



ADDENDUM 1

TABLE OF CONTENTS

Addendum Acknowledgement Form	1 page
Addendum 1	2 pages
Mandatory Pre-Proposal Meeting Minutes – September 5, 2013	4 pages
Mandatory Pre-Proposal Meeting Minutes Sign-up Sheets – September 5, 2013	3 pages
Mandatory Pre-Proposal Site Visits Sign-up Sheets – September 5, 2013	3 pages
Mandatory Pre-Proposal Wastewater Treatment Plant Site Visit Sign-up Sheets – September 5, 2013	3 pages



THE CITY OF KEY WEST
3140 Flagler Avenue
Key West, Florida 33040

RFP No. 09-13:

Professional Contract Services to Operate, Maintain, and Manage the City's Wastewater Treatment Plant, Wastewater Collection and Lift/Pumping Stations, and Stormwater Collection and Pumping Stations

ADDENDUM ACKNOWLEDGMENT FORM

Proposer acknowledges that the following addenda have been received and are included in his/her submittal:

<u>Addendum No.</u>	<u>Date Issued</u>
<u>1</u>	<u>September 10, 2013</u>
<u> </u>	<u> </u>

Firm name: _____

Proposer's Representative (Print): _____ Title: _____

Signature: _____

Note: Proposer must attach to this form copies of all Addenda received.



THE CITY OF KEY WEST
3140 Flagler Avenue
Key West, Florida 33040

ADDENDUM 1

TO ALL PROSPECTIVE BIDDERS:

This addendum is issued as supplemental information to the RFP 09-13 package for clarification, correction, and additional information that will be of use to bidders.

MANDATORY PRE-PROPOSAL MEETING & SITE VISITS:

1. Attached is the meeting minutes from the pre-proposal meeting held on September 5, 2013.
2. Attached is a copy of the sign-in sheets from the pre-proposal meeting held on September 5, 2013.
3. Attached is a copy of the sign-in sheets from the pre-proposal site visits held on September 5, 2013.
4. Attached is a copy of the sign-in sheets from the pre-proposal site visit held on September 6, 2013.

DRAFT AGREEMENT:

Modify indicated sections of the "Draft Agreement" as follows:

5.4 Fee Parameters. Any annual compensation negotiated between the City and the CONTRACTOR pursuant to Section 5.2 of this Agreement shall be subject to the following parameters: (i) at least fifty percent (50%) of the annual compensation of the CONTRACTOR under this Agreement is based upon a periodic fixed amount and shall not be subject to any incentive based upon output of the Facilities; (ii) the annual compensation of the CONTRACTOR shall not be based (in whole or in part) on a share of the net profits of the Facilities; and (iii) in the event that the Fee is determined by arbitration pursuant to Section 5.2 and Section 9 hereof, the Fee so determined shall be subject to and comply with the provisions of Rev. Proc 82-14, 1982-1 C.B. 459 as amended by Section 1301 (e) of the Internal Revenue Code of 1986 Rev. Proc. 97-13, 1997-1 C.B. 632. as amended (the "Code").

9.1.6 The parties hereby stipulate and agree for purposes of arbitration that any modification of the Fee shall be subject to the provisions of ~~Rev. Proc. 82-14, 1982-1 C.B. 459, as amended by Section 1301 (c) of the Code~~ ~~Rev. Proc. 97-13, 1997-1 C.B. 632~~. The parties hereby further agree and stipulate for purposes of arbitration that the pricing and cost estimates contained in this Agreement or any subsequent modification hereto are fair and reasonable and are not to be a factual issue for determination by the Arbitration Board. The sole question of fact(s) for the Arbitration board shall be confined to changes (or anticipated future changes) in circumstances between the effective date of this Agreement or any modification(s) hereto (including, but not limited to, negotiated or arbitrated changes to fees and cost estimates pursuant to this Agreement) and the effect such changed circumstance(s) should have on the then effective fees and/or cost estimates.

PROPOSAL – STATEMENT OF QUALIFICATIONS

Modify second paragraph of the “Proposal – Statement of Qualifications Section” as follows:

The deadline for submitting responses to the CITY CLERK is October 2, 2013 and not later than 3:00 PM. Any responses received after said date and time will not be considered. The submittal package will include responses to the Statement of Qualification Tasks below and signed execution of the Anti-Kickback Affidavit, Sworn Statement Under Section 287.133(3)(a) Florida Statutes on Public Entity Crimes, ~~and~~ Equal Benefits for Domestic Partners Affidavit Forms, and Cone of Silence Affidavit which follow this section. Furthermore, an acknowledgement of the issued Addenda’s shall also be included in the submittal package.

