



City of Miami

## ADDENDUM NO. 1

January 11, 2018

REQUEST FOR QUALIFICATIONS NO.: 16-17-056

### TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING SERVICES FOR BISCAYNE BOULEVARD

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 Contract to be executed for **Transportation Planning and Traffic Engineering Services for Biscayne Boulevard – Request for Qualifications (“RFQ”) No.: 16-17-056** (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 Office of Capital Improvements (OCI) website, and are part of this Addendum.

- A. **The Response Submission Due Date for this RFQ No.: 16-17-056 has been changed to January 24, 2018 at 3:00 PM;**
- B. The following are replacements, corrections and/or deletions that are hereby incorporated into the RFQ Document:
  - I. The heading and two (2) opening statements in Section 1.1, on pages 2 and 3 of the RFQ, are hereby deleted in their entirety and replaced with the following to remove the stricken words and add the underlined words:

1.1 **FDOT/LOCAL AGENCY PROGRAM FUNDING – PREQUALIFIED CONSULTANTS AND SUB-CONSULTANTS ONLY FDOT PREQUALIFICATION REQUIREMENTS**

**THE FDOT/LOCAL AGENCY PROGRAM FUNDING FOR SERVICES PURSUANT TO THIS RFQ REQUIRES THAT ALL PROPOSERS AND THEIR SUB-CONSULTANTS HAVE BEEN PREQUALIFIED BY FDOT, IN ACCORDANCE WITH PROPOSING TEAMS INCLUDE AT LEAST ONE (1) FIRM OR INDIVIDUAL THAT HAS BEEN PREQUALIFIED BY FDOT IN EACH OF THE FOLLOWING FDOT STANDARD WORK TYPES: 6.1 - TRAFFIC ENGINEERING STUDIES, 13.4 - SYSTEMS PLANNING, AND 13.5 SUB AREA/CORRIDOR PLANNING, TO PROVIDE THE TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING SERVICES FOR THE BISCAYNE BOULEVARD PROJECT. EACH PROPOSING TEAM MUST POSSESS PREQUALIFICATION IN ALL OF THE FDOT**

Addendum No.: 1

Transportation Planning and Traffic Engineering Services  
For Biscayne Boulevard

RFQ No.: 16-17-056

**STANDARD WORK TYPES SPECIFIED ABOVE.**

**~~In addition to being prequalified by FDOT to provide the required Transportation Planning services, Each Proposer and their sub-consultants must execute and submit with their proposal the following FDOT certifications and forms:~~**

- II. Attached hereto as Exhibit 1 is the most current version of Form #375-030-50 Procurement OGC 03/17, which shall be completed and submitted with proposals responding to this solicitation.
- III. Section 4.5 Minimum Qualification Requirements, on pages 14 and 15 of the RFQ: The following paragraph is hereby deleted in its entirety:
- ~~In addition, Proposers must have at least one staff or team member who has been licensed and practicing as an engineer for at least three years and who shall serve as Project Administrator for this Project.~~
- IV. Section 5.1A. Content of Qualifications Statement, Section A, Item 5, Qualifications of the Proposer's Team, on pages 18 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words:
5. Qualifications of the Proposer's Team
- Firm shall complete and submit Form RFQ-QT for this section of its Response. Form RFQ-WC is to be completed for each of the Key Personnel identified in Form RFQ-QT. An organizational chart of the Project Team shall be provided. ~~along with a one page resume for key personnel.~~
- V. Section 5.1A. Content of Qualifications Statement, Section C, Item 5, Qualifications of Project Administrator, on page 20 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words, and add the underlined words:
5. Qualifications of the Project Administrator
- Proposer shall complete and submit Form(s) RFQ-PA-(TRANS) for the Project Administrator for this section of its Response.
- For each RFQ-PA-(TRANS) Form, the Proposer must submit a RFQ-PA-R Form for the Project Administrator for this section of its Response. Include the ~~Landscape Architect's~~ Project Administrator's Resume.
- VI. The heading for Section 5.1A., Content of Qualifications Statement, Section D, Item 3, RFQ Response Forms (Section 7.0), on page 20 of the RFQ, is hereby deleted in its entirety and replaced with the following to correctly identify the Section of the RFQ where the RFQ Response Forms are located.
3. RFQ Response Forms (Section 8.0)
- VII. Section 5.1A. Content of Qualifications Statement, Section E, on page 20 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words and add the underlined words:

## **Section E**

1. Letter of Agreement(s) (LOA)
2. Form C-1 List of Sub-consultants\*
3. Certificate of Compliance Business Tax Receipt
4. Copies of CBE certification for Prime (if applicable)
5. Notices of Qualifications (FDOT) Prequalification in required FDOT Standard Work Types 6.1 - Traffic Engineering Studies, 13.4 - Systems Planning and 13.5 - Sub Area/Corridor Planning

### **\*NOTE: Sub-consultants Information form C-1**

Proposer shall list all proposed sub-consultants to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work (service or commodity).

- VIII. Section 5.1B. Response Submission Format, Section C, on page 21 of the RFQ, is hereby deleted in its entirety and replaced with the following to add the underlined words:

### **Section C**

For all positions proposed, please submit the supporting forms and information requested below:

1. RFQ-LTP-(TRANS) – Qualifications of Lead Transportation Planner
2. RFQ-LTP-R – Lead Transportation Planner Reference Form
3. Resume and Professional Licenses of Lead Transportation Planner
4. RFQ-LUD-(TRANS) – Qualifications of Lead Urban Designer
5. RFQ-LUD-R – Lead Urban Designer Reference Form
6. Resume and Professional Licenses of Lead Urban Designer
7. RFQ-LTE-(TRANS) – Qualifications of Lead Traffic Engineer
8. RFQ-LTE-R – Lead Traffic Engineer Reference Form
9. Resume and Professional Licenses of Lead Traffic Engineer
10. RFQ-LA-(TRANS) – Qualifications of Landscape Architect
11. RFQ-LA-R – Landscape Architect Reference Form
12. Resume and Professional Licenses of Landscape Architect
13. RFQ-PA-(TRANS) – Qualifications of Project Administrator
14. RFQ-PA-R – Project Administrator Reference Form
15. Resume and Professional Licenses of Project Administrator
16. Form RFQ-WC – Workload Capacity for the Proposer's current workload.

