



## CITY OF MIAMI

### ADDENDUM NO. 2

October 19, 2017

REQUEST FOR QUALIFICATIONS NO.: 16-17-057

## ARCHITECTURAL SERVICES FOR MISCELLANEOUS PROJECTS

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications, and shall become an integral part of the Proposals submitted, and the Professional Services Agreements to be executed for **Architectural Services for Miscellaneous Projects – Request for Qualifications ("RFQ") No.: 16-17-057** (the "Services"). Please note the contents herein, and affix same to the documents you have on hand.

**All attachments (if any) are available on the Office of Capital Improvements' ("OCI") website, and are part of this Addendum.**

**A. The Proposal Submission Due Date is October 30, 2017 by 2:00 p.m. (local time).**

**B. The following includes revisions to the RFQ:**

1. Section 2.2, titled Scope of Services, page 8 of the RFQ, is hereby revised with the following to remove the stricken words:

*The Successful Proposers shall provide planning and design services, construction documents, construction administration, and various reports for the successful, timely, and economical completion of architectural design related projects.*

*The Services shall support new construction, remodeling/renovation, and building assessment of community centers, fire stations, marinas, aquatic facilities, parks facilities, and public safety facilities for governmental, institutional or recreational projects. Projects will include, but are not limited to, the following Services:*

- *Surveying existing sites, when as built drawings are not available;*
- *Producing construction drawings and documents, including specifications and supplementary documents necessary for the execution and completion of projects;*
- *Developing design criteria packages;*
- *Completing feasibility studies and facility assessments;*
- *Supplying information, drawings, and documents pertaining to the project to other Consultants/Lead Consultant and Contractors for the execution of projects;*
- ~~*Conducting Top Supervision, or Continuous Supervision if required as additional Scope of Work, including issuing instructions to Contractors to insure that projects are completed in accordance with the specifications.*~~

2. Section 3.5, titled "Minimum Qualification Requirements", page 10 and 11 of the RFQ, is hereby deleted in its entirety and replaced with the following to add the language underlined to Item 2:

*The City is seeking qualified architecture firms, as stipulated in Florida Statutes Section 287.055, CCNA. Proposers shall have the following minimum qualifications:*

- 1) *be licensed, registered, and practicing in the State of Florida for the last five (5) years under its current business name. The City will consider a Proposal from a Proposer, as defined in Section 287.055, Florida Statutes, as responsive, where a Proposer has less than the stipulated minimum five (5) years of experience under its current business name, and where the majority of the Proposer's principals and/or officers have the stipulated minimum of five (5) years of relevant project experience for at least five (5) projects of similar scope and complexity;*
- 2) *have a minimum of five (5) years' of experience providing architectural services, as outlined in Section 2, Scope of Services. The Proposer shall meet the foregoing experience requirement.*

*Proposers must have a proven track record of successfully completing architectural projects for governmental, institutional and/or recreational facilities, such as community centers; parks accessory buildings, such as bath houses, restrooms buildings and recreational buildings; pool building design; and park design. In addition, Proposers shall also have experience in fire stations, police stations, dock master marine buildings, convention centers, historic building renovations, interior remodeling, office buildings and roof design. Commercial projects similar in scope, including but not limited to, residential and office building design shall also qualify. Such experience, including but not limited to the following: design phase, permitting phase, assessments, bidding and negotiations phase, construction administration and construction inspections, shall be submitted as referenced projects.*

- 3) *have a licensed architect, who shall serve as Project Manager, with a minimum of five (5) years' of experience managing architectural projects as identified in this RFQ.*

*Failure to meet the above-stated mandatory minimum requirements will result in the Proposer's Proposal being rejected as non-responsive. Please see Section 4, Instructions for Submitting a Proposal, for further direction.*

*Proposers shall provide information on the Proposer's qualifications and experience, including five (5) previously completed architectural projects with a minimum construction budget of \$50,000; qualifications of the Proposer's team, members and staff; and the Project Manager's qualifications and experience, including three (3) previously completed architectural projects. See Section 4 for further direction. Proposals that do not completely adhere to all requirements may be considered non-responsive and disqualified (additional qualifications may be stated in Section 4).*

*The City may consider a Proposal responsive where a Proposer has less than the stipulated minimum number of years of experience solely where the Proposer has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Proposer was a subsidiary of a larger firm and the Proposer's firm has been merged into the larger firm. Proposers must include documentation substantiating the above stated minimum requirements as part of its Proposal for the City to consider crediting the years of experience from the Proposer under its previous name, if applicable. Failure to include such documentation with the Proposal may result in the Proposal being deemed non-responsive.*

3. Section 4.2, titled "Proposal Submission", page 22 of the RFQ, is hereby revised with the following to remove the stricken words:

*Proposal Submission Due Date: ~~September 25~~ October 30, 2017 by 2:00 p.m.*

**C. The following document is attached hereto and hereby incorporated into and made a part of this RFQ.**

1. Revised Form RFQ-PP-R - Proposer Reference Letter

**D. The following are the inquiries received and the corresponding responses:**

**Q1. Are there any team restrictions regarding this solicitation?**

**A1.** Please refer to Section 1.12, Subconsultant(s)/Subcontractor(s) of the RFQ for clarification, in addition to Section 2.2, Scope of Services, Subsection A, Proposed Team.

