



*City of Miami*

**ADDENDUM NO. 2**

February 10, 2016

RFQ NO.: 14-15-037

**Architectural and Engineering Services for Shenandoah Park  
and  
New Swimming Pool Facility**

**CITP PROJECT NO.: B-40563**

**TO: ALL PROSPECTIVE RESPONDENTS:**

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications and shall become an integral part of the Responses submitted and the Contract to be executed for **Architectural and Engineering Services for Shenandoah Park and New Swimming Pool Facility – Project No: B-40563 – Request For Qualifications No.: 14-15-037** (the “Project”). Please note the contents herein and affix same to the documents you have on hand.

**All attachments (if any) are available on the CITP website and are part of this Addendum.**

**A. The deadline for receipt of responses has been changed to:**

**Wednesday, February 24, 2016 @ 2:00 PM (Local Time);**

**B. Requests for Information – Since Issuance of this Request for Qualifications on December 30, 2015:**

**Q1. Would you kindly tell me the estimated construction budget for this Project?**

**A1. The City does not have an estimated construction budget for this Project at this time.**

**Q2. Section 3.5 - 3<sup>rd</sup> paragraph of the RFQ Package notes that the Project Manager for this project is to be a licensed & practicing engineer per Florida Statutes 471. In projects of this scope and size, the Project Manager is typically an Architect or from the Prime Proposer’s discipline. Section 2.4 of the RFQ infers that “The Selected Architectural Firm” is the Prime Proposer. Is the requirement of a Licensed Engineer as PM necessary for this project?**

**A2. The Third paragraph of Section 3.5 of the RFQ document is hereby deleted and replaced with the following:**

In addition, Respondents must have at least one staff member who has been licensed and practicing as an engineer or architect under Title XXXII, Regulation of Professions and Occupations, Florida Statute 471 or Florida Statute 481, respectively, for at least three years and who will serve as Project Manager for this Project.

- Q3.** With respect to a Respondent's experience and/or completed reference projects, will the City accept as completed, projects for which the design is complete but are currently under construction?
- A3.** **Yes, Respondents may submit as references, projects for which the design has been completed but which are currently under construction.**
- Q4.** With respect to a Respondent's experience and/or completed reference projects, can Proposer's use projects completed for the City of Miami?
- A4.** **Yes, Respondents may submit completed City of Miami projects as reference projects.**
- Q5.** The RFQ includes forms for architect and sub-consultant engineers. Please advise which forms should be completed for Landscape Architect key personnel and where these qualifications should be included in the response.
- A5.** **Respondents shall provide a one page resume and a Form RFQ-WC for all Key Personnel, including those for which no specific forms are provided or requested. (Please refer to Section 4.1A.5. Qualifications of Proposer's Team on page 17 of the RFQ document, and Section 4.1B. Response Submission Format: Section A on page 20 of the RFQ document).**
- Q6.** Please advise which forms, if any, should be submitted for sub-consultants such as surveying, geotechnical, etc. outlined in section 2.4 and where these qualifications should be presented in the response.
- A6.** **Please refer to Q5. and A5., above.**
- Q7.** We are having our team of consultants fill out the form RFQ-EE and RFQ-EE-R, one of the sub-consultants asks if they have to fill out the form RFQ-EE even though they have never been "Prime" in any of their projects? They have always been sub-consultants, do they fill out the form RFQ-EE anyway? Please advise.
- A7.** **Whether or not a sub-consultant has served as the "Prime" on a project, Forms RFQ-EE and RFQ-EE-R shall be provided for each and every engineer identified as Key Personnel on page 2 of Form RFQ-QT. (Please refer to Section 4.1B. Response Submission Format: Section C on page 20 of the RFQ document).**
- Q8.** One of the sub-consultants in our team is not CBE certified, does every Sub-consultant team have to be CBE certified?
- A8.** **No, there is no requirement that every sub-consultant be certified as a CBE. (Please refer to Section 5.0 C. Five Bonus Points – CBE Participation on page 24 of the RFQ document and Form 6.4 Certificate of Compliance With Sections 18-87 And 18-89 of the City Code on page 33 of the RFQ document).**
- Q9.** On the Proposal packet, page 20, it says for the form WC is the Workload capacity for the "PROPOSERS" current workload and on the RFQ-WC form itself, it says that each Key Personnel needs to fill out the RFQ-WC form that also filled out the form RFQ-QT. Please clarify.
- A9.** **Form RFQ-WC shall be included for each Key Personnel identified on page 2 of Form RFQ-QT as working for one of the sub-consultants identified on page 1 of Form RFQ-QT.**
- Q10.** On page 17 under the "Proposers Project Experience" section, it says "the firm must have a minimum of 5 years of experience and have served as the lead on similar projects on a minimum of 5 previous occasions" then in the form RFQ-PP the instructions say that "the proposer shall complete the following information for completed projects within the past 5 years" We would like to ask if the examples that we

will include, can be projects that were done more than 5 years ago?

- A10. The restriction stated on Form RFQ-PP limiting reference projects to “completed projects within the past five (5) years” is hereby deleted. Qualified reference projects completed prior to the last five years are acceptable.**
- Q11. For this specific RFQ, we are the "Proposer" and "Lead Architect", we have to fill out forms RFQ-PP and RFQ-LA, in this case, the information on both forms would be the same?**
- A11. Please note, references to “Proposer” in the RFQ document denote the firm that will execute the contract for the Project, while references to "Lead Architect" in the RFQ document denote the individual that will be assigned to the Project as the Lead Architect. There is no issue if any reference projects for the Proposer and the Lead Architect overlap.**

**THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENT AND SHALL BE MADE A PART THEREOF.**



**Annie Perez, CPPO, Director of Procurement**

This Addendum shall be signed and dated by the Respondent and submitted as proof of receipt with the submission of their Response.

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_