your fully loaded hourly rates (include overhead, general and administrative, profit and any other related costs) for the personnel required for the hypothetical scenarios in the solicitation and any other personnel that may be required to perform services for the remediation of other potential HAB scenarios.

Personnel (list all Personnel at their hourly rate)	Not to Exceed Hourly Rate for Initial Term	Not to Exceed Hourly Rate for Renewal Term

Signature: _____

Name of Respondent
/Company: _____

Printed/Typed Name of
Authorized Signatory and
Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.



Section 12 – Evaluation Criteria

(FOR DEP USE ONLY)

Respondent's Name: _____

	Maximum Raw Score Possible	Raw Score		Weight Factor		Maximum Points Possible
PART I – TECHNICAL REPLY						
Tab A. Solicitation Acknowledgement Form	0		X	0	=	0
Tab B. Technical Response						
1. Introduction ¹	4		X	1	=	4
2. Company Background ¹	4		X	1	=	4
3. Organizational Plan ¹	4		X	1	=	4
4. Project Approach ¹	4		X	1	=	4
5. Qualifications and Experience of Proposed Personnel ¹						
a) Past experience using the proposed cleanup methodology	4		X	4	=	16
b) Staff's past experience managing algal bloom cleanup technology	4		X	4	=	16
c) Knowledge and experience identifying and evaluating different methods to eliminate or control algal blooms in ways that are safe for the environment	4		X	4	=	16
d) Experience developing methods of controlling harmful algal blooms that comply with guidelines developed through the National Environmental Policy Act (NEPA)	4		X	4	=	16
6. Project Management ¹						
a) Expected timeframe needed to submit a written cost proposal with a cost estimate	4		X	4	=	16
b) Mobilization and demobilization timeframes and the expected timeframe for your organization to have an authorized designee execute a task assignment	4		X	4	=	16
c) List the deliverables that will be provided prior to invoicing	4		X	1	=	16
d) Description of how change orders are executed within your organization and the timeframes necessary to execute these change orders.	4		X	1	=	4



Section 12 – Evaluation Criteria

7. Project Communications ¹	4		X	5	=	20
8. Quality Assurance Methods ¹						
a) Description of how the Respondent will assure cleanup equipment is sufficient, ready, available and reliable	4		X	4	=	16
b) If chemical treatment is performed, description of how the chemical dosing will be monitored and adjusted for optimal efficiency and safety	4		X	1	=	4
c) Description of how equipment failures will be addressed	4		X	1	=	4
d) Provide information on how the disposal of any removed material will be documented	4		X	1	=	4
9. Health and Safety ¹	4		X	4	=	16
Tab C. Respondent/Subcontractor Summary Form (Section 11.00)	0		X	0	=	0
Tab D. Principal Place of Business	0		X	0	=	0
Tab E. State Project Plan	0		X	0	=	0
Tab F. Additional Documents						
Certification of Drug-Free Workplace, Section 9.00	0		X	0	=	0
Maximum Total Numerical Rating for Technical Reply:						196
PART II – PAST PERFORMANCE						
Tab G. Past Performance ³						
Client #1 (DEP, if applicable)	28		X	1	=	28
Client #2	28		X	1	=	28
Client #3	28		X	1	=	28
Maximum Total Numerical Rating for Past Performance:						84
Maximum Total Divided by 3 = Total Points Value for Past Performance						28



Section 12 – Evaluation Criteria

PART III – PRICE REPLY (PRICE POINTS WILL BE AWARDED SEPARATELY, BASED ON THE PRICE SUBMITTED PER DISTRICT IDENTIFIED ON THE RESPONSE FORM FOR BOTH SCENARIOS).						
Northwest District - (1) – Price Response – Original Contract Term ²	40		X	1	=	40
Northwest District - (2) – Price Response – Renewal Contract Term ²	20		X	1	=	20
Maximum Total Numerical Rating for Northwest District:						60
Northeast District - (1) – Price Response – Original Contract Term ²	40		X	1	=	40
Northeast District - (2) – Price Response – Renewal Contract Term ²	20		X	1	=	20
Maximum Total Numerical Rating for Northeast District						60
Southwest District - (1) – Price Response – Original Contract Term ²	40		X	1	=	40
Southwest District - (2) – Price Response – Renewal Contract Term ²	20		X	1	=	20
Maximum Total Numerical Rating for Southwest District						60
Central District - (1) – Price Response – Original Contract Term ²	40		X	1	=	40
Central District - (2) – Price Response – Renewal Contract Term ²	20		X	1	=	20
Maximum Total Numerical Rating for Central District						60
South District - (1) – Price Response – Original Contract Term ²	40		X	1	=	40
South District - (2) – Price Response – Renewal Contract Term ²	20		X	1	=	20
Maximum Total Numerical Rating for South District						60
Southeast District - (1) – Price Response – Original Contract Term ²	40		X	1	=	40
Southeast District - (2) – Price Response – Renewal Contract Term ²	20		X	1	=	20
Maximum Total Numerical Rating for Southeast District						60



