



## **ADDENDUM**

**SOLICITATION NO.:** RFQ 2018-21 – General Continuing A&E Services

**ADDENDUM NO.** 2

**DATE:** 11/28/18

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their RFP documents.***

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**Deadline for Proposals:**

No Change in proposal due date.

**Specification Changes/Corrections:**

1. *Page 31, Section 5.7 Quality Assurance.*  
**This entire section should be removed from the bid document.**
2. *Page 7-8, Section 2.10 Background Checks:*  
*Presently Reads: The specification (see Section 5) contains specific background check standards and requirements.*  
**Replace with: Please see page 49, Background Check Affidavit Form.**
3. *Page 22, paragraph 3:*  
*Presently Reads: No guarantee is expressed or implied as to the total services to be purchased under this RFQ. Award of a consultant does not guarantee any future work to be awarded. No services are to become due unless procedures listed in Section 3.3 are followed. In the event a firm is selected for a specific project, the selected firm will be required to negotiate and execute an agreement with the City, which agreement may require City Council approval by Resolution.*  
**Replace paragraph with: No guarantee is expressed or implied as to the total services to be purchased under this RFQ. Award of a consultant does not guarantee any future work to be awarded. In the event a firm is selected for a specific project, the selected firm will be required to negotiate and execute an agreement with the City, which agreement may require City Commission approval by Resolution.**

4. *Page 28, Section 5.6:*  
*Presently Reads: A. LANDSCAPE ARCHITECTURE/INTERIOR DESIGN*  
**Replace with: A. ARCHITECTURE/LANDSCAPE ARCHITECTURE/INTERIOR DESIGN**
  
5. **Page 52, Number 1**  
*Presently Reads: 1. Carefully read the SPECIFICATIONS and then properly fill out the BID FORM.*  
**Replace with: 1. Carefully read the SPECIFICATIONS and then properly complete and submit RFQ.**
  
6. **Page 49, BACKGROUND CHECK AFFIDAVIT, Section No. 4**  
*Presently Reads: The fulfillment of the Background Check requirement has been conducted through State, National and Sexual Offender/Predator criminal history record databases.*  
**Replace with new attached form.**

**Drawing Changes:**

N/A

**Clarifications:**

N/A

**Questions and Answers:**

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *What is the term of the contract? Section 1.4 (page 5) indicates an initial two years + three 1-year potential extensions, and Section 5.1 (page 21) indicates a 3-year contract.*  
**The correct contract term is an initial two years with three, one-year renewals.**
  
2. *Under Section 5.6 (Minimum Qualifications), the first two bullets under each Service Area (A. – F.) start with an indication that the selected prime firms must be registered, but then goes on to note work must be performed under licensed RA, RLA, ID; PE; AICP; etc... and a minimum # of years performing that service type. Can the prime firm rely on a sub-consultant to fulfill the licensure and experience requirements, or must the prime have the licensure and experience to pursue that Service Area?*  
**Yes, a prime firm may rely on sub-consultant firms to fulfill the licensure and experience requirements.**
  
3. *Does the team need to provide all of the services listed in the Scope of Services, or can they submit for one or more?*  
**The City is interested in contracting with one, two or potentially three prime firms to provide all of the services listed in the Scope of Services, i.e. all six disciplines.**
  
4. *In Qualifications of the project team (Page 34 of the RFQ) do the resumes and the organizational chart count as a page in the 15 page limit?*

**Prospective proposers may use an additional six (6) pages for resumes and organizational chart. Combined resumes on single page are acceptable.**

5. *Does the City want to see resumes from Team Sub-consultants if they are anticipated to be performing more than 5% of the work?*

**Yes, to accommodate, prospective proposers may use an additional six (6) pages for resumes and organizational chart, for a total of 21 page limit.**

6. *Under the Landscape Architect/Interior Design section, does the team project manager have to be a registered architect, registered landscape architect, interior designer? Or can the project manager be either one of the disciplines?*

**The project manager can be registered in either one of the disciplines.**

7. *In section 5.7 is the last paragraph of a) along with items in b) and c) relevant to this submittal?*  
**Please disregard section 5.7 as it does not apply to this RFQ.**

8. *Are the page limits per discipline?*

**The page limits are per the evaluation criteria, 5.9.3 (b), (c) and (d), however, on section 5.9.3 (c) the page limit has been changed from 16 to 21. See question number 5 above.**

9. *If submitting for all six disciplines, should there be separate packages?*

**Only one package per team. Sub-consultants may team up with different primes. The City is interested in contracting with one, two or potentially three prime firms to provide all of the services listed in the Scope of Services, i.e. all six disciplines.**

10. *For the references, do we need three references overall or per discipline?*

**References are required from prime consultants and sub-consultants, not by discipline.**

11. *Do we need to provide an organizational chart per discipline?*

**Organization charts are required from prime consultants and sub-consultants, not by disciplines.**

12. *Is the City expecting a complete team to cover all 6 categories?*

**Yes, a prime consultant shall be able to provide all six (6) categories, in-house or by teaming with sub-consultants. The City is interested in contracting with one, two or potentially three prime consultants to provide all of the services listed in the Scope of Services, i.e. all six disciplines per prime consultant.**

13. *Are we to include all categories in one submittal or are we required to provide a separate submittal for each category?*

**All categories shall be included in one submittal.**

14. *In reference to the "Background Check Affidavit" along with "Exhibit "A" List of Employees", is the proposed team (prime employees and subconsultant employees) required to submit to a background test **before** or **after** award of the contract?*

**The affidavit form is required with your submittal; however, the proposed team is required to submit background checks prior to recommendation for award of the contract.**

15. According to the Background Check Affidavit it states that background check has been conducted. It would cost a large sum of money for the complete team to undergo a background check without the promise of a contract.