**Q2. Can we identify City of Miami projects and use the City of Miami as a reference?**

**A2.** Yes, City of Miami (the "City") projects may be submitted as referenced projects.

**Q3. In reference to Section 3.6, Community Business Enterprise (CBE) Participation Requirements - Mandatory, and the five bonus points, it states "Proposer's who meet the mandatory CBE participation requirement by agreeing to use firms located within the City's municipal boundaries will be awarded five bonus points during the evaluation process". What are the requirements to receive the five bonus points?**

**A3.** Please review Section 5, Evaluation Procedures, Subsection C, Five Bonus Points and CBE Participation, for clarification.

**Q4. In Section 2.2, Scope of Services, Bullet Six states that the project(s) may include "Conducting Top Supervision, or Continuous Supervision if required as Additional Scope of Work..." Please define what is meant by "Top Supervision".**

**A4.** Section 2.2, Bullet Six, has been removed as a requirement of the Scope of Services. Please refer to Section B, Item 1, of this Addendum for further clarification.

**Q5. It was clarified that there isn't a limit to the number of projects we can use for displaying our Project Experience, aside from meeting the minimum five. The Form RFQ-PP is a total of two pages per project. May we use additional pages or include a separate page for project images in this section? If so, must it be stylized to be as though an additional page number two of the Form RFQ-PP?**

**A5.** Additional pages are not allowed to be added to Form RFQ-PP. Pictures may be included on the second page of the form. The City prefers that Proposer's submit no more than five (5) referenced projects.

**Q6. Page 9 defines the Project Manager as a "lead individual ... to manage the projects assigned pursuant to this Agreement." Section 3.5, Minimum Qualification Requirements, on page 11, further indicates that a licensed architect serve as the Project Manager, in addition to the business being licensed and having the necessary experience. Is the requirement that the Project Manager "should be" a licensed architect or "shall be" a licensed architect?**

**A6.** In accordance with Section 3.5, the Project Manager **shall be** a licensed architect.

**Q7. a) What types of projects should be included for Proposer's Project Experience? b) Must the project be "construction complete"? c) And, is a project that hasn't completed the construction phase considered acceptable towards project experience?**

**A7. a)** Please refer to Section B, Item 2, of this Addendum for clarification.

b) Projects that are not construction complete will not be accepted as referenced projects.

c) Projects that have not completed the construction phase will not be accepted as referenced projects.

**Q8. From my understanding of the requirements, Subconsultants and key personnel from Subconsultant firms are not required to demonstrate project experience and provide reference forms, aside from their one page resumes. These requirements only apply to the Proposer and Project Manager assigned to the Proposal, correct?**

**A8.** As stated in Section 4.1.A, Content of Qualifications Statement, Section A and Section C, referenced projects shall be submitted for the Proposer and Project Manager, respectively.

**Q9. How many proposers will be awarded an agreement?**

**A9.** The City anticipates awarding four (4) Agreements for the services.

**Q10. What types of projects are anticipated?**

**A10.** Project types may include architectural projects such as community centers; parks accessory buildings, such as bath houses, restrooms and recreational buildings; pool building design; and park design. In addition, projects may also include fire stations, police stations, dock master marine buildings, convention centers, historic building renovations, interior remodeling, office buildings and roof design.

**Q11. Is there a maximum number of projects that can be submitted on Form RFQ-PP-R, Reference Letter for Proposer and Form RFQ -PP, Qualifications of Proposer?**

**A11.** Proposers shall only identify one (1) project on each form. Therefore, Proposers shall submit five (5) RFQ-PP forms and five (5) RFQ-PP-R forms, to meet the minimum requirements of the RFQ.

**Q12. On Form RFQ-PP-R, the section to be completed by the Owner includes the following questions: "Did the Proposer provide Program Administration Services?" and "Did the Proposer provide Production Management Services?"**

**Program Administration and Production Management are not industry standard terms – please define what services are meant by Program Administration and Production Management.**

**A12.** The terms Program Administration and Production Management refer to Project Management Services. Please refer to Section C, Item 1, of this Addendum for further clarification.