Section 12 – Evaluation Criteria

Notes:

1. Evaluation points awarded for these components will be based on the following point structure:

Raw Score

0	=	This element of the evaluation criteria was not addressed .
1	=	This element of the evaluation criteria is unsatisfactory .
2	=	This element of the evaluation criteria is average .
3	=	This element of the evaluation criteria is above average .
4	=	This element of the evaluation criteria is superior .

2. The Respondent submitting the lowest total budget (LTB) will receive the maximum points for the cost element per District for the applicable Contract Term of the evaluation. The other Respondents' scores (PB) will be based on a relative percentage of the dollar amount higher than the lowest cost or price submitted by the lowest priced Respondent for each District. The formula used to determine the points awarded is:

(1) – Original Contract Term: Cost Points Awarded = (LTB) / Proposal Budget being Considered (PB) X 40

(2) – Renewal Contract Term: Cost Points Awarded = (LTB) / Proposal Budget being Considered (PB) X 20
3. References: Past performance will be scored based on answers to a standard group of questions (see Section 13.00) received from the Respondent's clients. In the event that the contact person for the reference cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for this element of the evaluation.
4. Failure of the Respondent to provide any of the information required in the Technical Reply portion of the reply shall result in a score of zero (0) for that element of the evaluation.

Please notify the DEP Procurement Officer (see Section 1.02) at least ten (10) days prior to the due date for Responses if an accommodation because of a disability is required in order to participate in this procurement opportunity.



Schedule of Events

DATES	EVENTS	METHOD
July 16, 2018	Post Pre-Proposal Conference Addendum	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_www.main_menu
July 23, 2018	Questions Submitted in Writing	Procurement Contact identified in Section 1.02, Procurement Officer
On or about, July 30, 2018	Answers to Questions Posted	Vendor Bid System http://www.myflorida.com/apps/vbs/vbs_www.main_menu
MUST BE RECEIVED NO LATER THAN: August 6, 2018 @ 4:00 pm	SEALED RESPONSES DUE	Submit to: Florida Department of Environmental Protection Lori L. Anderson, Procurement Officer Procurement Section, Room 215 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000 SOLICITATION NUMBER MUST BE ON ENVELOPE
August 7, 2018 @ 10:00 a.m. ET	Public Response Opening	Sealed Responses Opened at: Florida Department of Environmental Protection DEP Procurement Section, Room 153 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000



Schedule of Events

DATES	EVENTS	METHOD
August 13, 2018 – August 17, 2018	References Contacted	By Phone by Department
August 13, 2018 – August 17, 2018	Evaluations	
On or about, August 27, 2018	Notice of Intent to Negotiate	The Department anticipates posting the evaluation scores and the Notice of Intent to Negotiate (Section 1.15) on the Vendor Bid System: http://www.myflorida.com/apps/vbs/vbs_www.main_menu
On or about, September 10, 2018	Negotiations	ITN Contract Negotiations Begin
On or about, TBD	Public Meeting	Negotiation Team Recommendation Meeting



Questions & Answers





Section 2.00, General Instruction to Respondents (PUR 1001)

- As stated in Section 21, Limitation on Vendor Contact with Agency During Solicitation Period: Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.
- The Procurement Officer is the sole point of contact for this solicitation as identified in Section 1.02 of the solicitation.



Wrap-Up

- The PowerPoint presentation and recorded minutes are public records. The Department will post the Mandatory Pre-Solicitation Conference PowerPoint Presentation and the Mandatory Pre-Solicitation List of Attendees on the Vendor Bid System, Tuesday, July 10, 2018. This posting will be for informational purposes only.
- If you asked a question in today's meeting, please submit this in writing via email to the Procurement Officer identified in Section 1.02 of the ITN.