



**ADDENDUM NO. 3**

Date: May 29, 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.

Erica Sobelman, Marlin Engineering

**Question: On what section of the proposal form should we place the Discipline Form?**

***Village: Page 20, Tab# 10 "Village Required Response Submittal Forms and Discipline Form***

**Question: Should Resumes be included for the entire project (technicians, support personnel) or key personnel (task managers)**

***Village: The Resumes to be included are key personnel that will oversee and be responsible for the project, support personnel is not required or technicians since the responsibilities will be on the key personnel.***

Colin Wood, Calvin, Giordano & Associates, Inc.

**Question: Do you require sub-consultants to sign the Non-Collusion Affidavit?**

***Village: No, only the prime.***

**Question:** Has the City published the Capital Improvement Plan for which the services under this RFQ would be contracted?

**Village:** *No, the purpose of this solicitation is to have the professionals ready and awarded to perform tasks based on their discipline as services are needed.*

Carolina Norgaard, EAC Consulting, Inc.

**Question:** Can we use 11X17 paper for the Organizational Chart (Tab 3) Recent Experience Chart (Tab 6)? It will be very difficult to maintain the 11-size font requirement if we need to layout that information on a letter size page.

**Village:** *Yes, you may, it will be best for the examiners as well to be able to read the text.*

Thank you,

  
Litsy C. Pittser  
Procurement Specialist

**ACKNOWLEDGEMENT OF  
ADDENDUM SOLICITATION**



Amendment/Modification No: 3

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 3

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.**