MEETING MINUTES
KEY WEST FLORIDA

- 1) Meeting started at 1:30 PM
- 2) Introductions
 - a. Jay Gewin, City of Key West Utilities Management, presented introduction of current wastewater and stormwater systems operations and expectations for future operations.
- 3) Agenda Review
 - a. RFP Review
 - b. Day 1 Site visits description – Wastewater pump station, storm water pump station and gravity well to be visited immediately after meeting is adjourned.
 - c. Day 2 site visit to wastewater treatment plant – Work orders passed out to meeting participants to obtain day pass at the Navy. Instructions provided to obtain day pass and meeting location.
- 4) Information to Proposers
 - a. RFP shall be received by October 2, 2013 no later than 3:00 PM.
 - b. City Clerk - 3126 Flagler Avenue, Key West, Florida, 33040
- 5) Call for Request for Proposals
 - a. Review of instructions on how to submit as described on the RFP.
 - b. Statement of Qualifications (separate envelopes)
 - i. Original / Copy / CD-ROM or Flash Drive (Label)
 - c. Management Fee Affidavit (separate envelopes)
 - i. Original / Copy (Label)
 - d. Remaining Forms
 - i. Anti-Kickback Affidavit
 - ii. Sworn Statement under Section iii. 287.133(3)(a) Florida Statutes, Public Entity Crimes
 - iii. Equal Benefits Domestic Partner
 - iv. Cone of Silence Affidavit
 - v. Addenda's
- 6) Request for Proposals
 - a. Due Date
 - i. October 2, 2013
 - ii. No later than 3:00 PM

- b. City Reserves the Right to Reject Proposals
- c. Submit to City Clerk
- d. Five (5) year contract
- e. Two (2) Optional Five Year Renewable Periods
- f. Submittals must be Received before Deadline
- g. City Commission Final Approval
 - i. Negotiate Contract within 30 days
 - ii. City may Award to Next Qualified Firm

7) General Information

- a. Public/Private Partnership since 1989
- b. Modified Cost Plus Contract
 - i. Budget Control and Audit Rights
 - ii. City Owned Facilities and Equipment
 - iii. Expense above \$5,000 City Approval
 - iv. City Purchasing and Travel Policy
- c. US Navy Clearance (11:00 AM WWTP Tour)
 - i. 7:00 AM to 10:00 AM
 - ii. Work Order Form

8) Background Information

- a. Wastewater System Overview
 - i. Treatment Plant Schematic
 - ii. Collection System
- b. Stormwater System Overview
 - i. Stormwater System
- c. Laboratory Overview

9) Schedule and Award

DATE	MILESTONE
5-Sep-13	Mandatory Pre-Proposal Meeting (with site visits) - 1:30 PM
6-Sep-13	Mandatory (WWTP visit) - 11:00 AM
16-Sep-13	Deadline: Requests for Information (RFI)
20-Sep-13	Response: Requests for Information (RFI)
2-Oct-13	Proposal Due Date
16-Oct-13	Public Meeting: Review Committee Ranking and Review Meeting - Opening of pricing envelopes
17-Oct-13	Notification of Ranking Results
5-Nov-13	City Commission Presentation & Selection of firms
12-Nov-13	Start Contract Negotiation
12-Dec-13	End Contract Negotiation
7-Jan-13	City Commission - Contract Approval
1-Mar-14	Signed Contract - NTP

10) Selection and Scoring

- a. City ranking committee reviews each proposal and determines responsiveness
- b. Ranking committee will rank proposals at public meeting
- c. Management fee proposal – separate sealed envelope (labeled) – Points assigned based on equation

TASK NO.	SELECTION CRITERIA	POINTS ALLOWED
SOQ Document	SOQ Submittal Quality, Documentation, and Information	0 - 5
Task 1.0	Company Overview	0 – 12
Task 2.0	Qualifications and Experience	0 – 45
Task 3.0	Technical Approach	0 – 35
Task 4.0	Licenses and Certifications	0 – 8
Task 5.0	Safety	0 – 10
Task 6.0	Corporate Capability	0 – 25
	Regional Presence in Florida	0 – 25
	Management Fee	0 - 60
	TOTAL SCORE	235

- d. Ranking and selection presented to City Commission
- e. Proposers may be required to give presentation
- f. City Commission makes final selection
- g. City Commission authorizes City Manager to negotiate contract

11) Statement of Qualifications

- a. 75 pages, single sided
- b. 12 point font
- c. Proposers need to respond to each task
- d. Submittal package must include:
 - i. Anti-Kickback Affidavit
 - ii. Sworn Statement under Section 287.133(3)(a) Florida Statutes on Public Entity Crimes
 - iii. Equal Benefits for Domestic Partners Affidavit
 - iv. Cone of Silence Affidavit
 - v. Addenda's

