



**HIGHLANDS COUNTY  
BOARD OF COUNTY  
COMMISSIONERS  
(HCBCC)  
PURCHASING DIVISION**

DATE: December 6, 2019

BID NO. 19-023

**ADDENDUM No. 1**

Project.: Engineering Services for FDOT Prequalified

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This addendum is being issued to identify revisions to this solicitation and to answer questions received.

Questions and Answers:

1. Under "Relevant Firm Experience" on page 23 of the RFP, it asks the respondent to include a "list of 10 most recent LAP projects completed in the last 7 years which best illustrate the experience of the firm and current staff, including partners and members assigned for such project(s)."

How does the City wish respondents to satisfy this RFP item for the Planning and PD&E categories, as LAP projects within those phases are extremely limited?

**ANSWER:** Under "Relevant Firm Experience" on page 23 of the RFP as it relates to the category of 1. **Planning** and the category of 2. **Project Development and Environmental Studies ONLY**, the required experience is revised as follows for these two categories:

b. Describe the firm's past and current related experience with a similar FDOT project(s). Consideration will be given to the successful completion of previous projects and their complexity. List of **10 5** most recent LAP projects completed in the last 7 years which best illustrate the experience of the firm and current staff, including partners and members assigned for such project(s). Identify if the project was completed on budget and on schedule.

2. On page 23 of the RFP, paragraphs 2b and 4b seem to be asking for nearly the same content. However, the second sentence vary. Please clarify which paragraph is preferred and in which section that information should be included. For reference:  
2b – "Indicate the general and specialized expertise of the staff related capability, including training and experience of all the proposed staff and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, including management,

technical, and support staff. Include a minimum of one paragraph about each member of the project team, including his or her role in this proposed work.”

4b – “Indicate the general and specialized expertise, related capability, including training and experience, of all the proposed staff and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, including management, technical, and support staff. Give brief resume of the key person(s) to be assigned responsibilities for projects under this RFP.”

**ANSWER: Under Past Performance of Firm Item 4b is deleted.**

3. Section 4 “Past Performance of Firm including Staff Members” on pages 23-24 seems to be missing a subsection 4c. Please confirm that the RFP is not missing any information in that section.

**ANSWER: On page 23 under Past Performance 4 c has been omitted. That is correct there is no 4 c.**

4. Please confirm that all County and FDOT forms requested as part of the submittal need only to be signed and provided by the Prime consultant.

**ANSWER: Yes, the Prime consultant, “Proposer” is the only entity required to sign the proposal documents. The subconsultant for work outside of the work class that the Prime Consultant is FDOT Prequalified must be identified and will be used to evaluate the proposal. After selection, if forms are required from other sub consultants for a specific project the forms will be requested at that time.**

5. What is the insurance requirements? One section states GL at \$1 mil and the contract states GL \$2 mil

**ANSWER: Commercial General Liability Insurance of \$1 million is required from the successful firms. The Proposers need only to show they are capable of securing the insurance (sample accord form or Letter of Insurability). Only when work is awarded to a firm is the Certificate of Insurance required with the additionally insured information included.**

6. This is a question regarding the required amount of Professional Liability Insurance. Page 9 of 76 notes in paragraph 4, the minimum amount required is \$1,000,000. On page 53 of 76 in the sample Agreement the minimum noted is \$2,000,000. Which is correct?

**ANSWER: Professional Liability Insurance will be required at \$2 million. Proposers need only to show they are capable of securing the insurance (sample form or Letter of Insurability). Only when work is awarded to a firm is the Certificate of Insurance required with the additionally insured information.**

**Page 53 of 76 indicates the correct amount. Page 9 of 76 should require \$2,000,000 Professional Liability Insurance. See attached corrected paragraph from page 9 in strike though (deleted) and underlined (added).**

Professional Liability Insurance: The Contractor shall have and maintain professional liability insurance with a limit not less than ~~\$1,000,000~~ \$2,000,000 per occurrence. If coverage is provided on a claims-made basis, the retroactive date shall be prior or equal to the effective date of any contract with the County. The coverage shall be renewed or include a "tail" or discovery, or continuous renewal of coverage for a period of 3 years following the termination of the contract entered into in connection with this RFP.

bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

3. Commercial Automobile Liability Insurance: The Contractor shall have and maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
4. Professional Liability Insurance: The Contractor shall have and maintain professional liability insurance with a limit not less than \$2,000,000 per occurrence. If coverage is provided on a claims-made basis, the retroactive date shall be prior or equal to the effective date of any contract with the County. The coverage shall be renewed or include a "tail" or discovery, or continuous renewal of coverage for a period of 3 years following the termination of the contract entered into in connection with this RFP
5. Special Requirements / Evidence of Insurance:
  - a. A copy of the Proposer's current certificate of insurance MUST be provided with the Proposal submitted in response to this RFP. A formal certificate shall be provided upon announcement that a Proposer has been awarded the work as called for in this RFP. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:
    - (i) "Highlands County, a Political Subdivision of the State of Florida and its Elected Officials, its Agents, Employees, and Volunteers and FDOT it's officers and employees" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability.
    - (ii) The policy shall provide a 30 day notification clause in the event of cancellation or modification to the policy. Highlands County will be given notice prior to cancellation or modification of any stipulated insurance.
      - In the event the insurance coverage expires prior to termination of the contract entered into in connection with this RFP, a renewal certificate shall be issued 30-days prior to said expiration date.
      - Such notification will be in writing by registered mail, return receipt requested, and addressed to the Purchasing Manager, 600 S. Commerce Avenue, Sebring, FL 33870.
  - b. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.