

ADDENDUM #1

Broward County Housing Authority
Solicitation Number: RFQ 20-285

CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES

DATE: March 3, 2020

TO ALL PROSPECTIVE BIDDERS

PLEASE NOTE THE FOLLOWING CHANGE/CLARIFICATION:

There is no change in the proposal due date.

Page 4, Section 3.8 “BCHA reserves the right to negotiate the fees in the contract to be entered into.”

Page 9, Section 7.4, “Any contract negotiated shall provide the following language:”

“Prior sixty days of the end of each contract period the proposer may make a request for a fee escalation. BCHA will consider a request for fee escalation subject to adequate justification provided by contractor, limited to the increase in the Consumer Price Index for Services for the Miami-Fort Lauderdale, Florida market. Failure to request the fee increase before sixty days prior to the end of each contract period will invalidate any subsequent request.”

Page 18, Section 12.8, “After evaluations, the committee will determine the top proposals that have a reasonable chance of being selected for award considering the technical aspects of the proposal. These Vendors may be chosen for an onsite interview. Final award will be approved by the BCHA Board of Commissioners.”

Page 21, Section 13.7, “As part of contract negotiations, BCHA shall retain the right to negotiate the amount of fees that are paid to the successful vendor, meaning the fees proposed by the top-rated vendor may, at BCHA’s option, be the basis for the beginning of negotiations. Such negotiations shall begin after BCHA has chosen the top-rated vendor. If such negotiations are not, in the opinion of BCHA, successfully concluded within five business days, BCHA shall retain the right to begin negotiations with the next highest rated vendor.”

ADDENDUM #1

Proposal Submission Form – Attachment A, item 4, delete “within the fees proposed.” Please submit the revised form as attached.

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This Addendum Form Must be returned with your Bid on the established due date.

All other terms, conditions and specifications remain unchanged for RFQ 20-285.

NAME OF COMPANY:

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFQ 20-285
REQUEST FOR QUALIFICATIONS
CONTINUING ARCHITECTURAL AND ENGINEERING SERVICES**

PROPOSAL SUBMISSION FORM – ATTACHMENT A

Instructions: The items listed below must be completed and included in the Proposal submission. Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the hard copy proposal submission.

X=Included	Tab	Contents
	1	Proposal Submission Form: Attachment A of this solicitation document.
	2	Form HUD-5369-C: Certifications and Representations of Offerors, Non-Construction Contract found at https://www.hud.gov/sites/documents/DOC_12132.PDF
	3	Profile of Firm Form: Attachment B of this solicitation document. Note that this document has two pages.
	4	Response to Evaluation Factor 1: Experience Submit Response as Attachment C-1 . See Section 12.1.
	5	Response to Evaluation Factor 2: Qualifications/ Key Assigned Staff Submit Response as Attachment C-2 . See Section 12.2.
	6	Response to Evaluation Factor 3: Location of Firm and Ability to Respond in a Timely Manner. Submit Response as Attachment C-3 . See Section 12.3.
	7	Response to Evaluation Factor 4: Current/Future Workload. Submit Response as Attachment C-4 . See Section 12.4
	8	Response to Evaluation Factor 5: Required Documents/General Response to RQF. Submit Response as Attachment C-5 . See Section 12.5.
	9	Client References: Attachment D of this solicitation document, addressing requirements as listed within the solicitation document. See Section 7.3
	10	Architectural-Engineering and Related Services Questionnaire: Submit Response as Attachment E . See Section 12.5
	11	Forms: Scrutinized Companies Section 287.135 Florida Statutes - Attachment G , and Sworn Statement Section 287.133 (3) (A) Florida Statutes - Attachment H , must be executed and returned with attached proposal to be considered.

CHECK (✓) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:

_____ **ONE (1) ORIGINAL AND** _____ **THREE (3) COPIES OF YOUR PROPOSAL.**

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. He/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.
2. As described within the Reservation of Rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
3. He/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form.

PROPOSAL SUBMISSION FORM – ATTACHMENT A

4. He/she has the ability to sign and bind the firm or company to the services to be performed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	