

**ADDENDUM #1****RFQ# 2023-005****PROJECT: PROFESSIONAL GENERAL ARCHITECTURAL & ENGINEERING SERVICES****DATE: 9/29/2023****A. The purpose of this Addendum is to provide clarification to the Proposal Documents by answering questions submitted through September 29, 2023.**

**Question 1:** Can a subconsultant working on the Stormwater Improvements & Roadway Reconstruction Program Management also be a subconsultant on a team in response to the current RFQ?

**Answer 1:** **Yes, a subconsultant working on the Stormwater Improvements & Roadway Reconstruction Program Management can also be on a team in response to the current RFQ.**

**Question 2:** Page 28, Tab 6 asks for financial statements. We will be submitting our financial statements and asking that they be held exempt from public record. Should we include them as a separate attachment to ensure confidentiality?

**Answer 2:** **Financial Statements can be submitted as a separate attachment and marked confidential. However, they might be subject to a Public Record Request, Florida Statute, Chapter 119. Should this occur, you will be notified.**

**Question 3:** Page 27, Are all respondents to submit on SF330 forms, or are these only requirements only applicable to formal joint ventures, or are they required of all prime/sub submissions?

**Answer 3:** **Please refer to Section IV Minimum Qualifications and Section VI – Instructions for Preparing Submissions.**

**Question 4:** Page 27, 4th sub-bullet states, "Resumes of Key Personnel from the prime firm should also be included in the submittal as required on the attached Contact Information Worksheet." There is no attached Contact Information Worksheet. Please clarify.

**Answer 4:** **Please provide Contact Information in the Resumes of the Key Personnel.**

**Question 5:** Page 18, 2nd and 3rd bullets under "Major Work" heading do not exist as pre-qualified work types per FDOT standards, so prequalification for those work types is not possible. Can we disregard these prequalification requirements, or have them stricken from the RFP?

**Answer 5:** **The Stormwater Pump Station and Infrastructure are part of the Drainage Design and Traffic Calming and Pedestrian Connectivity are part of the Traffic Engineering applications of Work Type 3.2, as identified in F.A.C rule 14-75. Therefore they cannot be disregarded or stricken from the RFQ.**

**Question 6:** Page 30, Tab 10 requests the inclusion of firm's rate schedule. Doesn't requiring this information during the proposal phase violate Florida's CCNA laws?



**Answer 6:** **The Schedules of Rates will not be required with your proposal but will be required after the evaluation stage.**

**Question 7:** Page 38, Form 3, #8 states that "Proposer understands and accepts that that if Proposer is awarded this RFQ, Proposer will not be awarded RFQ No. \_\_\_\_." Please explain.

**Answer 7:** **Please see Exhibit A.**

**Question 8:** Page 27 states that all resume information shall be provided as part of SF330, Part 1, Section E..." However, the same page also says, "provide a list of key personnel... Resumes of proposed key personnel shall include (name, company address, phone number, email address) job skills, education training, experience, and professional affiliations..." However, the SF330 form does not include fields for some of this information. Please clarify if resumes are to be submitted on SF330 forms or submitted using proposer's standard resume format to include the additional requested information.

**Answer 8:** **Please refer to Section IV Minimum Qualifications and Section VI – Instructions for Preparing Submissions. Both the SF330 and full resumes are required.**

**Question 9:** Page 26, first paragraph of 6.1 says "Village shall only consider a joint venture team or firm that provides all disciplines requested in the RFQ." We do not have a formal joint venture, nor does our firm provide all of the disciplines requested in the RFQ. Can we include the use of subconsultants to meet all of the requirements without necessarily having a formal joint venture?

**Answer 9:** **Please refer to Section IV Minimum Qualifications and Section VI – Instructions for Preparing Submissions. The Prime can use subconsultants to meet the minimum qualifications of the RFQ but only the Prime can submit the proposal.**

**Question 10:** Page 26, Tab 1 states that professional must identify all of their offices..." Does this mean all of the offices for the whole company, or only those performing work under this contract?

**Answer 10:** **Please refer to the RFQ. "Professional must identify all their offices, including the location of the main office that will be responsible for the actual production of the work."**

**Question 11:** Tab 1 requests full SF330 forms, which include forms for example projects. However, Tab 3 also asks for projects to be included. Are these to be in addition to the SF330 projects, or to be the same projects as listed in SF330?

**Answer 11:** **Please refer to RFQ, additional projects may be required to meet Section IV Minimum Qualifications and Section VI – Instructions for Preparing Submissions.**

**Question 12:** We do not currently have a (1) Builder's Risk or an (2) Installation Floater in place for that would meet the insurance requirements of this RFQ. Can these insurance requirements be omitted from the RFQ?



