



RFQ 2017-31
Miscellaneous Architectural and Related Services
Addendum #2
Due Date: July 10, 2017

This addendum is incorporated into and made a part of the Request for Qualifications ("RFQ"). The following may include clarifications, revisions, additions, deletions, or answers to questions received relative to the RFQ, which take precedence over the RFQ documents. Underlined word(s) indicate additions. Deletions are indicated by strikethrough.

Clarifications:

1. Form RFQ-PL is hereby revoked and replaced in its entirety with RFQ-PL-R1.
2. Teaming agreements and Subconsultants are no longer permitted for this solicitation. Proposers are to disregard all references to subconsultants.
3. Section 1, Notice to Proposers, Scope of Services, is hereby amended as follows:

"Scope of Services:

The Services consists of providing project specific architectural and related services for the Town on an as needed basis for current and future projects. As this contract is issued in accordance with Florida Statutes 287.055, the Consultants' Competitive Negotiation Act, projects issued under the awarded contracts will be limited to those in which the total construction cost is under \$2 million, or study activities under \$200,000. The Town anticipates awarding multiple contracts within the following disciplines:

- ~~Mechanical, Electrical, and Plumbing (MEP)~~
- ~~Structural Engineering~~
- General Architectural Services
- Interior Design
- Landscape Architecture
- ~~Survey~~

Each Proposer must identify in its Proposal which disciplines it wants to be considered for award. See Section 3 of this RFQ and Article B1 & B2 of Attachment A, the Agreement, for more information on the Scope of Services."

4. Section 3.02, Services to be Provided, is hereby amended as follows:

"Attachment A, the Agreement details the deliverables that will be required of the Consultant. The Town will request Work Order Proposals from the Consultant and issue Work Orders for individual projects. A scope of work will be provided to the Consultant to develop a work order proposal. Consultant may be required to perform all or some of the services presented in this RFQ, depending on the needs of the Town. The Services will be provided on an on-going as needed basis. ~~It is~~



anticipated that the Proposer's Team, at a minimum, should consist of the following disciplines The Town requires Architectural Services within the following disciplines:

- ~~Mechanical, Electrical, and Plumbing (MEP)~~
- ~~Structural Engineering~~
- General Architecture Services
- Interior Design
- Landscape Architecture
- ~~Survey~~

5. Section 5.01(A)(6)(a) is hereby amended as follows:

"Firm must complete and submit Form ~~RFQ-DPP~~ RFQ-PAP for this section of its Response. Provide a brief explanation of the Proposer's design philosophy and process as it specifically relates to how the Proposer will provide its professional services under the RFQ to the Town. The explanation should detail why the Proposer's Design Philosophy and Process is the best for the Town and should include how it incorporates technology into its design process."

Proposers are advised to use Form RFQ-PAP for this Section of the RFQ.

6. Section 5.01(A)(8) is hereby amended as follows:

"Proposer must complete and submit Form RFQ-PP for this section of its Response. For each Form RFQ-PP submitted, Form RFQ-PP-R must also be submitted with the Response. Proposer must only include projects that have been completed and are comparable to the types of projects to be awarded under the Agreement. For purposes of evaluation of Responses only, and not placing any limitations on the use of any Agreement issued based on this RFQ Proposers comparable projects should not exceed \$2,000,000.

Proposer must submit one (1) Form RFQ-PP-R for each project required to demonstrate the firm meets the Minimum Qualifications stated in Section 1. Proposer must submit at least three (3), but not more than five (5), projects of similar size, scope, and complexity for each discipline it seeks consideration for. Proposer may include two (2) interior and two (2) exterior pictures for each project identified on Form RFQ-PP."

7. Section 6(B), Evaluation Criteria, is hereby amended as follows:

"EVALUATION CRITERIA

Responses Proposer must be evaluated according to the following criteria and respective weight:

- ~~Proposer's Experience & Qualifications~~ _____ ~~Maximum 35 points~~
- ~~Proposer's Team Experience & Qualifications~~ _____ ~~Maximum 35 points~~
- ~~Project Manager's Qualifications and Experience~~ _____ ~~Maximum 15 points~~
- ~~Technical Capabilities~~ _____ ~~Maximum 15 points~~
- ~~Proposer's Ability to Perform~~ _____ ~~Maximum 30 points~~



- Proposer's Experience per Discipline Maximum 30 points
- Key Personnel's Experience & Qualifications Maximum 40 points

Total = 100 points"

8. Proposals will receive scores for each discipline indicated on Form-PL-R1. First, each Proposal will receive a score for "Proposer's Ability to Perform." Next, each Proposal will receive a score for "Proposer's Experience" and "Key Personnel's Experience & Qualifications" for each discipline indicated on Form-PL-R1. The first score will then be added to the latter scores for each category to obtain a total score in each discipline. Please see the example scoring chart available as a separate attachment on the Town's website and DemandStar.

9. Section 2.11, Subconsultant(s) is hereby revoked in its entirety and replaced with the following:

"No Teaming agreements or subconsulting shall be permitted under this RFQ."

10. Section 3.01, Purpose, is hereby amended as follows:

"The Town is seeking to procure the services of a qualified and experienced team(s) to provide architectural and related engineering services for the projects named below, and other projects, on an as needed basis. The Proposer ~~and its Subconsultants~~ must be able of performing every element of the scope of services as outlined in Attachment A, the Agreement."

The remaining portions of this Section are unaltered and shall remain in full force and effect.

11. Section 5.01(A)(4)(b) is hereby amended as follows:

"A resume must be included for each of the key personnel the Proposer anticipates utilizing, ~~including Subconsultant personnel~~. The resume should include technical qualifications, which includes the number of years working for the Proposer ~~or Subconsultant~~, the number of years working in the position identified for this Project, Project experience and qualifications that reflects experience in projects of a similar, size scope and complexity, as defined in the RFQ. (Each resume is to be a maximum of 1 page)"

Questions and Answers:

1. Page 18, item 6(a), states to include Form RFQ-DPP, but this form has not been provided. Please clarify.

Response: Please see Clarification #5 above.

2. Per Page 18, item 4(c), Proposers are to provide a listing of where Key Personnel have worked together previously on projects. Is this list/chart limited to one page per subconsultant firm or one page total per team?

Response: Teams and subconsultants are no longer permitted for this solicitation. This list is now to include only in-house personnel and the one-page limit is applied per discipline.



3. Is Form RFQ-PP/RFQ-PP-R to be provided by the Prime Proposer only, or may subconsultant submit too?

Response: Subconsulting is no longer permitted for this solicitation. Forms RFQ-PP and RFQ-PP-R should be provided for the Proposer for each discipline.

4. Is there a maximum number of projects that can be provided via Forms RFQ-PP/RFQ-PP-R?

Response: Yes. The Proposer must submit at least three (3), but no more than five (5), projects for each discipline the Proposer wants to be considered for. Each project submitted should be within the relevant disciplines.

Acknowledgement:

Name of Signatory

Signature

Title

Name of Bidder

Date

Thomas Fossler
Procurement Specialist