

**CITY OF NAPLES  
PURCHASING DIVISION  
CITY HALL, 735 8<sup>TH</sup> STREET SOUTH  
NAPLES, FLORIDA 34102  
PH: 239-213-7100 FX: 239-213-7105**

**ADDENDUM NUMBER 1**

| NOTIFICATION DATE: | BID TITLE:   | BID NUMBER:   | BID OPENING DATE & TIME:    |
|--------------------|--|---------------|-----------------------------|
| <b>12/20/19</b>    | <b>Directional Drill Services - Naples Beach<br/>Restoration &amp; Water Quality Improvement<br/>Project</b> | <b>20-015</b> | <b>1/16/2020<br/>2:00PM</b> |

**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,  
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

The following clarification is issued as an addendum identifying the following change for the referenced solicitation.

Attached "Exhibit A" is revised pages 12, 13, 16, 30 and 34; these pages replace in their entirety the originally published pages 12, 13, 16, 30 and 34.

The following are answers to written submitted questions:

1. On the checklist (page 16) it states submit one (1) original signature and five (6) copies of the response and one (2) properly indexed PDF on a CD or USB Flash Drive.
  - a. Do we submit 5 copies or 6 copies?
  - b. Do we submit 1 CD or USB Flash Drive or 2?

**ANSWER: Please refer to Exhibit A revised pages 16 and 30**

2. Appendix A, item #1 at the bottom indicates minimum 24", however, Under 2.1 of the Pre qualification Criteria, it indicates 20". Can you clarify that the minimum 20" is correct and should a new Appendix A be supplied?

**ANSWER: Please refer to Exhibit A revised page 34.**

3. May the contractor use color, larger title font size, add pictures, create charts, etc. when providing requested information, such as information found in Section 4.2, "Describe the entity's history as an established entity and incorporate similar project history"?

**ANSWER: Yes, only "title font size" may be larger than 12 point.**

**IMPORTANT MESSAGE**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.**

4. Does the City of Naples' provided "Cover Sheet" count as one of the pages within the 2-page limit?

**ANSWER: No**

5. Can the contractor create new "divider sheets" to separate Appendix A, B, etc.?

**ANSWER: Yes**

6. Regarding the Reference Questionnaire indicated on Pg 12...are these questionnaires to be completed by other customers that the contractor has done work for? How many questionnaires are required?

**ANSWER: Per page 14 of the bid document "Proposers must submit a minimum of three references on the form provided." Also, please refer to Exhibit A revised pages 12 and 13.**

**Exhibit A - Revised pages 12, 13, 16, 30 and 34.**

**###**

**IMPORTANT MESSAGE**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.**



# CITY OF NAPLES

## Purchasing Division

### REFERENCE QUESTIONNAIRE

**PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 5 YEARS.**

**It is the bidder's responsibility to contact the Purchasing Department prior to submitting their bid to verify receipt of the required number of references.**

Solicitation No. \_\_\_\_\_ RFP/ITB Title: \_\_\_\_\_

Bidder/Respondent Name: \_\_\_\_\_

This reference questionnaire must be filled out by the company that has done business with the Bidder/Respondent in the past. If the item is not applicable, please state "n/a".

Relationship with Bidder/Respondent: \_\_\_\_\_

Title of last project: \_\_\_\_\_

Year last project completed \_\_\_\_\_

Contract Start/End Dates: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

How many projects performed: \_\_\_\_\_

Overall Performance: \_\_\_\_\_

Management Ability: \_\_\_\_\_

Ability to meet time schedule: \_\_\_\_\_

Ability of control costs: \_\_\_\_\_

Problems encountered: \_\_\_\_\_

Quality of Personnel: \_\_\_\_\_

How well Contractor coordinated with Owner: \_\_\_\_\_

Cooperation or Lack Thereof: \_\_\_\_\_

Quality of Subcontractors: \_\_\_\_\_

Subcontractor Payment Issues: \_\_\_\_\_

Were there any conflicts, disputes, or other problems:

Yes      No

If yes, were they reported early and were they managed well? How were they resolved? Were you satisfied the resolution was fair to both parties?

\_\_\_\_\_

How satisfied are you with the Bidder/Respondent's ability to perform based on your expectations and according to the contractual arrangements?

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Would you contract again with the Bidder/Respondent for the same or similar services? Do you have plans to contract with them again? Yes      No

Any additional comments?

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This REFERENCE QUESTIONNAIRE is provided by:

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Name of Company

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Address of Company

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Telephone No.

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Email address:

Date: \_\_\_\_\_

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Name and title of person filling out this reference questionnaire:

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Signature of person filling out this reference questionnaire:

**This reference form must be emailed to [Purchasing@naplesgov.com](mailto:Purchasing@naplesgov.com) by the company who is providing the reference on or before BID OPENING DATE & TIME indicated on the Cover Sheet. Please add Solicitation Number to your E-mail subject line.**