**Answer 12:** Please refer to RFQ. Insurance Requirements, if required for the project, cannot be omitted.

**Question 13:** Please confirm that Forms 4, 4A, and 5 should be returned with the proposal.

**Answer 13:** All Forms must be returned with Proposal.

**Question 14:** Please confirm that the Roadway Design Engineer requires a \$10 million construction cost project, while the other minimum qualifications require only \$5 million.

**Answer 14:** Please refer to Section IV of the RFQ.

**Question 15:** Under what disciplines can subconsultants be utilized to meet the minimum qualifications?

**Answer 15:** Please see Answer#9.

**Question 16:** Are there any incumbents for this Contract, and if so, who are they?

**Answer 16:** The Village currently has contracts with CGA, Kimley Horn, Stantec, BCC & EAC.

**Question 17:** Does the Village only want a SF 300 from just the prime respondent, or does the Village want a complete SF 330 from the prime and our subconsultants? (There were only instructions for Joint Venture firms).

**Answer 17:** Please refer to Section IV Minimum Qualifications and Section VI – Instructions for Preparing Submissions.

**Question 18:** Page 29 (Tab 1 ~ Company Qualifications) says to provide a SF 330 in support of the services requested. On that same page, the Village asks for "Resumes of Key Personnel". Does the Village want the resumes to only be SF 330 formatted, or does the Village want two different formatted resumes? (A. SF 330 Resume, and B. Regular Firm formatted Resumes)?

**Answer 18:** Please see Answer#8.

**Question 19:** Per the minimum requirements the respondent must have expertise with pump stations with flows >750 cfs. Does the Village envision implementing pump stations greater 750 cfs? The largest pump station being proposed in the stormwater master plan is 90 cfs. A 750 cfs pump station cannot be accomplished with submersible pumps and would require a much larger footprint that is not available within the Village's available Right-of-Ways.

**Answer 19:** The minimum requirements have been revised from 750 cfs to 150 cfs, which is consistent with the current pump station project in design and other projects.

**Question 20:** Page 30 (Tab 4 ~ Projected Workloads) says to provide "volume of work previously awarded to each firm". Is the Volume of Work with North Bay Village only? Does the Village have a specific timeframe for this volume of work request?



**Answer 20:** This is your firm's recent/current projected workload; and the volume of work previously awarded to your firm. This has nothing to do with North Bay Village (NBV) unless you have been previously awarded work by NBV and are currently working for NBV.

**Question 21:** Page 30 (Tab 6 ~ Financial Statements), our financial statements are confidential. Would the Village allow proposers to provide the Financial Statements extracted separately from the Proposal file, citing Florida Statutes 815.045 and Florida Statutes 119.071.3(c)?

**Answer 21:** Please see Answer#2. Per Florida Statute 815.045 Financial Statements are not Trade Secret.

**Question 22:** Page 32 (Tab 10 ~ Rate Schedule of the Firm) says to provide schedule of rates for all positions/titles necessary to complete the scope of work mentioned in Section IV. Since this is an RFQ, per CCNA rules we are unable to provide rates of any kind. Please confirm what the Village would like proposers to do for this Tab.

**Answer 22:** Please see Answer#6.

**Question 23:** Page 40, Form 3: Signature Page – Number 8 says "Proposer understands and accepts that that if Proposer is awarded this RFQ, Proposer will not be awarded RFQ NO. \_\_\_\_". Can the Village please confirm which RFQ proposers would be potentially precluded from?

**Answer 23:** Please see Exhibit A.

**Question 24:** Page 42 – Form 4: Single Execution Affidavits – are firms supposed to sign and include this form with our submittal? If so, where are we to place the executed signed form?

**Answer 24:** Please refer to the RFQ Section VI – Instructions for Preparing Submissions.

**Question 25:** In reviewing the above-referenced RFQ, we noticed on page 18 that the Village is requiring "FDOT prequalification in Major Work" in the following categories:

- Stormwater Pump Station and Infrastructure
- Traffic Calming and Pedestrian Connectivity

Neither of these are Work Group categories for FDOT. Please advise on how we can address this issue.

**Answer 25:** Please see Answer#5.

**Question 26:** Does the Village want two separate submittals – one for services under the Roadway & Stormwater Management Capital Improvement Plan (CIP) and a separate one for services under the Village's General CIP?



