



**City of Pompano Beach, Purchasing Division  
1190 N.E. 3rd Avenue, Building C  
Pompano Beach, Florida, 33060**

April 16, 2015

**ADDENDUM #1, RLI E-33-15**

**Continuing Contract for Professional Environmental Testing and Consulting Services**

To Whom It May Concern,

Please review the following questions submitted by potential proposers, and answers from the City.

**Q1:** What does "Grant or Reimbursement Support Services for Remediation" entail?

**Response:** "Grant or Reimbursement Support Services for Remediation" entails providing assistance in completing the required forms for reimbursement.

**Q2:** Are any marine environmental components included in the contract (i.e. beach nourishment monitoring, seagrass surveys associated with canal dredging, etc.)?

**Response:** If your firm is capable of performing these services, please mention it.

**Q3:** What are the teaming requirements/limits, if any?

**Response:** There are no limits to teaming.

**Q4:** Is preference given to a single firm which can provide all of the expected services, or is a team of consultants, with various specialties preferred?

**Response:** A team with many members may be viewed as difficult to manage.

**Q5:** Can you clarify whether a statement that "Our company adheres to and follows all current Florida Department of Environmental Protection Standard Operating Procedures" is sufficient to submit for a Field Sampling Quality Manual?

**Response:** The Field Sampling Quality Manual is a regulatory requirement per FAC 62-160 based on the instructions in the DEP SOPs (FA section). You are required to have one to collect any data that may be used for regulatory purposes or for submittal to a regulatory agency. If you state that you are following the DEP SOPs and do not have a Field Sampling Quality Manual, then you are not following the FDEP SOPs (as one is required within the body of the SOPs – section FA).

**Q6:** Please provide an example of a satisfactory Field Sampling Quality Manual?

**Response:** Please refer to <http://www.dep.state.fl.us/water/sas/sop/sops.htm>, Michael of FDEP (850-245-8073), and attached excerpt of FA 1100.

**Q7:** What is the total budget for work included in this contract for the current fiscal year?

**Response:** There is not a specific line item budgeted for this service. It is anticipated that various projects will utilize the services of the consultants.

**Q8:** Which firms are currently providing the work included in this contract for the City of Pompano Beach?

**Response:** See attached award notice.

**Q9:** What volume of work was completed under this contract in the past three years?

**Response:** See attached spreadsheet.

Addendum #1 is posted on the City's website: <http://www.pompanobeachfl.gov>. Bidders must submit their bid with the revised information. Acknowledge receipt of this Addendum per instructions on Pages 6 and 14 of the RLI.

The deadline for acceptance of sealed bids in the Purchasing Office, 1190 N.E. 3<sup>rd</sup> Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), May 7, 2015.**

The remainder of the solicitation is unchanged at this time.

Sincerely,



Jeff English  
Purchasing Agent

cc: website  
file

## FA 1100. Quality Manual

Each organization must have a quality manual that outlines their current quality system, quality assurance policies and quality control procedures. All topics specified in FA 3100 and 3200 must be addressed by descriptive discussions or reference to specific policies and procedures.

At a minimum, the quality manual must address the following:

1. A title page signed by the quality assurance officer(s), and the highest level of management responsible for field activities with:
  - Document Title
  - Organization's full name, address and telephone number
  - Identification of all major organizational units covered by the document
  - The effective date of the version.
2. A table of contents, and applicable lists of references, glossaries, appendices, tables and figures.
3. A statement of policy which must outline the organization's commitment to generating data through the use of sound Quality Assurance and Quality Control management practices.
4. An ethics statement which must outline (or make reference to) the organization's ethics policy and employee training on ethics.
5. ORGANIZATIONAL TOPICS:
  - 5.1. A discussion on the organizational structure, including lines of authority, identification of key personnel and their responsibilities, the relationship of all units (including administration, management and support services) to the quality system.
  - 5.2. Stated job descriptions for all staff or reference to such information.
  - 5.3. A list of all approved signatories (e.g., Professional Geologist, Professional Engineer, Quality Assurance Officer).
  - 5.4. Discussion on or reference to procedures and policies dealing with employee credentials and training.
6. DOCUMENTATION
  - 6.1. Discussion on or reference to procedures and policies concerning how records are generated, retained, and stored.

