



ADDENDUM NO. 2

Date: May 15, 2019

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 Qualification RFQ No. 1819-11-012
Professional Consulting Services on Continuing Agreement Basis for Landscape & Architecture Design, General Civil Engineering, Roadway Traffic & Transportation Planning & Engineering Services, General Urban Planning Services, Electrical Engineering, Structural Engineering and Environmental Engineering

This Addendum forms a part of the Request for Qualifications No. 1819-11-012 (RFQ) Package Document with any amendments and/or additions noted below.

Pre-Bid Meeting on May 13, 2019 10:00am - Minutes

The meeting was opened by introductions from the Village staff: Procurement Specialist, Litsy Pittser and Dionisio Torres, Director of Public Service. The Village directed all in attendance that the meeting was a Pre-Bid Meeting and was NOT mandatory.

Village: The Village stated that it was seeking the 5-top ranked for each discipline, there will be a rotating system with the list of the 5 ranked consultants.

Question: The landscape and architecture design typically are different; do you want them to be on the same team.

Village: *No, they can be separate. These are two discipline areas; they could be in the same team, but they can also be separate.*

Question: Does the Village prefer to deal with all disciplines in the same group or do they prefer individual firms for each discipline?

Village: *Either or, you can have a team with sub-discipline if its needed.*

Question: *Does a landscape architect need to have a licensed project manager engineer?*

Village: *No, the Village realizes that some of the disciplines will not have that requirement, the scope was written that way to encompass and fit all the disciplines.*

Question: Page 19, one-response for each area is required. Meaning every discipline shall require one response.

Village: *The Village realized that having a respond with a submittal for each area would be tasking the time of the consultant and the Village staff. The Village is looking for is to have the discipline sheet form filled with the different areas of expertise and in turn the Proposer will submit the resumes and account for the areas of their expertise in order to properly grade. Furthermore, on Tab 8 where you will need to give an example of projects you have done based on the scope; I would address the projects based on your disciplines. For example, if your areas where landscape architecture and architecture, show (1) example of each category.*

Question: Based that there is a 20-page limit and we will be adding all the areas of expertise; it will be hard to comply with the 20-page requirement.

Village: *Based on the list of disciplines and the ability for the consultant to have multiple areas of expertise for each category, I see that it will be difficult to attain a 20-page maximum. However, the Village would like to keep the resumes at a maximum of 4 pages for each professional.*

Question: I see that you do not have electrical, plumbing and fire protection as disciplines.

Village: *The Village concurs and therefore, the Village shall add these disciplines to the discipline form. Please note that I have attached the new discipline form adding these categories as a separate .pdf file.*

Question: So, if you are a prime for one discipline and a sub in another, how does the rotation occur?

Village: *Each discipline will have the prime's name based on their response; for example if company A has been awarded a landscape project with the Village but that company also had civil engineering as a category and they are in position number 1, Company A will be working the landscape project but can hypothetically, if a civil engineering project comes up, be awarded the project based on their standing. Once completed, Company A will go to the back of the line for both categories and the Village proceeds with position number 2.*

Question: Our firm is in Broward County and I was wondering if there was any preference for Miami-Dade County.

Village: *No, the Village has no preference.*

Question: I see that there is a maximum number of pages for each resume, is there a maximum number of resumes that we can submit?

Village: No, there is no maximum number of resumes to submit, but please no more than 4 pages for each resume.

Question: In an area where there are two disciplines, do we need to have the resumes fit each discipline or just once.

Village: Just once, but please make sure that the resumes state the areas of expertise for each discipline that was submitted by the prime.

Question: Does the Village forms count as part of the 20 pages?

Village: No, the required Village forms will not be counted as part of the 20-page count.

Question: On page 17, section "c" signaling timing analysis and warrant studies...(low audio)

Village: The Village's recording had low audio and could not pick up the entire question, but the answer was picked.... The consultant would need to address that with the County.

Question: Will we be able to receive a copy of the sign-in sheets

Village: Yes, I will have them posted probably by this afternoon on our website.

Village Statement: Once we receive all the submittals the Village will assign a selection committee to review and rank 5 out of each discipline, if the Village only received 3 from a discipline then it will be those 3. After the submittals have been ranked, it is up to Dio and his team to request a presentation. Once the consultant has been approved, the Village shall request a cost sheet of fees per hour.

Question: Do you already know who is on the selection committee?

Village: No, we do not know yet.

Meeting Adjourned.

QUESTIONS RECEIVED AFTER MAY 5TH, 2019 AND AS OF May 15th, 2019

Erica Solomon, Marlin Engineering

Question: Can you provide clarification on page limits per section? Page 19 states that Tabs 1-9 has a 20-page limit. But Addendum #1 states that resumes are not included.

Village: We concluded that if you are applying for several disciplines, it is hard to keep the 20-page count. The Village waived the maximum page count based on Tab #5 resumes but the maximum of 4 pages per resume remains. The Village would like to keep the same page count per section except for tab #5.

Question: If you submit on more than one service area, how would the Village prefer a proposer to separate in the submittal?

Village: Aside from submitting the discipline form, the resumes would need to include the areas of expertise. Also, the Village would like to see in Tab 8 a description of different projects per discipline that your firm accomplished. No more than one project per discipline.

Caitlin Crump, Kimley-Horn

Question: Will there be an updated addendum posted confirming what was discussed in the Pre-Bid Meeting for RFQ# 1819-11-012; Professional Consulting Services on Continuing Agreement Basis?

Village: Yes, it will be addendum #2.

Jenny Alonso, Tylin International

Question: As a follow-up to Addendum#1 where it states that the Letter of Interest has no page limit, does this mean that only Tabs 2 thru 9 are part of the 20-page limit?

Village: After the pre-bid meeting, it was determined that the Village will waive the 20-page count due to Tab #5 resumes because if a prime has multiple areas of specialties it would be hard to keep a 20-page count. However, we would like to maintain the page count for Tab's 3, 4, 6, 7, 8, 9.

Thank you,


Litsy C. Pittser
Procurement Specialist

**ACKNOWLEDGEMENT OF
ADDENDUM SOLICITATION**



Amendment/Modification No: 2

Amendment of RFQ No: 1819-11-012

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

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 6

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 bids. This acknowledgement form must be included in the response and failure to sign and submit this form may result in your proposal being rejected.