- Answer 26:** No, your firm can only submit one proposal and it should meet all the requirements of the RFQ.
- Question 27:** Do firms have to submit services for both CIPs or can we choose to submit for one or the other?
- Answer 27:** Firms can only submit one proposal and it should meet all the requirements of the RFQ.
- Question 28:** Are the Statements and Forms only for the Proposer – or do we need to provide those from subconsultants also?
- Answer 28:** Please refer to the RFQ - Section VI – Instructions for Preparing Submissions.
- Question 29:** Under Section VI, Item 6.3
- Tab 1 requests an SF-330, and in that same Tab there is a request for resumes – are we to submit additional resumes along with the SF-330 resumes?
- Tab 3 requests similar projects – are we to submit additional projects along with the SF-330 projects requested in Tab 1?
- Answer 29:** Please see Answer#8 & Answer#11.
- Question 30:** Would the Village consider proposers submitting a list of references that can be contacted, in lieu of letters directly from the clients, so as to not place any burden on our clients to complete and return the letters in a timely manner?
- Answer 30:** Please refer to the RFQ Section VI – Instructions for Preparing Submissions.
- Question 31:** Can consultants use references from North Bay Village?
- Answer 31:** You may list NBV projects, but additional reference letters should be obtained to avoid any possible conflict of interest.
- Question 32:** Page 21, the language under MEP Design Engineer indicates that experience with pump stations with flows >750 cfs is required. Please clarify.
- Answer 32:** Please see Answer#19.
- Question 33:** Could the Village confirm that the MEP Engineer and the minimum requirements for that role can be fulfilled by a subconsultant?
- Answer 33:** Yes, please refer to Answer#9.



**Question 34:** Page 27, 3rd Paragraph. Are Resumes for each of the proposed staff required in addition to the SF330 forms? If so, how many pages are allowed. Are the "primary (key) individuals" mentioned, the same as the critical staff members listed under page 20?

**Answer 34:** Please refer to Answer#8.

**Question 35:** Page 27, 3rd bullet. We could not locate the "attached Contact Information Worksheet"

**Answer 35:** Please refer to Answer#4.

**Question 36:** Page 20, Number 2. Minimum qualification requirements state "a minimum of five years of professional experience with comprehensive civil engineering design services for roadway and stormwater pump stations..." and on page 27 states "provide a minimum of (10) years comparable experience". Please clarify if 10 years is the minimum.

**Answer 36:** Please refer to Section IV Minimum Qualifications and Section VI – Instructions for Preparing Submissions.

**Question 37:** Page 18. Please confirm if FDOT work group 10.0 is required?

**Answer 37:** Please refer to Section IV Scope of Services.

**This Addendum to the proposal is issued to provide additional information and clarification to the original proposal and is hereby declared a part of the original proposal and documents. In case of conflict, this Addendum shall govern.**

**All other terms and conditions of this RFQ remain unchanged.**

This Addendum shall be considered an integral part of the RFQ and Contract Documents and this Addendum must be signed and returned with your submittal **by 2:00 p.m. on October 12, 2023**, and acknowledged on Form 5, Designated in Section 8. Failure to comply may result in disqualification of your bid submittal.

*Angela C. Atkinson*

Angela Atkinson  
Chief Financial Officer

Acknowledgement is hereby made of Addendum#1 to RFQ#2023-005: PROFESSIONAL GENERAL ARCHITECTURAL & ENGINEERING SERVICES.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Printed, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address



**FORM 3**  
**Return Completed with Proposal**  
**SIGNATURE PAGE**

The undersigned attests to his (her, their) authority to execute this submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to this Request for Qualifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their proposal agreeing to all of the requirements, terms and conditions as set forth in the Request for Proposals.
4. Proposer certifies that he or she has not divulged, discussed, or compared his or her submittal with other proposers and has not colluded with any other proposer or parties to a submittal whatsoever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation shall result in one or more of the following: cancellation, return of materials (as applicable) and the removal of the Proposer from the Village vendor list(s).
5. **Proposer understands that if a team is short listed and selected to make oral presentations to the selection committee and/or VILLAGE, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations shall result in that team's disqualification.**
6. The undersigned certifies that if the firm is selected by the Village, the firm shall negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by the Village and Proposer authorizes all entities or persons listed in this proposal submittal to answer any and all questions. Proposer hereby indemnifies the Village and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Please check one: \_\_\_\_\_ Individual    \_\_\_\_\_ Partnership    \_\_\_\_\_ Non-incorporated Organization

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Company

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By

(if a corporation, affix seal)

\_\_\_\_\_  
Print Name & Title

Incorporated under the laws of the State of (if applicable) \_\_\_\_\_.