



CITY OF MIAMI

ADDENDUM NO. 2

October 4, 2017

REQUEST FOR QUALIFICATIONS NO.: 16-17-005

MISCELLANEOUS MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES

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 Miscellaneous Mechanical, Electrical, and Plumbing (MEP) Engineering Services – **Request for Qualifications ("RFQ") No.: 16-17-005** (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 following are revisions to the RFQ's documents and forms.

1. Section 4.1.A., Section C, Item 11, Qualifications MEP Engineers, page 21 of the RFQ, is hereby deleted in its entirety and replaced with the following:

Proposer shall complete and submit Form(s) RFQ-EE for all Engineers listed for this section of its Proposal. Proposer shall submit a **maximum of two (2)** RFQ-EE Forms for each Engineer.

Proposer must submit a RFQ-EE-R Form for each RFQ-EE Form submitted. Proposer shall also provide a one page resume reflecting the Engineer's education, experience and qualifications.

2. Section 4.1.B., Section A, page 22 of the RFQ, is hereby deleted in its entirety and replaced with the following:

1. Table of Contents

2. RFQ-PL – Proposal Letter

3. RFQ-N – Proposal Narrative

4. RFQ-QP – Qualifications of Proposer

5. RFQ-PP- Proposer's Project Experience

6. RFQ-PP-R – Proposer's Reference Forms

7. RFQ-QT – Qualifications of Proposer's Team

8. Resumes of Key Personnel

9. Form RFQ-WC – Workload Capacity for Proposed Key Personnel Current Workload

10. Team Organizational Chart

3. Section 4.1.B., Section C, page 22 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words:

1. RFQ-PM – Qualifications of Project Manager

2. RFQ-PM-R – Project Manager Reference

Resume of Project Manager

3. RFQ-EE – Qualifications of all listed Engineers*

4. RFQ-EE-R – Engineer Reference Form(s)*

Resume of Engineers

Form RFQ-WC – Workload Capacity for Proposed Personnel Current Workload.

*Note – Forms RFQ-EE and RFQ-EE-R should be utilized for each engineer identified on the Proposed Team (mechanical, plumbing, and electrical personnel).

B. The following are the inquiries received and the corresponding responses:

Q1. Is there a requirement for the firms to be local and are points awarded based on location? Additionally, if you are looking for local firms, what is defined as local? Does our office have to be in Miami-Dade County, or will an office in Broward County qualify as local?

A1. Although it is not a requirement for the Prime Proposer to be a local firm, there are requirements for the Proposer's team in accordance with Section 3.6, Community Business Enterprise (CBE) Participation Requirement - Mandatory, of the RFQ. Details regarding the definition of a local office are identified in Section 3.6.

Q2. It is my understanding that for every project submitted on an engineer's resume/project sheet, a Form RFQ-EE-R reference form must be filled out. Is that correct? Meaning that if I submit five engineers' resumes and they have four projects each, I will have a total of 20 reference forms that must be completed?

A2. Please refer to Section A, Item 1 of this Addendum for further clarification. The City is asking that you only complete a **maximum of two (2)** RFQ-EE and RFQ-EE-R Forms for each MEP engineer. The resume may list other projects in addition to those submitted as reference projects.

Q3. If one of our subconsultants is an architectural firm, is there a specific form that must be filled out to show what services they will provide that complies with the scope of this RFQ?

A3. Form RFQ-QT must be completed for all subconsultants. Additional details regarding the services provided by the Proposer's subconsultants shall be described within the Design Philosophy and Process, Form RFQ-DPP.

Q4. Regarding form RFQ-QT, if we are not using any subconsultants for the RFQ, are we still required to complete this form? Or is this only for Proposers that have subconsultants on board?

A4. Form RFQ-QT must be submitted with the proposal. Proposers shall identify on page 1 of Form RFQ-QT if no subconsultants will be included within the proposal. However, page 2 of Form RFQ-QT must identify all key personnel.

Q5. In reference to Proposer's Project Experience (Form RFQ-PP), Qualifications for Project Manager (RFQ-PM), and Qualifications for Engineers (RFQ-EE), can they be the same projects (can they be repeated) if they apply or do we have to submit five (5) projects for the firm, five (5) different projects for the project manager and five (5) different projects for each engineer?

A5. Proposers may submit the same projects for the Proposer, Project Manager, and Engineers. However, reference forms (RFQ-PP-R, RFQ-PM-R, and RFQ-EE-R) must be unique to the Proposer, Project Manager, and Engineers. Reference forms will be verified for each

qualifications form submitted.

Q6. On Section 4, the numbering for each section in the RFQ is not consecutive. Could you please revise it so the numbers that we include in the response match the ones in the RFQ?

A6. Proposers shall follow the format identified in Section 4.1.B, Proposal Submission Format.

Q7. On the Qualifications of Proposed Team form, it is requested that we submit a form RFQ-QT and RFQ-WC for each key member of the team, including subconsultants, and a resume for each team member. Then, on Qualifications of MEP Engineers, resumes are also requested in addition to form RFQ-EE and form RFQ-EE-R. Since all the team will be composed of MEP Engineers, we would be including the same resumes on both sections. Do we need to include them twice?

A7. No. Please refer to Section A, Item 2 and 3 of this Addendum for further clarification.

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**