**The form should read, "The fulfillment of the Background Check requirement ~~has been~~ shall be conducted through State, National and Sexual Offender/Predator criminal history record databases. Please find attached updated Background Check Affidavit.**

16. Considering that it is uncommon for certified small businesses and minority firms to possess the multi-disciplinary capabilities in-house to perform all six disciplines, would the City of Parkland consider accepting proposals for a single discipline from SBE and W/MBE firms?

**Due to the complexity of administering multiple vendors per discipline, the City has elected to contract directly with prime consultants. The prime consultants are responsible for teaming with small business and minority firms to meet the requirements of all six disciplines.**

17. Based on the statement found on page 4 of 67: "In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be considered as though it had been received and acknowledged and the submission of his proposal will constitute acknowledgment of the receipt of same," please verify that Proposers will not be penalized without the inclusion of the "Acknowledgement of Addenda" form (page 43 of 67)?

**That is correct; however, it is strongly recommended to complete and return the Acknowledgement of Addenda form.**

18. Due to the depth of information outlined under section (e), "**Methodology including Technical Approach and Understanding of the Scope of Services,**" can the page-limit be extended to cover all aspects listed for each Proposer to describe?

**Yes, the page limit has been increased from 4 to 6 page limit.**

19. Can a Proposer submit as a Prime and as a Sub?

**Yes, a Prime can also participate as a Sub-consultant.**

20. Can Sub Consultants be proposed on multiple teams?

**Yes, Sub-consultants can participate on multiple teams.**

21. Please clarify how the "Background Check Affidavit Exhibit 'A' List of Employees" form must be completed?

**See number 14 above.**

22. Based on Statement 6 of the "Background Check Affidavit," form (page 49 of 67) please clarify if the proposed employees found listed in Exhibit "A" must have completed a background check prior to the submission of the proposal?

**The background checks will need to be completed prior to award.**

23. Is the City looking for an understanding, ability to coordinate of architectural elements i.e. urban design, etc. or a Project Manager that is both a P.E. and Architect? Pages 29-30, Section (§) D. Roadway, Traffic & Transportation Engineering & Consulting "The firm must identify a Team Project Manager who must be licensed in the State of Florida as a Professional Engineer and have

*a minimum of five (5) years' experience in **architecture and engineering** and have served as project manager on similar projects . . . . "*

**As the paragraph states, the firm must identify a Team Project manager who is licensed in the State of Florida as a Professional Engineer and have a minimum of five (5) years' experience in architecture and engineering.**

24. Is #6. "Bidders Qualification Statement" on Page 52, the same form found on Page 47 titled "Qualification Statement"?

**Yes. This is the same form.**

25. Where is #1. "BID FORM" mentioned on Page 52 located?

**Disregard #1 reference to "Bid Form".**

26. Is # 5. "CERTIFICATION PAGE" on Page 52 the same form found on Page 39 "Certified Resolution Form"?

**Yes. This is the same form.**

27. #12. Page 52 "one (1) sealed bid price (to submit in a separate sealed envelope)" Does this apply? If so, where do I find more information?

**See Addendum 1, Specification Changes/Corrections.**

28. Please clarify the due date, Page 2 references "Sealed Proposals will be received at the City of Parkland . . . until **December 5, 2018**" Page 3 the Deadline is December 18.

**See Addendum 1, Specifications Changes/Corrections.**

29. Page 7, Section 2.9.2 "Instructions to Bidders, . . . form a part of this RFQ and by reference are made a part of any response to this RFQ." So, for each request for indemnification, conflict of interest, no contingent fee (§2.14), independent firm (§2.13.1), scrutinized companies (§4.4), etc., the City would like it specifically stated in the proposal response? If so, can this be included as an attachment page, not part of the page count?

**No, the City does not require a response to those sections.**

30. Are background checks required prior to award?

**Yes. Background checks are required on all employees with access to City property prior to award.**

a. If so, limited to the Client Service Manager, Project Manager and primary Project Professional suffice until award? **Please see page 49, Section No. 5 of the Background Check Affidavit form.**

b. It is mentioned in the following places:

Page 7-8, §2.10 Background Checks states that "The specification (see Section 5) contains specific background check standards and requirements."- I cannot locate the section.

**Section 2.10 "The specification (see Section 5) contains specific background check**

**standards and requirements” should be replaced with “Please see page 49, Background Check Affidavit form.”**

- c. Pages 49- 51 Background Check Affidavit- would execution of this form and an employee list suffice until an award is made with background checks done before work is begun?