**Q13. Section 4.2, Proposal Submission does not detail what kind of binding is acceptable for the seven copies. Is spiral binding or three-ring binders acceptable? Is this our decision to make?**

**A13.** Both spiral binding and three-ring binders are acceptable forms of binding for the proposals. Please follow directions in Section 4.1, Submission Requirements, for proposal submission guidelines.

**Q14. Is a separate cover letter in addition to Form RFQ-PL allowed for the proposal?**

**A14.** Yes, a one page cover letter is allowed.

**Q15. The RFQ does not indicate teaming limits or restrictions for Subconsultant participation. Can Subconsultants participate on more than one team?**

**A15.** Please review Section 4.2, Proposal Submission, of the RFQ. Subconsultants and Subcontractors may be included in more than one proposal. However, if a Subconsultant is serving as Subconsultant for multiple Successful Proposers, the Subconsultant must ensure that adequate staff is available to meet project requirements when needed.

**Q16. Will all certified CBE firms be awarded points?**

**A16.** Only Proposers who comply with the requirements of Section 3.6 and Section 5, Evaluation Procedures, Subsection C, Five Bonus Points and CBE Participation, will be eligible for five (5) bonus points on the evaluation.

**Q17. Please clarify if the five bonus points will only be awarded to CBE firms that are located in the City of Miami?**

**A17.** Yes, if a minimum of fifteen (15%) of the contract value is assigned to Miami-Dade County certified CBE firms that maintain a local office as defined in Section 18-73 of the City of Miami Code.

**Q18. Please provide the list of the Evaluation Committee Members.**

**A18.** At this time, Evaluation Committee Members have not been identified for this RFQ.

**Q19. Per Section 4.1, Submission Requirements, we are to have sections of the proposal "separated by a tabbed divider identifying the corresponding section number." Do the tabbed dividers need to stick out from the actual 8 ½ x 11 pages or are these simply pages to separate the different sections (with no actual protruding tab)?**

**A19.** Both formats are acceptable for proposal submission, however, the tabbed dividers or pages must identify the corresponding section number.

**Q20. Do actual licenses need to be provided for Subconsultants or only for the Prime Proposer?**

**A20.** Please provide a copy of all applicable licenses for both the Prime Proposer and all Subconsultants.

**Q21. Should Form RFQ-PP be completed by only the Prime Proposer or may Subconsultants also complete this form?**

**A21.** Form RFQ-PP, Qualifications of Proposer, shall only be completed for and by the Proposer.

**Q22. No Letter of Agreement (LOA) was included with the proposal. Please provide one for CBE use.**

**A22.** As stated in Section 3.6, required CBE forms like the Letter of Agreement can be found at the following link - <http://www.miamigov.com/MiamiCapital/forms.html>.

**Q23. Page 20 of the proposal references an "FDOT Notice of Qualifications." What does this pertain to and what should be included?**

**A23.** The Florida Department of Transportation (FDOT) Notice of Qualifications is issued by FDOT to technically qualify professional services firms. For this RFQ, FDOT qualification is not a requirement. However, please submit the notice if your firm maintains the qualification by FDOT.

**Q24. Is there a page limit for the proposal?**

**A24.** A set page limit for proposals has not been identified. However each proposal must be submitted in accordance with Section 4, Instructions for Submitting a Proposal, and the instructions identified on each proposal form.

**Q25. Does the City have a standard Letter of Agreement (LOA) form? If so, please post it.**

**A25.** Please refer to A22 above for clarification.

**Q26. Does the Proposer's Team also have to sign the form in Section 6.3, Debarment and Suspension?**

**A26.** Yes, please submit the Debarment and Suspension form for the Prime Proposer and all Subconsultants.

**Q27. Please confirm if only the Proposer and Proposer's Project Manager need reference forms (RFQ-PP-R and RFQ-PM-R).**

**A27.** Yes, please refer to A8 above for further clarification.

**Q28. On page 17 of the RFQ, under article 4.1, A.1. (Table of Contents) it indicates "All pages of the proposal must be consecutively numbered and correspond to the Table of Contents". Does this mean to number consecutively all pages of information only or are we to include in the consecutive numbering the tab pages that separate the various sections of the submittal?**

**A28.** Page numbers should reference all pages of information of the proposal in its entirety. There is no need to number the tab pages that separate the sections.

---

**THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE PROFESSIONAL SERVICES AGREEMENT AND SHALL BE MADE A PART THEREOF.**



**Annie Perez, CPPO, Director  
City of Miami Department of Procurement**