



ADDENDUM No. 1

DECEMBER 26, 2017

Solicitation Title: Continuing Architectural and Engineering Consulting Services (CCNA)

Solicitation No.: RFQ 08-17-18 Opening Date: **FRIDAY, JANUARY 19, 2018**
BY NO LATER THAN 3:30 PM

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this solicitation. All "MUST" addenda are considered a matter of responsiveness. "MUST" addenda must be acknowledged on Form "A-5. Failure of a Submitter to acknowledge the addenda may be cause for rejection of the bid.

To all prospective bidders, please note the following changes and clarifications:

1. The deadline for submittal for proposals has been extended as follows:

SUBMITTAL DEADLINE:

~~THURSDAY, JANUARY 18, 2018~~ **FRIDAY, JANUARY 19, 2018 BY NO LATER THAN 3:30PM (LOCAL TIME)**

2. The list of disciplines included in Section 3.1 - SCOPE OF SERVICES has been amended to include an eighth discipline as indicated below:

1. Architecture (including Interior Design)
2. Landscape Architecture
3. Urban Planning and Design
4. Environmental Engineering
5. Transportation/Traffic Engineering
6. Water Resources/Stormwater Design/Wastewater Engineering
7. Geotechnical/Material Testing
8. **MEP (Mechanical/Electrical/Plumbing) Engineering Services**

3. The following language is added to Section 3.5 - DESCRIPTION OF SERVICES as paragraphs H and I:

H. MEP (Mechanical/Electrical/Plumbing) Engineering Services

- **Provide engineering services for mechanical, electrical, lighting, Heating, Ventilation and Air Conditioning (HVAC), generators, fire detection/fighting and plumbing and pipe systems.**
- **Perform engineering studies and assessment of existing systems to ensure energy efficient and environmentally friendly public facilities.**

- Provide MEP engineering services for new construction, renovation and/or addition projects to include programming, code compliance reviews, preliminary design, construction documents, specifications, cost estimates and construction administration.
- Perform evaluation of existing systems to determine compliance with various federal, state, and local regulations.
- Review historical data on energy usage from the various City facilities and operations centers and recommend solutions for improved energy and cost efficiency.
- Develop strategies for MEP systems upgrades with the goal of reduction to the City's operational expenses, as well as helping to achieve environmental, public health and quality of life benefits for the community.
- Attend meetings with staff and presentations to City Council.

4. The Estimated Project Cost Threshold Submittal Checklist included in Section 6.0, page 37 of the Solicitation is replaced with “Attachment 1” of this addendum.

Request for Information Questions/Clarification:

Q.1 Can two or more disciplines submit together as a team to provide multiple services?

A.1 Firms may respond to this Solicitation as one or more of the following organizational structures:

- Individual Firm
- Individual Firm (Prime Applicant) and Team Members (Sub-Consultants)
- Joint Venture
- Joint Venture (Prime Applicant) and Team Members (Sub-Consultants)

Regardless of the organizational structure of the Proposal, each applicant Respondent is solely responsible to ensure that it complies with the applicable requirements of the discipline(s) for which they are applying. Respondents must clearly demonstrate their capability for accomplishing the tasks detailed in the scope of services for the categories they are applying for.

Q.2 Is this contract to replace RFQ 12-14-15 for Continuing Architectural and Engineering Services?

A.2 Yes, the contracts awarded through this Request for Qualifications are intended to replace the current list of pre-qualified consultants awarded through RFQ 12-14-15.

Q.3 Could you advise whether a respondent will qualify for any points with a Certified Minority Business Enterprise subconsultant on the team, if the respondent itself does not have that certification?

A.3 The prime consultant must be a Certified Minority Business Enterprise as defined in Florida Statute 287.055 in order to receive points for this category.

Q.4 Are we supposed to put together a team with all the disciplines or each discipline submits separately?

