



ADDENDUM NO. 1

Date: March 30, 2021

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Qualifications No. 2021-11-008

This Addendum forms part of the Request for Qualifications (RFQ) Package advertised on March 17th, 2020 and with a bid opening date of April 13th, 2021, with any amendments and/or additions noted below.

Statement from Procurement Office

I would like to clarify the list of the required submittals, so everyone understands, the following is what is expected for the Village to receive:

1. **Tab 1 – Letter of Intent** (this letter should be part of every discipline that you will be participating in).
2. **Tab 2 – Table of Contents** (should be part of every discipline that you will be participating in).
3. **Tab 3 – Proposed Organizational Chart** (this should be a one (1) page).
4. **Tab 4 – History of the Consulting Firm** (this should be a one (1) page).
5. **Tab 5 – Resumes** – There should be a limit of two (2) pages per resume, **the 20-page limit has been lifted only to accommodate this section.**
6. **Tab 6 – References** – Jobs that are current or past that matches your discipline, please refer to page 22 for further instructions.
7. **Tab 7 – Projects** (this should be no more that two (2) pages), Describe work done under that discipline to show completion within the timeframe and if it was on budget.
8. **Tab 8 – Projects Targeting that Specific Discipline** – This section is a continuation of Tab 7, please refer to page 22 of the RFQ for more information (this should be no more than five (5) pages).
9. **Tab 9 – Licenses, Awards & Press Articles:** this should be no more than three (3) pages.

- 10. Tab 10 – Village Required Forms:** These forms are located on page 25, Section 6 of the RFQ. If you are applying for more than one discipline, these forms shall need to be presented only once.
- 11. Addendum Acknowledgement –** For every addendum that is issued, the Village shall need to receive the acknowledgement sheet. If you are applying for more than one discipline, these forms shall need to be presented only once.
- 12. Discipline Form:** This form should be at the very top or the last sheet of the proposals. **(Please note attached to this Addendum is a New Discipline Form to Use).**

Question: Nova Consulting - Are the resumes exempt from the page count?

Response: Yes, resumes shall be no more than 2 pages per resume.

Question: - Calvin, Giordano & Associates, Inc. Does a Landscape Architecture Firm registered in the State of Florida with registered Landscape Architects on staff require to also have a Professional Engineer on staff as part of their team to serve as Project Manager?

Response: No, Landscape Architecture and Urban Planning are exempt.

Question: Lochner – Does the cover page, tab dividers and back cover count towards the 20-page limit?

Response: No, they do not count.

Question: In regard to Section 5.0 – Submittal requirements – Tab 5, are we allowed 4 pages total for all resumes of the Prime and the Sub-Consultant?

Response: Please refer to the Procurement Office Statement on this Addendum.

Question: Ty-Lin Intl – Does the Project Manager for Environmental Discipline have to be a Florida PE?

Response: No

Question: Section 2.02 – Eligibility – Minimum Requirements – 4th bullet states: "Certification with FDOT is a plus and will be greatly taken into account". FDOT does not certify staff but it does prequalify firms. Is this prequalification of the firm what is considered a "plus"?

Response: Yes.

Question: Tab 6 – Is the Village looking for a table of current and recently completed projects of similar scope or more of a workload table?

Response: The intent is for the Village to see references of current or jobs done in the past not earlier than December 31, 2016.

Question: Tab 7 – Do we limit this to projects of similar scope?

Response: Yes, pertaining to your discipline.

Question: M & J Engineering P.C. – We have been in Florida for only a couple of years; however, our professional staff has vast experience in Florida. Kindly confirm whether the projects need to be completed by the Company in Florida or staff experience for similar projects in Florida will also be considered.

Response: Staff experience will be counted as qualified.

Question: Adolfo Danilo Lopez, AIA – Usually an engineering firm that offers mechanical services, also offers electrical and plumbing services. Since the MEP firm will be subcontracting offers all three disciplines and the information in the proposal documents will be the same, would you allow us to submit one single MEP proposal instead one for each discipline?

Response: Unfortunately to not cause confusion with the proposals submitted, it would be wise to send proposal for each discipline.

Question: Curtis Rogers Design Studio – My office is Landscape Architecture firm; we are being asked to be subconsultant, but we would also like to submit as Prime for Landscape Architecture.

Response: A Firm cannot be a Prime and a Sub-Consultant for the same discipline but can participate as a Sub-Consultant in other disciplines.

Thank you,



Litsy C. Pittser
Procurement Specialist

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of RFQ No: 2021-11-008

Title: Professional Consulting Services on Continuing Agreement Basis for Landscape, Architecture Design, General Civil Engineering, Roadway Traffic & Transportation Planning and Engineering Services, General Urban Planning Services, Electrical Engineering, Structural Engineering, Environmental Engineering, Fire Protection and Plumbing

Name of Contractor _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 4

Print Name _____

Signature _____

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Qualifications shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.