



**North Bay Village
Request for Qualifications (RFQ) No. 2019-05
Professional General Engineering and Architectural Services**

Addendum No. 1

VILLAGE RESPONSE TO PROPOSER QUESTIONS:

1. **Applicant's Question (AQ):** Please confirm that a surveying and/or mapping firm will not be required as part of the scope of services/team.

Village's Response (VR): *Yes. Surveying and/or mapping services from Prime or Subconsulting firm need to be included.*

2. **AQ:** Please confirm that a geotechnical engineering firm will not be required as part of the scope of services/team.

VR: *Yes. Geotechnical services from Prime or Subconsulting firm need to be included.*

3. **AQ:** On page 18, Section D of the subject-RFQ, it is stated that "...subsections (1) thru (3) shall be no more than 10 pages single-sided."

Is this 10 pages max for subsections (1) thru (3) together in total? Or 10 pages max for subsection (1); 10 pages max for subsection (2); and 10 pages max for subsection (3)?

VR: *10 pages total for sub-sections 1 thru 3, all together.*

4. **AQ:** Will there be a pre-submittal meeting with the general public?

VR: *Not for this RFQ.*

5. **AQ:** Paragraph 2.12: Please identify the location where the general public can attend and observe the opening of RFQ packages. Also, will the process of the RFQ evaluation meetings be open to the general public, in accordance to the referenced paragraph and with paragraph 6.1?

VR: *1666 Kennedy Causeway, Suite no. 101. North Bay Village, FL 33141. The evaluation committee meeting will be open to the public at the same address noted previously.*

6. **AQ:** Paragraph 3.5: In order to avoid any conflict with the North Bay Village (NBV) provisions Cone of Silence, please provide the names of the members of Selection/Evaluation Committee.

VR: *Selection/Evaluation committee has not been selected yet. Scope of Cone of Silence applies much more broadly than just the selection committee members per Section 3.5 "Cone of Silence".*

7. **AQ:** Paragraph 4.1: Please explain the meaning of the first sentence of the paragraph: "The submittal must name all persons or entities interested in the submittal as principals." Does that mean that the submittal must name the members of the team that are principals of the firms that are submitting?

VR: Yes.

8. **AQ:** Paragraph 6.1: Will the Selection/Evaluation Committee tabulation sheets be available for public review?

VR: Yes.

9. Will there be a debriefing meeting for the unsuccessful firms?

VR: No.

10. **AQ:** Section 5.0 Statement of Work is weighted quite heavily on engineering vs architecture. Do you see the selected team as being led by an Architect as a Prime and the engineering as Sub Consultants?

VR: *Preference will be given to engineering, since much of the scope will be related to civil engineering infrastructure.*

11. **AQ:** Will there be any special consideration giving to Small Business Enterprises or Minority Business Enterprises?

VR: *None required or considered for this RFQ, however small business participation is always encouraged.*

12. **AQ:** Will there be any extensions / addendums for the deliverable date / time?

VR: No.

13. **AQ:** May an architectural firm submit as prime with engineering subconsultants?

VR: Yes.

14.AQ: If engineering consultants are included would they be required to complete the Public Entity Crimes form, Drug Free Workplace or any other of the forms?

VR: *Forms need to be filled out only by the Prime Consultant.*

15.AQ: Shall the Letter of Transmittal and statement acknowledging receipt of addendum be included in the binders? And if so is there a particular place they should be?

VR: *Letter of Transmittal and Statement acknowledging receipt of Addendum(s) shall be included in binders. It may be placed before the Title Page.*

All other documents, requirements, terms and conditions of the RFP remain the same. All proposers must acknowledge receipt of this Addendum No. 1 and submit a signed copy of this form with their proposal.

Proposer: _____

Name: _____

Title: _____

Date: _____