



ADDENDUM TO RFQ DOCUMENTS
June 29, 2010

RFQ NO. 38-09-10 **Continuing Architectural & Engineering Services**

RFQ OPENING DATE: August 3, 2010@ 3:00 PM **ADDENDUM No. 4**

To All Respondents:

It is the Respondent's responsibility to assure receipt of all addenda. The Respondent should verify with the designated Contracting Officer prior to submitting a proposal that all addenda have been received. Respondents are required to acknowledge the number of addenda received as part of their proposals utilizing Form A-5 "Acknowledgement of Addenda".

This addendum is issued to modify the previously issued RFQ documents and/or given for informational purposes, and is hereby made a part of the RFQ documents.

Please note the following changes / additions to the RFQ:

Landscape Architecture has been added as a professional category to this RFQ.

Please omit any responses on previous addenda as it relates to Landscape Architecture.

SECTION 2.0
SCOPE OF SERVICES

MINIMUM QUALIFICATIONS:

Respondents are required to meet both the minimum qualifications listed below and the mandatory submittal requirements listed in Section 3.0:

LANDSCAPE ARCHITECTURE

- The selected prime firms shall be registered Professional Landscape Architectural firms licensed with the State of Florida. All professional services shall be performed under the direction of a professional registered with the State of Florida and qualified in the specific field (i.e. Professional Landscape Architect [PA] etc.);
- The selected prime firms shall have been in business and have a minimum of five (5) years experience in providing landscape architectural services in the State of Florida;
- The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Professional Landscape Architect and have a minimum of seven (7) years experience in landscape architecture and have served as project manager

on similar projects on a minimum of three (3) previous occasions within the State of Florida;

- Team members and sub-consultants must be licensed in the State of Florida and have a minimum of five (5) years of experience in providing landscape architectural services.

The services sought by the City may include, whether in part or in whole, but not limited to:

6. Landscape Architecture

Activities may include but shall not be limited to:

- Provide drawings and specifications for landscaping projects
- Site master planning, analysis and design
- Urban design plans/concept diagrams
- Open space planning, analysis and design
- Community planning, analysis and design
- Natural resource planning, analysis and design
- Design guidelines
- Streetscape planning, analysis and design
- Feasibility analysis
- Peer review analysis
- Renderings/Modeling
- Assist in preparation of construction documents and specifications
- Cost estimates for above work
- Attend meetings with City staff and presentations to City Council
- Provide plans developed on AutoCAD's latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the City.

SECTION 3.0 PROPOSAL FORMAT

5. Qualifications of the Firm – 15 Points

Indicate the firm's experience in providing the proposed professional category (Architecture & Landscape Architecture, Civil Engineering, Planning & Urban Design, Traffic Engineering & Transportation Consulting and Water Resources / Water Supply & **Landscape Architecture**). Licenses and any other pertinent information shall be submitted and should meet the minimum qualification requirements described in the RFQ.

10. Proposed Approach and Methodology- 15 Points

Describe your firm's understanding of the following types of projects and your firm's strengths in designing these types of projects:

Landscape Architecture

- Community Parks – 15 to 20 acres
- Neighborhood Parks – 1 to 2 acres
- Greenways / Urban Trails
- Streetscapes and Public Space
- Projects using Florida Friendly Plant Selections, environmental considerations such as native materials and/or xeriscape principles
- Sustainable Design

Questions:

1. We are submitting for the Civil Engineering Portion and would like to team with a Urban Planning and Design firm. Can we submit for these two Scope of Services under one submission or do we have to submit individually?

A. The RFQ states the categories are to be submitted separately

2. In Addendum 1 it states that the City would desire that Civil Engineers have experience in Structural Engineering. In Addendum 2 it states that Structural Engineering will also be advertised at a later date.

Two questions I have are:

- **Does the Civil Engineering Firm need Structural Engineering Experience?**

A. No

- **Can a Civil Engineering Firm submit to this RFQ on their own for just the Civil portion of this or do we need to put a team in place for all categories?**

A. You would need to show expertise in the environmental field as well

3. In Addendum Number 3 Question # 17 please clarify: Can we submit as a civil engineer for the civil engineering portion only or Do we need to put a team in place for all categories. You responded yes but we are not sure what portion of the question yes applies to? Yes, we can submit as a civil engineer Or Yes, we need to put a team in place?

- A. Yes you can submit as a civil engineer but you will need to show expertise in the environmental field as well

Everything else remains the same