12) Requests for Information

- a. Written RFI Requests (September 16, 2013)
- b. RFI Response (September 20, 2013)

- c. Contact Person – Isabel Botero: Email Address – Boteroi@bv.com
- 13) Other RFP Information
- a. City of Key West insurance requirements included in the RFP
 - b. Draft Agreement
 - c. Exhibits A-G
 - d. RAPIDGate – Required for personnel that will be working on the wastewater treatment plant.
- 14) Draft Agreement
- a. SOQ Section 6.4.8 with New Suggested Language – Submit with RFP
 - b. RFI for Clarification
- 15) Review of overview map/locations of tour locations and wastewater treatment plant.
- 16) Meeting adjourned at 2:12 PM.



Sign In Sheet RFP No. 09-13 Mandatory Pre-Proposal Meeting
September 5, 2013 1:30 PM

Attendees: Please Sign-in

Name	Company	Email	Phone
1 Aaron Voss	US Water Services Corp	avoss@uswatercorp.com	(712) 224-2171
2 Dewayne Dousay	US Water Services Corp	ddousay@uswatercorp.net	305-393-0700
3 Jon Meyer	US Water Services Corp	JMeyer@uswatercorp.net	239-989-9791
4 Isabel Botero	Black & Veatch	boteroie@bv.com	(954) 319-9861
5 JAY GEWIN	City of Key West	jgewin@keywestcity.com	(305) 809-3902
6 Ron PARKER	Black & Veatch	rparker@bv.com	(352) 345-1494
7 Ricky Collins	CH2M Hill	ARNOLD.COLLINS@CH2M.COM	(305) 747-5107
8 Sean McCoy	CH2M Hill	SEAN.MCCOY@CH2M.COM	(305) 294-1645
9 MIKE FURDAK	CH2M Hill	mfurdak@CH2M.COM	(305) 294-1645
10 Bob Dick	SEVERN TRANT	Rdick@STES.COM	239-509-4225
11 Kelvin Peters	" "	kpeters@stos.com	601-874-7787
12 Michael A. Miller	" "	mmiller2@stes.com	407.908.2548
13 Richard Gardner	SevernTrant Environmental Services Inc	rgardnor@stos.com	516-315-5952



Sign In Sheet RFP No. 09-13 Mandatory Pre-Proposal Meeting
September 5, 2013 1:30 PM

Attendees: Please Sign-in

Name	Company	Email	Phone
14 Jim Galipeau	XWNA	JAMES.GALIPEAU@VEOLIAWATERNA.COM	774-281-3048
15 Steve Kruger	Veolia	STEVEN.KRUGER@VEOLIAWATERNA.COM	781-738-4333
16 Mike Kuhn	VEOLIA	MIKE.KUHN@VEOLIAWATERNA.COM	
17 John Boffelau	OMI	John.Boffelau@OMI.com	305-292-5102
18 Gary Wood	OMI	Gary.Wood@omi.com	336-998-5005
19 Dan Stark	OMI	dan.stark@omi.com	478-361-5244
20 John Baeringer	HCR	jbaeringer@handexmail.com	561-613-9985
21			
22			
23			
24			
25			
26			



Sign In Sheet RFP No. 09-13 Mandatory Pre-Proposal Meeting
September 5, 2013 1:30 PM

Attendees: Please Sign-in

Name	Company	Email	Phone
<u>27</u>			
<u>28</u>			
<u>29</u>			
<u>30</u>			
<u>31</u>			
<u>32</u>			
<u>33</u>			
<u>34</u>			
<u>35</u>			
<u>36</u>			
<u>37</u>			
<u>38</u>			
<u>39</u>			



**Sign In Sheet RFP No. 09-13 Mandatory Pump Stations Tour
September 5, 2013 – After Pre-Proposal Meeting**

Attendees: Please Sign-in

Name	Company	Email	Phone
1 Kelvin Peters	Seven Trent Services	kpeters@stes.com	601-874-7787
2 Michael A. Miller	"	mmiller2@stes.com	407-908-2548
3 Bob Dick	Seven Trent	Rdick@stes.com	239-707-4225
4 Richard Gardner	Seven Trent Environmental Services	rgardner@stes.com	516-315-5932
5 Jon Meyer	US Water Services Corp.	JMeyer@uswatercorp.net	979-989-9791
6 Dewayne Dourag	US Water Services Corp.	ddourag@uswatercorp.net	305-393-0700
7 Aaron Voss	US Water Services Corp	avoss@uswatercorp.com	712-224-2171
8 John Baeriger	HCR	jbaeriger@chandexmail.com	561-613-9985
9 Steven Krueger	Veolia	STEVEN.KRUEGER@VEOLIAWATERNA.COM	781-738-4333
10 Jim Callahan	WVNP	JAMES.GALLAHAN@VEOLIAWATERNP.COM	774-281-3048
11 Mike Kahn	Veolia	MIKE.KAHN@VEOLIAWATERNA.COM	813-629-1070
12 John Bottino	OMI	John.Bottino@OMI.COM	305-292-5162
13 Daniel Stark	OMI	DAN.STARK@OMI.COM	478-361-5244



