



## ADDENDUM No. 1

MARCH 12, 2015

Solicitation Title: Continuing Architectural and Engineering Services

Solicitation No.: RFQ No. 12-14-15 Opening Date: March 24, 2015 at 3 p.m.

Attention all potential bidders:

- Should Addendum: Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City Contract Form, A-5 Acknowledgement of Addendum(s) and returned with your solicitation submittal.

To all prospective bidders, please note the following changes and clarifications:

1. Cover Page, Additional Information & Clarification Deadline day is corrected from Friday to **Tuesday**. All other information shall remain the same on the date and time.
2. Section 2.5.4, Section 5 and Proposal Submittal Checklist. Respondent may submit **either** a Standard Form 330 **or** a Standard Form 254/255. The Standard Forms are not required for any sub-consultants of the Respondent. The Standard Form 330 or the Standard Form 254/255 shall be located in the submittal in Tab 5, Qualifications of the Firm.
3. Section 2.7, Sample Form Contract and Attachment B, Sample City of North Miami Contract. The sample contract and reference to the City Contract is deleted from the RFQ.
4. Section 3.5, D is replaced and revised to the following language:
  - The selected prime firms shall have been in business and have a minimum of ~~ten~~ **(4)five (5)** years experience in providing engineering, professional services in the State of Florida and must demonstrate their understanding of FDOT design standards and policies for FDOT roadways and Miami Dade County Standards and policies for traffic calming and street closures;
5. Section 3.5, Minimum Qualifications, Item D. Roadway, Traffic & Transportation Engineering & Consulting and E. Water Resources / Stormwater Design, third bullet paragraph; architecture is deleted from the experience requirement.
6. Section 5.1, Item 5, Business Structure, is changed to Item 4.A. and shall be labeled as Tab 4.A. in the respondents' submittal.
7. Section 5.1, Item 7 is replaced and revised to the following language:
  7. Qualifications of the Project Team – 10 Points  
Respondents must submit a Qualification Statement. Provide a list of personnel to be used and their qualifications. A brief resume including education, experience, licenses and certifications and any other pertinent information shall be included for each team

member, for each professional category, including sub-consultants (Form "A-6"). Provide any other documentation which demonstrates their ability to satisfy all of the minimum qualification requirements ~~and indicate if the firm is a Certified Minority Business Enterprise~~. Include any technical staff. Technical staff shall be considered as those persons proposed to be associated with the implementation of the project - project managers, engineers, supervisors, estimators, etc.

Respondent must clearly ~~reflect~~ identify in its proposal any Sub-Consultants to be utilized, ~~and provide for the sub-consultant the same information required of Consultant~~. The City retains the right to accept or reject any Sub-Consultants proposed.

8. Section 5.1, Item 7 and Section 4, Evaluation Criteria, Criteria Number 3, Qualifications of the Project Team does not include any points or requirements for Certified Minority Participation. Any reference to Certified Minority Participation is deleted from the RFQ.
9. Section 5.1, Item 9, Proposed Approach and Methodology, 4. Roadway, Traffic & Transportation Engineering & Consulting, h) Intelligent Transportation Services is deleted.
10. Section 5.1, Item 11 is replaced and revised to the following language:

11. References – ~~40~~ 15 Points

~~Indicate~~The respondent must provide references for at least three (3) clients with whom the City may speak with during the evaluation phase **and must be provided on Contract Form A-14.**

The respondent must provide references for two (2) clients **of the respondent** and one (1) client of the subcontractor or sub consultant team member for separate and verifiable projects similar to the current solicited work. Past projects must have been completed within the last three (3) years from bid submission. Respondents are expected to provide information on each project by including Form A-14 in their response. ~~If these forms are not utilized, the respondent must provide identical information to the City for evaluation purposes.~~

11. **Request for Information Questions/Clarification\*:**

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**Q.1** Please confirm if respondents can choose to submit qualifications as both a prime and subconsultant.

**A.1** **The Respondent may submit as a prime consultant for a category (discipline) and may also be a part of another team as a sub-consultant for a different category (discipline); but may not be a sub-consultant to another Prime consultant in the same category they are qualifying for.**

**Q.2** For the category 3. Urban Planning & Design; -- does the prime responding firm have to be an architecture firm registered with the State of Florida? Please note that the majority of town planning firms in South Florida and beyond are led by planners who are trained in architecture, but are not registered architects with the state of Florida (both as individual and as a firm).

**A.2** **No, the firm does not have to be an Architecture Firm, however the Principal/Lead Planner must be at least be AICP certified.**

**Q.3** How many companies does the City anticipate will be selected per category?

**A.3** **The City will be selecting up to five firms per category (discipline).**

- Q.4** Will there be a maximum amount that will be awarded per company?
- A.4** **No, the maximum amount is not known, but will comply with the Florida State Statute CCNA limits for continuing services on a per project basis.**
- Q.5** Can you tell me which prime firms currently hold contracts with the City for Environmental Engineering? Can you tell me how many of the prime firms qualified for Environmental Engineering have received work in the last five years and the approximate total value of the work issued?
- A.5** **No, question 5 above is a Public Records request.**
- Q.6** Is the purpose of RFQ No. 12-14-15 to add prime firms to an existing pool, or do all of the current firms have to respond to this RFQ to continue working with the City?
- A.6** **No, the purpose of the RFQ is not to add prime firms to an existing pool; this RFQ is to replace the previous RFQ.**
- Q.7** Per Section 3.5, D., it states that “The selected prime firms shall have been in business and have a minimum of ten (10) years experience in providing engineering, professional services in the State of Florida and must demonstrate their understanding of FDOT design standards and policies for FDOT roadways and Miami Dade County Standards and policies for traffic calming and street closures”. Given that our firm’s personnel have over 10 years of experience, is the firm still eligible for consideration for the subject line RFQ?
- A.7** **See item 4 of this addendum.**
- Q.8** We are looking to apply for MEP as part of your Continuing Architectural and Engineering Services RFQ No 12-14-15, but do not see this listed under the disciplines in Attachment A, or specifically under the services listed in the scope. Is this a service you are in need of for this contract?
- A.8** **No, the City is not in need of MEP services; the Respondent is responsible for deciding what discipline they would qualify for.**

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum