



GLYNN COUNTY FINANCE DEPARTMENT

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QUESTIONS AND ANSWERS

May 31, 2023

Subject: NPDES Phase II Storm Water Permit Consultant Services PROJECT FY23 RFP23033

Thank you for your interest in this project. The original posting date was May 5th, 2023 with a closing date of June 7th, 2023.

The following questions were received and then passed on to the respective project manager for responses. The questions are in the questioner's own words. Unless otherwise noted, the responses to the questions are in the project manager's own words. If more questions arise due to the responses here, please email me as soon as possible with the question and I will pass it along for clarification and post all responses once I have them.

Question #1: What additional documentation can the County provide for proposers (i.e., current SWMP, most recent annual report)?

Answer #1: All past and current reports, SWMP's etc., will be provided upon request.

Question #2: How does the County want the fee broken down (i.e., cumulative, for each year)?

Answer #2: After review, a new Proposal Fee Schedule will be posted with this addendum. The fees will be broken down by year. The file will be labeled as "New Proposal Fee Schedule". Please use this fee schedule when submitting your proposal.

Question #3: Are there any page limits for responses to this RFP? If so, what are the limits?

Answer #3: There are no page limits for this RFP.

Question #4: It is noted to have one original and three copies for a response to this RFP. For the one original version, do all of the forms need to be signed originals, or can they be a copy?

Answer #4: All the forms in the original proposal need to be signed original forms.

Question #5: The "Proposed Cost" section only has one blank for *Task #0001-Prioritization* and one blank for *Task #0002-Implementation*. However, Implementation task lists components for Year #1 and then Years #2-#5. Can you confirm that you want the cost for Years #1-#5 combined for this line? Or can you update this form to leave space for pricing by contract year?

Answer #5: Please see answer #2.

Question #6: The EPD Reporting Period is on the calendar year basis (e.g., reporting period is Jan. 1st – Dec. 31st, with an Annual Report due on February 15th), but the County has previously operated under the July 1-June 30 Fiscal Year for annual contracting. Can you please confirm that Year #1 for this contract and future years will be based on the County's Fiscal Year (July 1-June 30)? If tasks from the previous year's contract are complete prior to June 30th, is it possible that a future year's activities (Years #2-#5) can start before July 1st?

Answer #6: This contract is for Annual Reporting for EPD, which follows the Calendar year and will not have to follow the fiscal year for the County.

Question #7: As "Fee Proposal" counts 20% of the scoring, how is the score for this item calculated? Additionally, how will it be calculated if there are only two firms that submit? Does the lowest bidder get 20 points and highest bidder get 0 points?

Answer #7: The variance is calculated by using the lowest cost as the dividing factor multiplied by 20%. Each firm will be awarded points based off of the percentage awarded.

Question #8: As the *Statement of Work* under *Program Services* is written, the number of field inspection locations and types and number of field sampling locations and frequency is not clearly defined. With "Fee Proposal" being 20% of the overall evaluation, can you quantify these to ensure an apples-apples comparison for fees submitted by individual proposers? Or is it possible to reduce the weight for the "Fee Proposal" criteria if additional clarity cannot be provided?

Answer #8: It will be up to each Proposer to estimate the number of field inspection locations and sampling locations and price accordingly. The weight of the fee proposal in the evaluation will not be reduced.

Kind regards,

Resden Talbert
Procurement Officer
Glynn County Board of Commissioners