



## RFQ 2017-32

### Miscellaneous Civil Engineering & Related Services

#### Addendum #3

**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 consist of providing project specific civil engineering and related services for the Town on an as-needed basis for miscellaneous 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:

- General Civil Engineering Services
- Transportation Engineering Services
- ESCO/Renewable Energy Consulting Services
- ~~Smart City Implementation Services~~
- Environmental/Ecological Engineering Services

Each Proposer must identify in its Proposal which disciplines it wants to be considered for award. See Section 3 of this RFQ and Article B3 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:

“The selected firms will assist with the planning, design and implementation of municipal engineering projects. The 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. The Town shall have the right, in its sole and absolute discretion, to require additional services that are consistent with the scope of services and those activities typically performed by civil engineers, and for which the firm(s) are experienced, qualified and able to perform. It is anticipated that Services will be provided, at a minimum, within the following technical areas:

- General Civil Engineering
  - Drainage Improvements
  - Road Milling & Resurfacing
  - Intersection & Road Design



- Construction Management
- CEI Services
- Town Engineering Services
- Transportation Engineering
  - Transportation/Mobility Planning
  - Trail (On & Off Road) Design
- ESCO/Energy/Renewable Energy
- ~~Smart City Implementation~~
- Environmental/Ecological Engineering”

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

5. 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.”

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

“The Town is seeking to procure the services of a qualified and experienced firm(s) to provide continuing civil engineering and related services for the Town on an as needed basis for current and future Town Projects. The Proposer ~~and its Subconsultants~~ must be capable of performing every element of the scope of services for its discipline as outlined in Attachment A, the Agreement.”

7. 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)”

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

**“EVALUATION CRITERIA**

Responses ~~Proposer must~~ will 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/Sr. Survey & Mapper~~ \_\_\_\_\_ ~~Maximum 15 points~~  
~~Qualifications & Experience~~ \_\_\_\_\_
- ~~Technical Capabilities~~ \_\_\_\_\_ ~~Maximum 15 points~~  
~~& Surveying Methodology~~
- 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”

9. 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.

#### Questions & Answers:

1. Can the Town please advise if any of the forms to be submitted in Section 8 of the Proposal Response are required from the subconsultants?

**Response:** No. Please see Clarification #5 above.

2. On pages 19-21, several items are listed under “Contents of Qualification Statement,” then on pages 21-22, several items are listed under “Response Submission Format.” Which section do you want Proposer’s to follow?

**Response:** Both. Section 5.01(A) provides details and instructions on each component of a Proposer’s response, while Section 5.01(B) provides the format and order in which said components should be organized.

3. Can a firm submit as a prime and participate as a subconsultant in another submittal?

**Response:** No. Please see Clarification #5 above.

4. Form RFQ-PP requires Proposers to submit a minimum of three (3), but no more than five (5), projects of comparable types to the projects to be awarded under this agreement completed within the past five (5) years. Is this requirement applied to the Proposal as a whole, or is it per discipline?

**Response:** Each Proposer should submit a minimum of three (3), but no more than five (5), projects of comparable types for each discipline the Proposer wants to be considered for.

5. For Form RFQ-PAP, Project Approach & Process Form, is the two (2) page restriction applied to the Proposal as a whole or per discipline?

**Response:** Proposers should submit Form RFQ-PAP for each discipline it wishes to be considered for. The two-page restriction is applied per discipline.

6. For Proposer’s Project Experience, is the \$2 million project cost cap on Design costs or Construction costs?

**Response:** The cap is \$2 million for Construction costs.

7. Does the Town have a preference for whether the submittal should be bound or unbound?

**Response:** No, the Town does not have a preference. Both are acceptable.

8. What section of the Proposal Response should the list of prior projects on which Key Personnel have previously worked together be included? Is there a specific form or format for this list?

**Response:** This list should be included in Section 2 of your Response. There is no required form or format for this list, however, it should be limited to one page.



Acknowledgement:

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Date

Thomas Fossler  
Procurement Specialist