

**ADDENDUM #2****RFQ# 2023-005****PROJECT: PROFESSIONAL GENERAL ARCHITECTURAL & ENGINEERING SERVICES****DATE: 10/5/2023****A. The purpose of this Addendum is to provide clarification to the Proposal Documents by answering questions submitted by the Deadline of October 2, 2023.**

**Question 1:** The Village has requested the submission of resumes, project sheets, and Standard 330 Forms. The resumes and project sheets are already encompassed within the 330 Forms. Considering this, would the Village reconsider its request for both sets of documents, given that it will lead to duplicative information?

**Answer 1:** **Please refer to Addendum#1, Question #8.**

**Question 2:** Are the photos on the Village website and/or the Village's social media platforms available to use on the proposal? If we can use the photos, how would you like the photos to be credited?

**Answer 2:** **All images published on the North Bay Village website and across all social media platforms are available for use on all Village proposals if and when the image is used with a courtesy to North Bay Village. Images used on proposals must have a lower third marking as follows, "Courtesy: North Bay Village."**

**Question 3:** Can the Village please provide more clarification to Addendum Question No. 3 – the instructions within the RFQ is not clear, and the addendum Question 3 answer to refer back to the RFQ needs more clarification please: Is the entire 330 package requested in Tab 1, required by only the Prime, or the Prime and the subconsultants. The RFQ provided clarification for joint venture firms only, but not for prime firms with subconsultants.

**Answer 3:** **Prime and team of subconsultants are considered a joint venture. Please refer to the RFQ, Section VI, Tab 1 on how to submit SF 330.**

**Question 4:** In regards to the MEP Design Engineer, it is not typical that one person is a Mechanical, Electrical and Plumbing Engineer. This is normally multiple people. As it relates to stormwater pumps, it is typically a Mechanical Engineer for the pump design and then an Electrical Engineer for the electrical design. As such, can the City clarify the intent of this request and how we should present the engineers to meet the requirement? Additionally, it is not typical for MEP's being heavily involved in stormwater/roadway projects, can you please clarify why an MEP Design Engineer person on the organizational chart is required?

**Answer 4:** **Please see Addendum#1, Question#9.**

**Question 5:** In regard to Addendum Question #6 – since the schedule of rates are not required in Tab 10 of our proposals, please confirm if the Village would like for us to omit this Tab 10?

**Answer 5:** **Please omit the Schedule of rates but not Tab 10.**



**Question 6:** Page 27, 3rd Paragraph. Please confirm two-page resumes are only required for critical staff identified as follows: Project Manager, Roadway Design Engineer, Stormwater Design Engineer, and MEP Engineer. The remaining key personnel resumes will be as part of SF 330, Section E only.

**Answer 6:** **Please refer to Addendum#1, Question #8.**

**Question 7:** Do the critical staff members requires both, an SF 330 form and a 2 page resume?

**Answer 7:** **Please refer to Addendum#1, Question #8.**

**Question 8:** Page 27, 3rd bullet. We could not locate the "attached Contact Information Worksheet"

**Answer 8:** **Please refer to Addendum#1, Question #4.**

**Question 9:** 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 9:** **These are two separate qualification statements in two different Sections of the RFQ. Please refer to Section IV Minimum Qualifications (#2) and Section VI – Instructions for Preparing Submissions (Tab 1). Failure to meet both qualification requirements might result in the proposal being deemed nonresponsive.**

**Question 10:** Please clarify if respondents are to specify which of the (2) GEC Contracts they are pursuing.

**Answer 10:** **Please refer to Addendum#1 Questions#26 & #27.**

**Question 11:** There is a discrepancy in the minimum qualifications for the Project Manager on page 20 of the RFQ. Can the language be updated to indicate three (3) stormwater projects, not specifically stormwater pump stations? These two excerpts from page 20 incongruently read as follow:

o Excerpt 1) "...including three (3) stormwater projects and/or three (3) roadway projects, completed or ongoing, with at least one (1) large scale public right-of-way roadway or stormwater project with a construction cost of \$5 Million or more....."

o Excerpt 2) "Failure to meet the stipulated five (5) year minimum requirement and submit proof of the three (3) roadway projects and/or three (3) stormwater pump station projects, with at least one (1) large scale public right-of-way roadway or stormwater project, will result in the Proposal being deemed non-responsive."

**Answer 11:** **Please refer to the Minimum Qualification Requirements and Scope of Work Sections Immediately preceding the critical staff positions. Stormwater Pump Station Projects/Improvements are indicated in multiple areas.**

**Question 12:** For the Project Manager qualifications, can we present a combination of roadway and stormwater projects to meet the "minimum of (3) projects" criteria?



**Answer 12:** You must at a minimum have two (2) Stormwater Pump Station Projects.

**Question 13:** Language for MEP Design Engineer includes experience with drainage improvements. Can you please clarify this requirement, as it does not seem applicable to MEP?

**Answer 13:** Please refer to RFQ Section VI - Scope of Services, Page 21. Requirements of MEP Design Engineer.

**Question 14:** Please clarify the wording "design criteria package" described on top of page 26: "Failure to fully submit the requested design criteria package shall result in the response being considered non-responsive".

**Answer 14:** There will not be a design criteria package required. Please follow all other instructions for preparing your submission, including all Addendums issued on DemandStar.

**Question 15:** Please clarify how the Prime Consultant's Financial Statement can be submitted through Demandstar as an independent document from the submittal, as this is confidential company information not to be made public under Public Records Request

**Answer 15:** Please refer to Addendum#1, Question #2.

**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#2 to RFQ#2023-005: PROFESSIONAL GENERAL ARCHITECTURAL & ENGINEERING SERVICES.

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Authorized Signature

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