

RFP 2017-001 Comprehensive Conservation and Management Plan (CCMP)
Technical Support and Data Management Services
Modified February 10, 2017
Please submit all questions via email
Closes: March 10, 2017 at 5 p.m.

Questions:

1. The project description talks about web-based services in Section II.E of the RFP, but the scope does not mention any web-based work products or deliverables. Can you describe the anticipated web-based products and the web-based resources that the IRL Council has for this purpose? If the contractor is required to prepare web-based maps, does the Council envision needing custom, interactive HTML pages, or will static images (e.g., Adobe Acrobat .pdf) suffice?

Answer: IRL Council will provide CCMP action plan drafts for public comment and review. Work products from this RFP will be static products/deliverables that support CCMP revisions.

2. Does the Council want the maps to be available on their own web site, a cloud-based service such as ArcGIS Online, etc.? If so, does the Council have a web designer under contract that can manage the hosting requirements, or is that also a requirement of this contract?

Answer: The IRL Council will manage hosting requirements.

3. Does the Council have a standard template from which to request the project data from the partners? In other words, not every data source will have the same types of data, and consistency across the database will be important for making comparisons. Tracking categories with a dataset that can't be populated by all the partners because the data isn't collected (e.g., O&M costs) will not produce a fair assessment. Does the Council know which parameters they would like to track already, or is that to be determined by this project?

Answer: The project data template form will be developed by the vendor, in coordination with the IRL Council. Parameters will be developed by this project.

4. Does the Council know which water quality parameters will be evaluated for the comparison, or is that to be determined by this project?

Answer: Parameters will be determined by this project.

5. Does the council have a standard nutrient load quantification method from which to make the comparisons? In other words, will all the partners be able to predict their total nitrogen loading or removal from their contributing watershed? If so, will it be in pounds per year, or another metric? If that information is not available, will the contractor also be required to develop the loading based on standard land use factors?

Answer: Parameters will be developed by this project. Parameters will be determined as part of the CCMP revision process and discussions within the IRLNEP Management Conference. Contractor will be assembling available data, not developing loading calculations.

6. Unless direct measurement is occurring on an active project, nutrient reduction rates will be estimates. Does the Council have a standard method(s) by which the partners can calculate nutrient reduction rates for their projects? Does the Council envision requiring the partners to submit nutrient reduction estimates, or is quantification of the individual project removal rate(s) also to be determined by this project?

Answer: We anticipate that nutrient load estimates from partner projects will be based on a combination of similar project performance data, actual data collected for the project based on D&E specs, and/or models. All nutrient reduction projects that are submitted to the IRLNEP for funding consideration will be asked to provide nutrient reduction projections, documentation of methodology and justification.

7. Under the Scope of Work there are three tasks listed, do all three tasks fall under the FY 2016-2017 \$45,000 budget?

Answer: Yes.

8. Does the IRL Council allow applicants to recover or claim federally negotiated indirect costs (also known as F&A), or a *de minimis* rate of 10%?

Answer: Yes.

9. Item number 7 reads, "Include a statement that the respondent will hold the IRL Council harmless from any claims resulting from injury or damages incurred by volunteers participating in the program": Can you please further explain this required qualification? What volunteers? Why only volunteers? Respondents volunteers, *if* volunteers are used by respondent? Any volunteer in the IRLNEP?

Answer: If respondent uses volunteers to provide any elements of the proposed service, respondent must hold the IRL Council harmless from claims. Additionally, during contract negotiation it may be necessary for development of a "volunteer waiver form" to be completed prior to services being provided by volunteers.

10. From Scope of Work, Task 1: does the database have to PC-based (MS Access) or can it server-based (MySQL)?

Answer: PC-based.

11. From Scope of Work, Task 1: 'data will be assembled from' : How is data entered into the Database? User Interface? Users supply Excel files or text files or shapefiles that can be read into database?

Answer: Contractor will gather information from counties, cities, towns, and agencies and create a central repository of all information gleaned. Info may be text, spreadsheets, PDFs, shapefiles, etc. Contractor will consult with Program staff to determine most efficient delivery of this information.

12. How much data is anticipated? Hundreds of records? Thousands of records? Tens of thousands of records?

Answer: Our current estimate is hundreds of records.

13. How often will the data be received to add to the database? Daily? Weekly? Seasonally? Sporadically based on the project?

Answer: Once developed, the info gathered is unlikely to change, and any new information that we would want to add would likely be on more or less an annual basis.

14. From Scope of Work, Task 3 (page 12): What is the location of these meetings where facilitation is requested?

Answer: Meetings will be held in each county (Volusia, Brevard, Indian River, St. Lucie, Martin).

15. Will all the meetings be held at the same location?

Answer: No.