- A.4** The answer to the above question is as follows:
- Respondents can only submit a **one proposal** for each discipline they are applying for.
 - There is no limit to the number of disciplines a Respondent may apply for.
 - Respondents can only apply for one threshold (dollar amount) category per discipline.
- Q.5** If a firm is a sub on a team can they also submit individually?
- A.5** Firms may participate in this Solicitation as both a sub-consultant and prime applicant; however, a firm **may not** apply as both a sub-consultant and prime applicant within a specific discipline.
- Q.6** Who do we e-mail RFI in reference to this project?
- A.6** All requests for clarification and/or questions were to be e-mailed to the Purchasing Department at purchasing@northmiamifl.gov
- Q.7** “Will a company be able to submit as a prime and on a team?”
- A.7** Please see A.5 above.
- Q.8** Our firm is writing on three (3) of the categories, should we submit one proposal or three (3) separate ones for each category. If it is a combined submittal, are we to submit three (3) separate SF330?
- A.8** Firms submitting qualifications for multiple disciplines must submit **one (1)** combined proposal (see A.4 above). Only **one (1)** Form 330 is required; however, the submitted Form 330 must include relevant projects for each specified discipline/category being applied for. Respondents must clearly designate which sections of their proposal are applicable to a specific discipline.
- For example, it is suggested that a separate tab be utilized for information that is specific to a certain discipline being applied for.
- Q.9** Can you please clarify on the following services listed under the Description of Services for Urban Planning and Design (RFP pg. 22)? They appear to belong under another category as these are typically not services required for Urban Planning:
- Inspections and evaluations: Should this be removed from this category?
 - Construction Management Services: Should this be removed from this category?
- A.9** the above listed services were inadvertently included under this category and are hereby stricken from this section.
- Q.10** Please advise what type of Engineering reports and studies you expect for this discipline/service (Urban Planning and Design)?
- A.10** The above requirement was inadvertently included under this category. The sentence should have read as follows:
- ~~“Engineering and Economic feasibility reports and studies”~~
- Q.11** As per the mandatory submittal requirements, Item F Related Project Experience, it asks for Form SF330. Can you please confirm if we are to submit a complete SF330, both Part I and Part II?
- A.11** Part II of Form 330 is not required to be submitted and shall be optional. Only Part I of form 330 is required.

- Q.12** As per the mandatory submittal requirements, Item G Qualifications of Project Team, it requests brief resumes. Since resumes are included in the SF330 Section E, do we need to submit another resume in this section as well?
- A.12** Paragraph 1 of Section 4.0.III.G is revised as follows:
Respondents must submit a Qualification Statement. Provide a list of personnel and project managers to be used and their qualifications. A brief resume including education, experience, licenses and certifications and any other pertinent information shall **may** be included for each team member, for each professional category, including sub-consultants (Form "A-6") **in addition to Form 330**. Provide any other documentation which demonstrates their ability to satisfy all of the minimum qualification requirements.
- Q.13** We are Landscape architects. Can we submit as an office (Landscape Architecture) or are you looking for a team of architect and engineers?
- A.13** Please see A.4 and A.5 above.
- Q.14** Under Section III. Mandatory Submittal Requirements, item F requires SF 330 Forms, which include resumes. However, under item G. Qualifications of the Project Team, a brief resume is required. Should we submit two (2) types of resumes for each team member?
- A.14** Please see A.12 above.
- Q.15** On page 27 of the RFQ, letter G: Does the City want us to provide Standard Form 330 resumes or regular resumes in Section G?
- A.15** Please see A.12 above.
- Q.16** On page 28 of the RFQ, letter I: If our firm is not a certified MBE firm, but we have certified MBE sub consultants on our team would we be eligible for the 10 points?
- A.16** Please see A.3 above.
- Q.17** In order to meet 2 out of the 3 criteria and quality for local preference, can our subcontractor, who is located in North Miami, be considered as local?
- A.17** Subcontracting at least ten (10) percent of the contractual amount to a business who is physically located within the City of North Miami and submitting forms A-3 and A-3(a) shall satisfy one (1) criteria required to qualify for local preference. Respondents must satisfy two (2) of the three (3) criteria described in Section 4.5 of this Solicitation to receive Local Preference.
- Q.18** Regarding the Estimated Cost Thresholds (page 26 of 41) – please clarify what is category and what are projects. Are each of the anticipated projects in a category considered separately in the projects estimated to cost up to...
- A.18** "Category" refers to disciplines included in this Solicitation (e.g. Architecture, Landscape architecture, Urban Planning and Design, etc.) "Projects" refers to work that will be assigned under this contract. The "Estimated Project Cost" refers to the estimated construction budget of each assigned project under this Solicitation.
- Q.19** Can a firm submit as a prime and be a subconsultants on another team as well?
- A.19** Please see A.4 and A.5 above.
- Q.20** Does the city desire a submittals to include all services needed to complete a project under any given category, including survey and Geotech?
- A.20** This solicitation does not require that sub consultants be included as part of each Respondent's proposal; however, each proposal must include the requisite qualifications to be considered eligible for each category. In the event that additional third party

