

## ***RFP- Engineering Services Continuing Contract***

### Addendum 1

1. On Page One of the RFP, it notes "Letters of qualification and supporting documentation (total not to exceed twelve pages {double-sided, 8.5"x 11"})....With that in mind and going to Page 2, Evaluation, of the six items mentioned, which of those are considered part of the 12-page limit?

Answer:

Page limit is flexible within reasonable count.

2. How many copies of our response should be sent to you?

Answer:

One (1) copy

3. Inquiry about the current incumbents, if any, for the recently issued The Port of Fernandina Continuing Contract RFQ:

Answer:

This scope of work and service has not been requested at the Port of Fernandina. The concept of pre-selection of an engineering service provider is new to the port. Because of this, there isn't an incumbent or a previous proposal that we can share to help you with your proposal.

4. Can you please provide the contract/agreement that outlines Port Fernandina's standard terms and conditions?

Answer:

The details of the contract and/or agreement between OHPA and the selected firm will be provided and negotiated after the submittal and selection process.

5. How many firms do Port Fernandina intend on awarding contracts to?
6. Are there any specific projects planned under this contract?

Answer: #5 and #6

OHPA is looking to have a general engineering firm on retainer/stand-by for future projects and does not have one specifically identified for this RFP.

7. Is the Fee Schedule required as listed on the document?

Answer: Yes

8. Is there a possibility that more than one firm may be considered?  
Answer: Unless the Chair or Port Operator say otherwise, certainly more than one firm will be “considered” but it is anticipated that only one firm will be selected/awarded.
9. Will the Port consider (a) proposal solely for land surveying and mapping services?  
Answer: The RFP, as issued, seeks proposals demonstrating a wide range of expertise and services. Any and all proposals that are complete and timely submitted will be considered by the OHPA Board.
10. If we plan to use subconsultants, should they be identified at the time of proposal submission? **Yes**
11. Regarding the requested fee schedule, are you looking for specific service fees or a general rate schedule? **The Board will consider either.**
12. You have requested a litigation history for the firm. Given the page limit (12 double-sided pages), would it be acceptable to include this information in an appendix? **Yes**
13. The RFP states that we would agree to all terms and conditions. Is there a sample agreement available for review? **Not at this time. Terms and conditions will be provided after selection.**
14. On page 2 of the RFP under **EVALUATION**, it reads that 10% will be rated on Proposed Approach and Methodology. However, under **SUBMISSION REQUIREMENTS**, also on page 2, Proposed Approach and Methodology is not mentioned. Where should we place our Proposed Approach and Methodology within our submittal?

Answer: The information may be placed wherever it is determined as best.