



## ADDENDUM NO. 1

Date: May 5, 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 RFQ# No. 1819-11-012 Package Document with any amendments and/or additions noted below.

Jenny Alonso, Tylin International

- **Question:** If a Prime firm wants to submit on 3 disciplines e.g. environmental, civil, transportation, do we have to submit 3 separate proposals>
- **Village:** No, on the "Discipline Form" you will check the areas of your discipline. But, when providing resumes and background information, you can elaborate on the areas of your specialty.
- **Question:** What is the amount you prefer? Tabs 6, 7 and 8 seem to have some overlap. Can you please provide clarification?
- **Village:** Tab 6 – projects completed recently that involved government agencies and the description of said projects Tab 7 – projects completed on time and in budget Tab – 8 projects providing the services that you are stating on your discipline form. I hope this clarifies.
- **Question:** Tab 5 – "up to 4 pages per resume". Does this mean that this whole section (resumes) is limited to 4 pages?

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- **Village:** No, this means that each resume will have a maximum amount of 4 pages each. e.g. if you have (3) resumes the maximum total shall be 12 pages for this section.

Janeen Skelly, Bermello Ajamil & Partners

- **Question:** Please confirm that the Project Manager for Landscape and Architecture Design as well as General Urban Planning must be a State of Florida Licensed Professional Engineer as indicated in the Minimum Requirements, typically this would be someone licensed in that said discipline.
- **Village:** Confirmed. All disciplines need to be licensed in Florida.

Erica Sobelman, Marlin Engineering

- **Question: Page 4** – Section 2.02 for the Project Manager, it states “Certification with FDOT is a plus and will be considered. Is the Village looking for a particular type of FDOT certification? If yes, please specify?
- **Village:** Some of our projects are done in conjunction with FDOT. Having knowledge of FDOT standards and methodology will ease the projects between the agency (the Village) the professional and the expected standards that FDOT requires and what is acceptable.
- **Questions:** To confirm, if we submit on 2 service areas, are 2 separate packages required? Packaged separately? One original 2 copies and a USB for each?
- **Village:** There will be only one submittal, if you are applying for different disciplines, you need to check the areas on the “Discipline Form” and submit it with 1 original, 2 copies and a USB drive.
- **Question:** Is the letter of interest limited to pages?
- **Village:** No, here is where you will describe the service areas that your company specializes in.
- **Question:** Is the Title page included in the page count? Or is it considered the front cover to the proposals?
- **Village:** Title page is not included in a page count.
- **Question:** Does Tab 5 of the submittal only require a resume of the Project Manager?
- **Village:** No, the prime team that will be working on Village projects to include the project manager.

Ralph J. Ferrer, Curtis & Rogers Design Studio

- **Question:** On the fourth bullet of section 2.02 on Page 4 of the above-referenced RFQ, it states that, "Project Manager for each service category/discipline must be licensed in the State of Florida as a Professional Engineer". Does that apply to all firms? 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 or as part of their team to serve as Project Manager? Please advise. Thank you.
- **Village:** No, not a Landscape Architect discipline.

James E. Spinks III, Lochner

- **Question:** Will a call-in number be provided for the May 13<sup>th</sup>, 2019 Pre-Proposal Meeting at 10 AM? I will be traveling, but would like the opportunity to call in.
- **Village:** I am sorry there will not be a call opportunity, but I will be sending out Addendum #2 after the meeting for everyone.

Thank you,



Litsy C. Pittser  
Procurement Specialist



**ACKNOWLEDGEMENT OF  
ADDENDUM SOLICITATION**



Amendment/Modification No: 1

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 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 your proposal from being rejected.**