Sign In Sheet RFP No. 09-13 Mandatory Pump Stations Tour
September 5, 2013 – After Pre-Proposal Meeting

Attendees: Please Sign-in

Name	Company	Email	Phone
14 Gary Wood	OMI	Gary.Wood@ch2m.com	336-998-5005
15 Sean McCoy	CH2M Hill	Sean.McCoy@CH2M.COM	305-294-1645
16 MIKE FORDOCK	CH2M HILL	MFORDOCK@CH2M.COM	305-294-1645
17 Ron Parkie	Black & Veatch	rparkie@bv.com	(352) 345-1494
18 Isabel Botero	BLACK & VEATCH	Boteroi@bv.com	(954) 319-9801
19 Jay Gewin	City of Key West	jgewin@keywestcity.com	(305) 809-3902
20 Terry Duff	OMI CH2M HILL	Terry.Duff@ch2m.com	813-951-5725
21			
22			
23			
24			
25			
26			



Sign In Sheet RFP No. 09-13 Mandatory Pump Stations Tour
September 5, 2013 – After Pre-Proposal Meeting

Attendees: Please Sign-in

Name	Company	Email	Phone
<u>27</u>			
<u>28</u>			
<u>29</u>			
<u>30</u>			
<u>31</u>			
<u>32</u>			
<u>33</u>			
<u>34</u>			
<u>35</u>			
<u>36</u>			
<u>37</u>			
<u>38</u>			
<u>39</u>			



Sign In Sheet RFP No. 09-13 Mandatory WWTP Visit
September 6, 2013 11:00 AM

Attendees: Please Sign-in

Name	Company	Email	Phone
1 Kelvin Peters	Severn Trent	kpeters@stes.com	601.874.7787
2 Jon Meyer	U.S. Water Services Corp.	JMeyer@uswatercorp.net	801-239-987-9791
3 Bob Dick	SEVERN TRENT	bdick@STES.com	239-707-4225
4 Richard Gardner	Severn Trent Environmental Services	rgardner@stes.com	516-315-5932
5 Aaron Voss	US Water Services Corp	avoss@uswatercorp.com	712-224-2171
6 Jay Gewin	City of Key West	jgewin@keyvesti.ky.com	305-809-3902
7 Sean McCoy	CH2M HILL	Sean.mccoy@CH2M.com	305-294-6445
8 JAMES GALIPEAU	VWNA	JAMES.GALIPEAU@VOLIAWATERNA.COM	714-281-3048
9 Steve Kruger	VWNA	STEVEN.KRUGER@	17817384333
10 MIKE KUHN	VWNA	MIKE.KUHN@VOLIAWATERNA.COM	813-629-1870
11 Dwayne Dourcy	US Water Service, dourcy@uswatercorp.net		305-393-0700
12 Michael A. Miller	Severn Trent Services	mmiller2@stes.com	407.908.2548
13 Ron Puckler	Black & Veatch	rpuckler@bv.com	(352) 345-1484



Sign In Sheet RFP No. 09-13 Mandatory WWTP Visit
September 6, 2013 11:00 AM

Attendees: Please Sign-in

Name	Company	Email	Phone
14 Isabel Boto	Black & Veatch	iboto@bv.com	954-319-9861
15 Trish Duff	CH2M.com	Trish.Duff@CH2M.com	
16 Dan Stark	CH2M Hill	DAN.STARK@CH2M.COM	
17 Dawn Dawsey	U.S. Water Services	dawsey@uswaters.com	305-393-0700
18 Gary Wood	OMI	Gary.Wood@ch2m.com	336 998-5005
19			
20			
21			
22			
23			
24			
25			
26			



Sign In Sheet RFP No. 09-13 Mandatory WWTP Visit
September 6, 2013 11:00 AM

Attendees: Please Sign-in

Name	Company	Email	Phone
<u>27</u>			
<u>28</u>			
<u>29</u>			
<u>30</u>			
<u>31</u>			
<u>32</u>			
<u>33</u>			
<u>34</u>			
<u>35</u>			
<u>36</u>			
<u>37</u>			
<u>38</u>			
<u>39</u>			