



ADDENDUM No. 2

MARCH 18, 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. Request for Information Questions/Clarification*:

Q.1 Please confirm that the contract will not have a time limit.

A.1 **The term of the award of RFQ 12-14-15 will not have a time limit; contracts awarded under the RFQ may have a time limit depending on the type of service/project being completed.**

Q.2 Should all of the requested forms be included in "Section 15. RFQ Forms" or within the section in which it is first mentioned? For example, "11. References" indicates Form A-14 should be included, but it is listed again in "15. RFQ Forms." Should it be included both places or just one?

A.2 **The References (Form A-14) are not required in both places; they shall be included in Tab 11 only, not in Tab 15.**

Q.3 A copy of the respondent's State of Florida Professional Engineer's will be included in the proposal as well as a copy of the project manager's requisite license. Should copies of licenses for our proposed staff members also be included?

A.3 **Yes, copies of licenses for the proposed staff members should be included with the RFQ submittal.**

Q.4 Are subconsultant team members required to provide a list of contracts that have been performed for the City of North Miami?

A.4 **No, a list of City of North Miami projects completed by the subconsultant team members should not be included in the RFQ submittal.**

- Q.5** Page 11 of 37 of the RFP, section 2.5.6, states: “References: At a minimum, Respondent must provide at least three (3) references of business clients and/or governmental agencies to which it has provided said Services. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, Services within the last five (5) years. Only one reference may be used for projects completed for the City of North Miami.” However, page 32 of the RFP, #11, states that past projects must have been completed within the last three years. Please confirm whether references have to be for projects completed within the last three years or five years.
- A.5** **References must be for projects completed within the last three years.**
- Q.6** Please clarify for Section 5 of the Proposal Format if what you are asking is for a Certificate of Status.
- A.6** **No, a Certificate of Status is not asked for in the RFQ.**
- Q.7** For Section 15 RFQ Forms: The Form Respondent Registration (if not registered), is the firm being asked to submit registration to do business with the City of North Miami or is this the registration with Demand Star?
- A.7** **Section 15, RFQ Forms is requesting the Respondent to register with the City of North Miami.**
- Q.8** On Section 5.0 Proposal Format item 5 (repeated numbering 5) Qualifications of the Firm you indicate that Form 330 must be submitted. Q.1 Please confirm if you refer to SF 330.
- A.8** **Yes, any reference to Form 330 is referring to SF330.**
- Q.9** Will the addition and commitment of percentage goals to subconsultants located within the City be adequate to satisfy local participation criteria of ten points?
- A.9** **The local business preference points will not be given for Subconsultant’s that qualify for local preference. Local preference participation points will ONLY be given to Respondents (offeror) that are qualified to receive the local preference per Article III, Procurement Code, Section 7-151.**
- Q.10** Is there a Participation Goal for small or minority-owned businesses?
- A.10** **No, there is not a Participation Goal for small minority-owned businesses.**
- Q.11** Is Form A-6 “BIDDER’S DISCLOSURE OF SUBCONTRACTORS AND SUPPLIERS” applicable to this project?
- A.11** **Yes, Form A-6 is submitted to list all subcontractors/subconsultants that may be used by the Respondent.**
- Q.12** Does the City allow “markup” on subconsultants? We reviewed the draft contract language and could not make a certain determination. Can the City please provide clarification of this?
- A.12** **This will be addressed after award, during the contract negotiation stage.**

Q.13 On page 20 of the RFP the City has listed landfill closures and operations as one of the activities proposed under the Environmental Engineering discipline. Can you tell us how many landfills the City has for closures and for operations? Does the City need the services of a landfill operator?

A.13 **The City has one landfill for closure and operations and does not need the services of a landfill operator.**

Q.14 Will the proposer be responsible for having sub-consultants on its team to provide survey and geotechnical engineering services or does the City have separate contracts that will provide those services? If those firms are required to be on our team, will they be responsible for submitting all of the forms and qualifications that the prime is responsible for?

A.14 **The Respondent shall decide what services and subconsultants they are qualifying for. The Respondent is responsible for the submittal of a “complete” RFQ.**

Q.15 Page 8, Item 1.35 Community Benefits Plan: is this submitted after award or during the proposal stage?

A.15 **A Community Benefits Plan shall be required upon request by the City.**

Q.16 Page 28 – Binder: Can the submittals be spiral bound?

A.16 **The Respondents’ submittal should not be spiral bound.**

*Questions not showing in the addenda are answered in the RFQ or Addendum 1.

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

End of Addendum