**Yes. The completion of the Background Check Affidavit form will suffice until recommendation of award.**

- d. Page 52 #10. Fill out the **BACKGROUND CHECK AFFIDAVIT**- Would the actions proposed for Pages 49-51 above suffice?

**Yes. Please see above.**

- e. Sample Contract Subject to Final Approval by the City Attorney Page 59 §8.3. – this implies the background check is done after an award and issuance of work.

**As stated, the reference above is from a Sample Contract. Please refer to question No. 21, regarding background check affidavit.**

31. *We are a firm of structural engineers. Can we submit alone or should we be part of a “prime” as his sub?*

**Your firm would need to be part of a Prime as a sub-consultant.**

32. In the third paragraph of page 22, reference is made to Section 3.3. This section does not appear to exist. Please provide the intended section to be referenced.

**Please disregard reference to Section 3.3.**

33. In Section 8 A. (page 24), Architecture is listed as a potential scope of service item. On page 28 Section 5.6 A, Architecture has been dropped from the Services heading. Please confirm the Architecture Services are not required for this contract.

**The word “Architecture” should have been listed on page 28, Section 5.6A, similar to page 24, Section 8 A. Architectural Services is also part of the requested services.**

34. On page 25, Section B. Water/Wastewater Engineering, please confirm that “Water Plant Design” is a possible activity under this contract since such an activity may exceed the thresholds of the contract.

**The Water Plant Design is a possible activity under this contract. Should a specific project exceed the minimum threshold allowed under this contract, a separate solicitation will be issued.**

35. On page 27, Section F. Environmental Engineering, “Landfill closures and operation” is listed as a possible activity. Please confirm that this is a possible service.

**The Landfill closures and operation is a possible activity under this contract. Should a specific project exceed the minimum threshold allowed under this contract, a separate solicitation will be issued.**

36. On page 31, Section 5.7 appears to pertain to a contractor and construction contract. Does it apply to this contract?

**Please see number 7 above.**

37. In regards to the "Reference Form" (page 46), should we place this within the requirements noted for "Firm Qualifications" and detailed in 5.9.3 (b)?

**Yes. References should be provided and noted for Firm Qualifications.**

38. In reference to the "Notice Before Submitting your Bid, Make Sure You..." form on page 52, #5 says that we must sign the "certification page." However, there is no form within the RFP with this title. Please advise on what you consider to be the "certification page."

**See number 26 above.**

39. In reference to the "implementation schedule" note on page 35 under 5.9.3(e), please advise if you want a general schedule since no project is identified.

**A general schedule can be submitted. When a project is assigned a schedule will be required.**

40. Our firm performs background checks of all employees prior to hiring. The City's requirement for add'l yearly background checks for all employees and subconsultants who may potentially work on this on-call, miscellaneous services contract would be extremely time consuming and cost-prohibitive. Would the City please consider removing this requirement at this RFQ stage?

**The City understands the challenges this requirement may impose. Unfortunately, due to the recent tragic event in our City, security is an important concern in our community. Consequently, at this time, the City is unable to waive this requirement. As a reminder, this requirement only applies to "... employee, contractor, or sub-contractor or sub-consultant having access to city property ...". Also, the cost can always be built into the hourly rate should your firm be selected.**

NAME OF COMPANY: \_\_\_\_\_

**BACKGROUND CHECK AFFIDAVIT**

STATE OF FLORIDA )

COUNTY OF \_\_\_\_\_)

I, the undersigned, being first duly sworn, do hereby state under oath and under penalty of perjury that the following facts are true:

1. I am over the age of 18 and am a resident of the State of Florida.
2. I am the \_\_\_\_\_ (title) of \_\_\_\_\_ and I certify that I have the authority to make the representations set forth within this Affidavit.
3. \_\_\_\_\_ intends to enter into an agreement with the City of Parkland to provide the services detailed in RFQ #\_\_\_\_.
4. The fulfillment of the Background Check requirement shall be conducted through State, National and Sexual Offender/Predator criminal history record databases.
5. I hereby certify I shall at my expense obtain a criminal background check for each employee, contractor, or subcontractor or subconsultant having access to city property prior to beginning the work and, depending on the contract’s term, on an annual basis thereafter.
6. I further certify that I shall provide the contract administrator with a list of employees, contractors, or subcontractors or subconsultants who will have access to City property which verifies that a criminal background check has been conducted and the results thereof. A list of such employees is set forth on Exhibit “A”, attached hereto and made a part hereof.
7. I also certify that based upon the result of the criminal background check, no employee, contractor, nor subcontractor or subconsultant who has been convicted of an offense or at the discretion of the City shall not be permitted to perform work under this contract in or on city property.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Name and Title)



The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did take an oath.

WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(NOTARY SEAL)

\_\_\_\_\_  
(Signature of person taking acknowledgment)

\_\_\_\_\_  
(Name of officer taking acknowledgment)

**typed, printed or stamped**

\_\_\_\_\_  
(Title or rank)

My commission expires:

\_\_\_\_\_  
(Serial number, if any)