6.2. Discussion on or reference to procedures dealing with how documentation is controlled and maintained.

6.3. Discussion on or reference to the types of documents/reports that are generated by the organization.

6.4. Discussion on or reference to procedures to ensure accurate sample identification and data integrity.

6.5. Discussion on or reference to procedures to protect client confidentiality (when applicable).

## 7. CAPABILITIES

7.1. Specify the organization's capabilities. This must include the types of sampling, sampling matrix and laboratory and field testing relevant to execution of the DEP SOPs, and may include other services such as hydrology, engineering, etc.

7.2. Reference to the specific sampling procedures to be used.

7.3. List all field and laboratory test methods.

7.4. List the types of field and laboratory instruments and equipment used by the organization for implementation of the DEP SOPs.

7.5. Reference to or discussion on how samples are handled and transported/submitted to a laboratory.

## 8. EQUIPMENT AND INSTRUMENTS

8.1. Discussion on or reference to procedures used for calibrating instruments; source, preparation and documentation of standards; and procedures used to generate, assess and document calibrations.

8.2. Discussion on or reference to routine procedures used to maintain analytical instruments and sampling equipment and the associated documentation.

## 9. REVIEW AND ASSESSMENT

9.1. Reference to or discussion on the types of quality control measures to be used. Include:

9.1.1. Types and frequency of field generated quality controls (blanks, replicates, etc.);

9.1.2. Types and frequency of any ongoing quality control program to ensure the accuracy of laboratory data;

9.1.3. The criteria against which each quality control measure will be assessed;

9.2. Discussion on or reference to procedures to be used to review and assess raw data, laboratory data, and project data. At a minimum include:

9.2.1. Data reduction: how raw data are reviewed and assessed (including criteria for accepting initial and continuing calibrations), and the formulas for calculating final sample results.

9.2.2. Data verification: how data are assessed with respect to calculations (are the correct values reported?) and to quality control (were the systems in control according to all QC criteria?).

9.2.3. Data validation: how project data are reviewed and assessed, including the content of any reports.

9.3. Discussion on or reference to the criteria for determining when corrective action must be initiated for each QC measure and the procedures used to implement corrective action.

9.4. Discussion on or reference to procedures to be used in the case of deviations from the documented policies and procedures.

9.5. Discussion on or reference to the types of performance, systems, and management audits to be performed including the frequency, the participants, and the process.

## 10. CONSUMER RELATIONS

10.1. Discussion on or reference to policies and procedures regarding review of proposed work to ensure adequate personnel and equipment.

10.2. Discussion on or reference to policies and procedures for dealing with complaints.

Solicitation Number: H-48-10

City Commission Meeting Date: 9/28/10

Agenda Item Number: #4

Winner: Commission authorized negotiation of continuing contracts with six firms: Cherokee Enterprises, Inc., Environmental Consulting & Technology, Inc., Bureau Veritas North America, Inc., T.Y. Lin International, Sphere Environmental, LLC, Professional Service Industries, Inc.

Award Amount: n/a

<b>H-48-10 Environmental Testing</b>	<b>FY 2011 - 2012</b>	<b>FY 2012 - 2013</b>	<b>FY 2013 - 2014</b>	<b>FY 2014 - 2015</b>	<b>Sub-Total</b>
Bureau Veritas	\$2,042.00	\$1,021.00	\$2,021.00	\$1,022.00	\$6,106.00
Environmental Consulting	\$0.00	\$5,300.00	\$0.00	\$0.00	\$5,300.00
Professional Service Industrie	\$5,987.00	\$3,650.00	\$4,687.00	\$390.00	\$14,714.00
Cherokee Enterprise	\$1,020.00	\$0.00	\$0.00	\$0.00	\$1,020.00
Sphere Environmental	\$23,284.00	\$14,910.00	\$33,880.00	\$0.00	\$72,074.00
T.Y Lin International	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00