services are needed to successfully perform an assigned project, each respondent may include the necessary third party services for that specific project.

Q.21 On page 27 under Firm's Related Project Experience you request that SF 330 be submitted and then under the section for Qualifications of the Project Team you request that resumes be submitted. The SF 330 already include resumes; do you still want the resumes again? Basically the same information will be on the resumes in SF 330 and regular resumes.

A.21 See A.12 above,

Q.22 Under Qualifications of the Project Team you have the following "Include any technical staff. Technical staff shall be considered as those persons proposed to be associated with the implementation of the project - project managers, engineers, supervisors, estimators, etc." Does that mean you only want their information include in the SF 330 resumes and if you still require regular resumes there as well?

A.22 See A.12 above.

Q.23 Do you only want complete SF 330 from the Prime?

A.23 Yes however, SF 330 requires information to be provided for the key sub consultants.

Q.24 Are the project cost thresholds mentioned above total construction costs or consultant fees? Please clarify.

A.24 See A.18 above.

Q.25 If a firm is submitting for more than one category, are we required to submit separated proposals sets/packages?

A.25 Please see A.4 above.

Q.26 Section 4.0, Proposal Format, III Mandatory Submittal Requirements (page 27): describes the proposal format and document organization to follow to complete the information:

Sections: G, J, L, and O describe the utilization and submission of the forms: A-6, A-14, A-3, A-3(a) and A-7 as part of those sections, then Section P – RFQ Forms (page 29): request to submit all of the listed forms plus other forms (A-1, A-2, A-4, and A-5) and request to submit them under Section P.

Question: Are we required to utilize the forms (A-6, A-14, A-3, A-3(a) and A-7) under the above mentioned sections and under Section P as well?

A.26 The required forms only need to be included once in each proposal.

Q.27 RFQ – Section 6.0 Proposal Forms includes the Response Submittal Checklist (RFQ document page 36). Is this form part of documents under Section A or P?

A.27 The "Response Submittal Checklist" is not a required form but is instead provided for the Proposer's convenience. This checklist may be included at the Proposer's discretion.

Q.28 May the City's logo be used in firms' submittal responses?

A.28 No.

Q.29 Who is on the Evaluation Committee?

A.29 The Evaluation Committee members have not been determined yet.

Q.30 May a firm submit as a prime consultant and as a sub consultant to another firm?

A.30 See A.5 above.

Q.31 Who are the incumbents?

A.31 See Attachment 2 of this addendum for a list of incumbents.

Q.32 Please explain why the City has 2 different estimated project cost thresholds within each category?

A.32 This is the criteria specified by the City. Each Respondent can choose which threshold best suits their level of service.

Q.33 How many projects does the City have planned during the life of this contract that are estimated to cost over \$250,000 to \$2 million?

A.33 The number of potential projects to be assigned under each dollar threshold over the life of this contract has not yet been determined.

Q.34 How many projects does the City have planned during the life of this contract that are estimated to cost over \$250,000 to \$2 million?

A.34 See A.33 above.

Q.35 If a prime consultant is not a certified MBE, can the firm receive any points for including sub consultants that are certified MBEs.

A.35 See A.3 above.

Q.36 Under the Mandatory Submittal Requirements, some of the sections require forms (i.e. Sec. G – Form A-6; Sec. J – Form A-14,); however, Sec. P also requires the forms. Do we have to submit them in both sections?

A.36 See A.26 above.

Q.37 Can you please provide a sample contract/agreement?

A.37 A copy of the City's standard agreement shall be provided by means of a subsequent addendum to follow in the next few business days.

