



City of Miami

ADDENDUM NO. 1

October 2, 2015

REQUEST FOR QUALIFICATIONS NO.: 14-15-036

MISCELLANEOUS LANDSCAPE ARCHITECTURAL SERVICES

TO: ALL PROSPECTIVE BIDDERS:

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 Agreement to be executed for Miscellaneous Landscape Architectural Services – Request for Qualifications No.: 14-15-036 (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.

THE RESPONSE SUBMITTAL DEADLINE HAS BEEN CHANGED TO WEDNESDAY, OCTOBER 14, 2015 AT 2:00PM (LOCAL TIME).

Request for Information

Q1. Should the RFQ-PP-R Form be sent directly to the City by the Proposer’s Reference, or should it be sent back to the Proposer to be included in the final submittal?

A1. All forms should be included with the Response submitted by the Proposer.

Q2. On Form RFQ-PP, it says to submit a Reference Form PP-R for each Form RFQ-PM.

Please clarify that a Reference Form PP-R should be submitted for each RFQ-PP Form and not with each RFQ-PM Form.

A2. Form RFQ-PP has been revised with the correct language (please see attached).

Q3. RFQ-PP: Proposers Project Form asks for the Signature of an Authorized Officer.

Please clarify who should be signing the RFQ-PP Form: the Proposer or the Proposer’s Reference.

If it is the Proposer’s Reference, does the Reference need to sign both the RFQ-PP and the RFQ-PP-R?

A3. Form RFQ-PP should be signed by an Authorized Officer of the Proposing Firm.

Q4. On page 17 of the RFQ, Section E, number 5, it states that we must include: Florida Department of Transportation (FDOT) "Notice of Qualification".

Please clarify that the City would like a letter of qualification from the FDOT.

A4. The FDOT Notice of Qualification is a mandatory requirement for all FDOT qualified firms, and must be included with the Response.

Q5. If the proposer's key personnel are all in-house and from the same discipline (such as Civil) and they have the same references, can the proposer include multiple personnel on the same reference page?

A5. Individual RFQ-EE and RFQ-EE-R Forms must be submitted for each Engineer presented in the Proposer's Response to the Key Personnel requirement.

Q6. If the scope is limited to Landscape, does the proposer need to include Mechanical and Plumbing if they already have Civil and Electrical?

A6. Yes, it is in the City's best interest to ensure that awarded firms are adequately staffed with Civil, Structural, Mechanical, Electrical, Plumbing, and Aquatic engineering disciplines should the need arise. Landscape Architectural projects are often complex, and may require the expertise of multiple disciplines in engineering services to ensure successful completion.

Q7. Can we use the same client reference for the Consultant Reference form (RFQ-PP-R), for the Consultant's Project Manager Reference form (RFQ-PM-R), and also for the Consultant's Engineer Reference form (RFQ-EE-R)?

A7. Proposers may use the same client reference for multiple Consultant Reference forms. However, each form must be completed and submitted separately in the referenced section of the proposal.

Q8. Could you please clarify what specific services are required for "Aquatics Engineers" (on p. 16 of the RFQ).

A8. A Civil Engineer specializing in full service planning, design and execution of aquatic facilities as well as fresh water ecological environments, such as resort pools, community pools, interactive aquatic facilities and inland fresh water ecosystems.

Q9. Can CSBE firms be used to fulfill the 15% CBE requirement?

A9. No, CBE firms may be used to complete the 15% CBE requirement. Miami-Dade County SBE firms that comply with the City of Miami CBE requirement can be found at: <http://www.miamidade.gov/business/library/reports/certify-cbe-by-firms.pdf>

Q10. On page 18 of the RFQ, it states for Section E #1 "Letter of Agreement (LOA) – 1 page for each Sub-consultant firm." Are the LOAs only filled out for CBE firms, or for all sub-consultants?


A10. Letter of Agreements (LOAs) must be submitted for each sub-consultant listed in the proposal, including but not limited to, CBE sub-consultants.

Q11. Does our lead for irrigation need to be a registered landscape architect? Can we have an irrigation consultant who is under direct supervision of a registered landscape architect?

A11. The lead for irrigation can be a civil engineer or a landscape architect. An irrigation consultant under the supervision of a civil engineer or landscape architect is allowed.

- Q12.** Can you please confirm that, per page 7 of the RFQ, the Lead Certified Landscape Architect is for our designated lead registered landscape architect, and not a LEED certified (or accredited) professional?
- A12.** There is not a LEED accreditation requirement. However, the project lead must be a certified landscape architect.
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THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE PROFESSIONAL SERVICES AGREEMENT AND SHALL BE MADE A PART THEREOF.



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

This Addendum shall be signed and dated by the Proposer and submitted as proof of receipt with the submission of the Proposal.

NAME OF FIRM: _____
SIGNATURE: _____

DATE: _____

Request for Qualifications Proposer's Project Form RFQ-PP

Instructions (one page per project)

Proposer shall complete the following information for completed projects within the past five (5) years, where the Proposer believes the project is of equal or greater scope, size, and complexity that best represents its ability to complete this Project. Complete all required information and submit this Form as required by the RFQ. Failure to submit this Form or complete the Form may result in the Response being rejected as non-responsive. List no more than 5 projects: Reference form RPQ-PP-R must be submitted for each Form RFQ-PP that is submitted.

RFQ Solicitation No.: _____ RFQ Title: _____

Name of Proposer: _____ Name of Project: _____

Address of Project: _____

Name of Owner: _____ Contact Name: _____

Contact Telephone No. _____ Contact e-mail address: _____

Brief Scope of Project & how project is similar: _____

Value of Design Fees: Awarded: _____ Actual: _____ N/A

Basis for difference in value: _____

Value of Construction: (if applicable): Awarded: _____ Actual: _____ N/A

Basis for difference in value: _____

Project Completion (no. of calendar days): Projected: _____ Actual: _____ N/A

Type of Project: design-bid-build design/build CM@Risk Other (specify): _____

LEED or Green Globe Certified Project: Yes No If yes, level of Certification: _____

By: _____ Date _____

Signature of Authorized Officer

Printed Name Title