### SUBMISSION CHECKLIST

**Bidder certifies by signature below that the following Documents are included in the Bid Submittal, fully completed in accordance with the bid requirements. It's the bidder's responsibility to contact the Purchasing Department prior to submitting a bid to ascertain if any addenda have been issued, to obtain any and all such addenda and return executed addenda with this bid. Bidder should check off each of the following items as completed and submit with bid response:**

| CHECKLIST ELEMENTS  | INCLUDED |
|---|----------|
| Bidder must submit one (1) original signature of the response and six (6) copies of the response and two (2) properly indexed Windows© compatible PDF of the original document on a CD or USB Flash Drive containing one PDF file of the full response that is clearly labeled with your company's name, Solicitation number and title. |          |
| Include any required drawings; descriptive literature; qualifications; schedules; product compliance / exceptions; alternatives; questionnaire; references, forms, tabs, pricing/cost; and any information required of the proposer identified in the text of the bid including information for bid evaluation.                         |          |
| Include any Professional Licenses that qualify the firm for this solicitation as well as applicable bond documents, if required. Note if you are not a single prime firm. List all subcontractors to be used for our project in your proposal and their professional licenses.  |          |
| Mandatory FORMS from this document to be included are: <u>Cover Sheet, References Sheet, Submission Checklist Sheet, signed IRS W-9 (OCT 2018) and Acknowledgement of Business Type.</u>  |          |
| Have an authorized individual sign the appropriate pages including the <u>Cover Sheet</u> with any bid addendums initialed. Include all Addendums with your Proposal.   |          |
| Ensure the following:<br>1. The Proposal has been signed<br>2. Proposal addressed the evaluation criteria.<br>3. Cover letter included.<br>4. Tab format was followed.  |          |
| Bid document needs to be received by the <u>OPENING DATE &amp; TIME</u> indicated on the <u>Cover Sheet</u> . The mailing envelope must be addressed to:<br>City of Naples<br>Purchasing Division<br>735 8th Street South<br>Naples, Florida 34102  |          |
| <b>The mailing envelope must be sealed and marked with:</b><br>Bid Number: <b>20-015</b><br>Title: <b>Directional Drill Services - Naples Beach Restoration &amp; Water Quality Improvement Project</b><br>Opening Date: <b>1/16/2020</b>   |          |

**ALL COURIER DELIVERED BIDS MUST HAVE THE BID NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.**

**Submitting Vendor Name:** \_\_\_\_\_

**Authorized Bidder's Signature:** \_\_\_\_\_

***At the discretion of the Purchasing Manager, bids or proposals with minor irregularities may be accepted and allowed to be corrected when in the best interest of the City.***

## **4.0 SUBMITTAL REQUIREMENTS**

### **4.1 REQUIREMENTS FOR SUBMITTALS**

HDD Contractors interested in providing the requested services for the project are invited to submit a proposal. Submittals shall address the evaluation criteria. Please use the above TAB format for your proposal. Proposals should be concise and clear. Each response shall include one (1) original of the response, six (6) copies of the response, and two (2) properly indexed Windows® compatible PDF of the original document on a CD or USB Flash Drive containing one PDF file of the full response that is clearly labeled with your company's name, Solicitation number and title.

To facilitate review of the RFQ, Prime Contractors shall adhere to the format and instructions given below. The type font shall be 12 point size with 1.25 line spacing. A clear and concise presentation of information is encouraged. RFQs must be produced on 8 ½ x 11 paper. There is no established submittal page limit – candidates should submit material they believe are needed to demonstrate compliance with requirements set forth herein.

Audiovisual materials including tapes, DVDs and CD-ROM presentations will not be accepted. Submittals shall be fastened with a removable binding system such as a 3-hole punch or GBC/comb binding system so they can be disassembled/scanned and not permanently bound with thread stitching or glue binding. Each copy submitted must contain the following:

- Cover letter (2-page limit).
- HDD Contractor's General Information as described in Section 4.2 below.
- Construction experience forms (Appendix A) to demonstrate that the HDD Contractor meets the experience criteria as set forth in Section 2.1 a-e of this RFQ. Submit one form for each project.
- Personnel experience forms (Appendix B) to demonstrate that the HDD Contractor's personnel meet the experience criteria as set forth in Section 2.2 a-f of this RFQ. If additional information is required to substantiate personnel experience, it shall be submitted in this section, following the forms.
- Written statements addressing the General and Administrative Criteria set forth in Section 2.3 a-f of this RFQ. Statements should reference the specific criteria that they are intended to answer by Section Number, i.e., Section 2.3a, 2.3b, etc.
- Letter from bonding company as set forth in Section 2.4.

**APPENDIX A  
NAPLES BEACH RESTORATION & WATER QUALITY IMPROVEMENT PROJECT  
HDD SUBCONTRACTOR - CONSTRUCTION EXPERIENCE**

*(Submit One Project per Form)*

HDD Subcontractor Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

*Refer to Section 2 for the Prequalification Criteria related to project experience within the timeframe specified.*

|   |
|---|
| <b>Project Owner or Prime Contractor:</b> |
| Contact Name:                             |
| Contact Phone Number:                     |
| Contact Email Address:                    |

If the Owner/Prime Contractor contact cannot verify the work, the project will not be credited to the HDD subcontractor unless other documentation is provided to substantiate the experience.

Approximate HDD Construction Cost: \$ \_\_\_\_\_

Year Work Performed: \_\_\_\_\_

Was Work Performed in Florida? Yes \_\_\_\_\_ No \_\_\_\_\_

**PIPE INSTALLED BY DIRECTIONAL DRILL CONTRACTOR**

Note: Each line in the table below should represent a single pull. Use additional lines only if multiple pulls were performed on the same project.

| Pipe Diameter<br>(inches) <sup>1</sup> | Pull Length<br>(feet) <sup>2</sup> | HDD Pipe<br>Material <sup>3</sup> | Subaqueous<br>(Yes/No) | Horizontal<br>Curve (Yes/No) |
|--|------------------------------------|-----------------------------------|------------------------|------------------------------|
|  |                                    |                                   |                        |                              |
|  |                                    |                                   |                        |                              |
|  |                                    |                                   |                        |                              |

1 - All HDD pulls shall be minimum 20-inch FPVC or HDPE pipe

2 - All HDD pulls shall be at least 1,000 LF and one HDD pull shall be at least 2,000 LF

3 - Only list HDD pulls of FPVC or HDPE materials