Q.38 Form A-3(a) – are prime consultants & sub consultants to fill out these forms if they are local business? Or only the prime firm?

A.38 Form A-3 (a) must be completed, if applicable, by both the prime and sub consultant.

Q.39 Section 2.16.5 (page 18) of the RFQ states that the contract agreement is provided as an attachment to the RFQ; however, we cannot find it in the RFQ or on your website. Could you please provide this agreement?

A.39 See A.36 above.

Q.40 Page 27, Section III. Mandatory Submittal Requirements - G. Qualifications of the Project Team

This section states that respondents must submit a list of personnel and project managers to be used and their qualifications.

Also, respondents are to provide a brief resume including education, experience, licenses and certifications and any other pertinent information shall be included for each team member, for each professional category, including sub-consultants.

Resumes for all participating team members, list of personnel and project managers, and company project qualifications are also requested in the previous category (F. Firm's Related Project Experience) to be submitted in SF-330 format. Does the City want the information duplicated in both sections, or will a complete SF-330 suffice?

A.40 See A.12 above.

- Q.41** If applying for two disciplines, do we submit two separate submittals or just one?
- A.41** See A.4 and A.5 above.
- Q.42** Is the large or small project cost thresholds within each discipline new with this RFQ? If so, is there any reason the City can provide for this change?
- A.42** Yes, this is a new requirement. Please see A.32 above.
- Q.43** What information is needed with the response regarding proposed sub-consultants?
- A.43** See A.20 above.
- Q.44** Is there any weight or points awarded for sub-consultants that are local North Miami businesses?
- A.44** See Section 4.5 and Section L on pg. 28 of the Solicitation.
- Q.45** On page 4 of the RFQ (table of contents) references Attachment “A” – Form 330; however, it is not listed on the list of RFQ forms. Please advise if the 330 form is/is not required.
- A.45** The Table of Contents lists both the City’s standard Contract Forms (A-1, A-2, A-3, etc.) as well as Form 330 which is not a standard City form but must be submitted as part of each Proposal.
- Q.46** Are construction costs included in the estimated project cost threshold?
- A.46** See A.18 above.

For any other questions, clarification can be found in the specifications.
All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum



Attachment 1

Revised Estimated Project Cost Threshold Submittal Checklist

REVISED ESTIMATED PROJECT COST THRESHOLD

SUBMITTAL CHECKLIST

**CONTINUING ARCHITECTURAL AND ENGINEERING CONSULTING SERVICES (CCNA)
IFB No. 08-17-18**

Eligible firms may apply for one or more of the categories listed under this Solicitation, but may not apply for more than one estimated project cost threshold within each category.

Instructions: Please check boxes pertaining to the category(ies) the Proposal is being submitted for. Respondents must check off **one** box for each category (check "Not Applicable" if the firm is not qualifying for that category).

Discipline	Estimated Project Cost: Less than \$250,000	Estimated Project Cost: \$250,000 to \$2,000,000	Not Applicable
Architecture (Including Interior Design)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Architecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urban Planning and Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation/Traffic Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Resources/Stormwater Design/Wastewater Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical/Material Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.E.P. (Mechanical/Electrical/Plumbing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Attachment 2

List of Incumbents

RFQ 12-14-15 Continuing Architectural and Engineering Services

Landscape Architecture/Interior Design

BEA Architects
Leo A Daly
Calvin, Giordano & Associates
Craven Thompson & Associates

Water/Wastewater Engineering

Hazen and Sawyer
Kimley-Horn & Associates
Craven Thompson & Associates
EAC Consulting
AECOM

Urban Planning & Design

Calvin, Giordano & Associates
The Corradino Group
The Mellgren Planning Group

Roadway, Traffic, & Transportation Engineering & Consulting

Craven Thompson & Associates
Kimley-Horn & Associates
T.Y. Lin International
EAC Consulting
EBS Engineering

Water Resources/Stormwater Design

Craven Thompson & Associates
Kimley-Horn & Associates
R.J. Behar & Company
Tetra Tech
Hazen and Sawyer

Environmental Engineering

Terracon
CBI Environmental & Infrastructure
T.Y. Lin International
AECOM
E Sciences