



**Alabama State Port Authority**  
**Addendum to Specification Booklet**

**Project Name** Upper Mobile Bay Beneficial Use Wetland Creation Site (Planning) Project

**Project #** ASPA TS-2020-01      **Task #** 1      **Addendum #** 1

**To:** Prospective Bidders      **Date:** 10/19/2020

The Request for Proposals is hereby amended as follows:

Item 1	On page 3 of the RFP, under 6.0 Deliverables & Deadline, the second bullet point states that the Technical Proposal and Fee Proposal are to “be delivered to ASPA Environmental Program Management Division <b>no later than 4:00 P.M., November 2<sup>nd</sup>, 2020.</b> ” The statement is not consistent with the schedule found in Table A; therefore, the sentence will be altered to say “be delivered to ASPA Environmental Program Management Division <b>no later than 4:00 P.M., November 16<sup>th</sup>, 2020.</b> ” This date is subject to change if deemed necessary after the Pre-Proposal meeting has taken place. The revised page 3 is attached.
Item 2	The second page attached is an addendum acknowledgment form to be signed by the Engineering Consultant and included in the Technical Proposal.

Below are questions submitted by potential bidders and responses by the Alabama State Port Authority.

Question Submitted	We did not see a page limit for the Technical Proposal. Will there be a page limit?
ASPA Response	<p>Yes, the following criteria will limit page count for the Technical Proposal:</p> <ul style="list-style-type: none"> <li>• Total maximum 20 pages that address the four selection criteria.</li> <li>• Maximum 10 full-page resumes per team. At least 2 of the prime Consultant’s staff shall be registered as Professional Engineers in the State of Alabama.</li> <li>• Limit of 10 projects completed within last 5 years.</li> <li>• Maximum 1 page list of work performed for ASPA.</li> </ul>
Question Submitted	Are tabs allowed to delineate the four sections requested for the Technical Proposal and the required forms (five tabs total)?
ASPA Response	Yes, ASPA will allow tabs to delineate the four sections requested (five tabs total) for the Technical Proposal and required forms.
Statement Submitted	Please confirm the due date of November 16 <sup>th</sup> . There are two dates in the RFP (Nov. 2 <sup>nd</sup> on the bottom of page 3).
ASPA Response	Item 1 found above has corrected the inconsistency in the dates.

Please indicate your receipt of this addendum by adding the addendum number in the appropriate place in your Requisition & Proposal.

**Project Manager:**

**Bob Harris**  
Vice-President, Technical Services

10/19/2020

Date

### **5.1.3 Project Approach (25 points)**

The Proposal shall state the approaches and methodologies that will be utilized to undertake the work. It shall include a discussion on the major elements listed in the Scope of Work. The narrative shall include the respondent's methods to keep the project on schedule and within budget.

### **5.1.4 Technical Approach (25 points)**

Provide a narrative identifying the project's key/critical elements of analysis/design and what the approach to satisfy these elements. The technical approach should include conceptual design ideas proposed by the respondent to meet the needs of ASPA. The respondent may and is encouraged to include design/value engineering and innovative design options within this section. The respondent shall document all assumptions that have been made in the concepts presented herein.

## **5.2 Fee Proposal**

The Proposer shall prepare a detailed fee proposal for the proposed professional services. The estimate is to include a breakdown of the hours, hourly rates, reimbursable expenses, and other costs required to complete each phase of the project. The breakdown shall include all team members and shall include sub-consultants, etc. This proposal represents a cost reimbursable method with an overall maximum ceiling on the anticipated costs for the services, based on the available information. The fee proposal shall document all assumptions made in its preparation.

One copy of the fee proposal shall be placed in a separate sealed envelope from the rest of the proposal. Only the fee proposal of the firm whose Technical Proposal is ranked highest and judged "best qualified" will then be opened and reviewed. The other firms' Fee proposals will be returned to them sealed and unopened. The purpose of the fee proposal is to provide the ASPA with a benchmark for the cost of professional services to be performed.

## **6.0 Deliverables & Deadline**

Requirements of the Submission Response are as follows:

- Be submitted in a sealed container that is plainly marked "TECHNICAL PROPOSAL / FEE PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR the "Upper Bay Marsh Creation RFP #ASPA-TS-2020-01" and bear the prime provider's name and address.
- Be delivered to ASPA Environmental Program and Management Division **no later than 4:00 P.M., November 16<sup>th</sup>, 2020**. Late submissions will not be evaluated and will be considered "non-responsive".



**Alabama State Port Authority**  
***Request for Proposal***

**Project Name**      Upper Mobile Bay Beneficial Use Wetland Creation Site (Planning) Project

**Project #**    ASPA TS-2020-01      **Task #**    1

**SIGNATURES**

Receipt of following addendums is acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

**Proposer's Signature:** \_\_\_\_\_

**Proposers Company:** \_\_\_\_\_

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**