- IX. Section 5.1B. Response Submission Format, Section D, page 22 of the RFQ, Item 3, RFQ Response Forms (Section 7.0), is hereby deleted in its entirety and replaced with the following to correctly identify where the RFQ Response Forms are located in the RFQ:

3. RFQ Response Forms (Section 8.0)

- X. Section 5.1B. Response Submission Format, Section E, page 22 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words and add the underlined words:

## Section E

1. Letter of Agreement (LOA) 1 pg for each Sub-consultant firm
2. Form C-1 List of Sub-consultants
3. ~~Certificate of Compliance Business Tax Receipt~~
4. ~~Copies of CBE certification for Prime (if applicable)~~ Notices of Prequalification in required FDOT Standard Work Types 6.1 - Traffic Engineering Studies, 13.4 - Systems Planning and 13.5 - Sub Area/Corridor Planning

XI. The Disadvantage Business Enterprise (DBE) goal stated in Section 7.1 on page 26 of the RFQ, is hereby changed to 10.65%.

### C. Requests for Information and Responses:

- Q1. It seems that the forms needed for this solicitation have not been uploaded to the City's website.
- A1. **The forms required for responding to this solicitation are included in the RFQ Document. Please Note: Certain forms have been revised and are attached hereto as Exhibits to this Addendum in Section D. Additional Information, below.**
- Q2. Can a subconsultant be added to our team that is not pre-qualified in any of the specified FDOT work types? For example, a landscape architect firm may be pre-qualified in FDOT work type 15.0 (Landscape Architect) but may not be pre-qualified in work type 6.1, 13.4, and/or 13.5.
- A2. **Yes. Proposing teams may include sub-consultants that are not pre-qualified in any of the specified FDOT standard work types. As stated in Item B.I., above, prequalification in all of the specified FDOT standard work types must be met by the proposing team, as a whole.**
- Q3. Page 3 of the RFQ requires specified FDOT certification forms to be submitted for both the prime and subconsultant firms. Please specify which section of the proposal shall contain the FDOT certification forms?
- A3. **Proposers shall include a Section F in its Response Submission Format wherein the executed FDOT certifications shall be included.**
- Q4. Are we correct in assuming that the RFQ refers to "Key Personnel" whom you must submit resume and form information are only for our team members serving in the roles of Lead Transportation Planner, Lead Urban Designer, Lead Traffic Engineer, Lead Landscape Architect, and Project Administrator?
- A4. **The term "Key Personnel" in the RFQ refers the team members serving as Lead Transportation Planner, Lead Urban Designer, Lead Traffic Engineer, Lead Landscape Architect, and Project Administrator and otherwise listed in Section 5.1A. Content of Qualifications Statement, Section C, on pages 19 and 20 of the RFQ, and Section 5.1B. Response Submission Format, Section C, on page 21 of the RFQ.**
- Q5. Section 4.4 Business Tax Receipt Requirement, on page 14 of the RFQ, requires inclusion of a copy of the Proposer's local BTR license. Please advise in which section of the proposal the BTR should be included.
- A5. **Business Tax Receipts requested by Section 4.4 on page 14 of the RFQ shall be included in Section 5.1B. Response Submission Format, Section E. See items B.VII. and B.X., above.**

- Q6.** Section 5.1A. Content of Qualifications Statement: Section A, Item 4, Qualifications of the Proposer, on page 18 of the RFQ, requires Form RFQ-QP and specifies a three (3) page maximum. However, because we are a large firm, our list of litigation and our list of officers/directors will exceed the three (3) page maximum for Form RFQ-QP. Please confirm whether attachments may be included that sufficiently answer the questions in form RFQ-QP even if the three (3) page maximum is exceeded.
- A6.** **Revised Form RFQ-QP is attached hereto as Exhibit 2. Proposers may attach additional pages required to sufficiently answer the litigation and ownership questions in Form RFQ-QP, even if the three (3) page maximum is exceeded. If desired, Proposers may limit their list of litigation to matters that: i) have occurred within the last seven (7) years; and ii) involve claims for at least \$100,000.00 in damages.**
- Q7.** Section 5.1A. Content of Qualifications Statement: Section A, Item 5, Qualifications of the Proposer's Team, on page 20 of the RFQ, and Section 5.1B, Response Submission Format, Section C, on page 21 of the RFQ, require resumes for key personnel. Shall proposers provide resumes under both of the above-mentioned Section A and Section C?
- A7.** **Proposers shall provide resumes for key personnel only in response to Section 5.1B., Response Submission Format, Section C. See Item B.VIII., above.**
- Q8.** Section 5.1A. Content of Qualifications Statement: Section B, Item 1, on page 18 of the RFQ, requires Form RFQ-TRANS-PMP and limits the Form to a 2-page maximum. The Form RFQ-TRANS-PMP provided has a single page. Please confirm whether Proposers may add one (1) additional to the Form RFQ-TRANS-PMP.
- A8.** **Revised Form RFQ-TRANS-PMP is attached hereto as Exhibit 3. Proposers shall adhere to the stated two (2) page limit.**
- Q9.** Section 5.1B. Response Submission Format, Section A, Item 7, Proposer's Project Experience, requires Form RFQ-PP-(TRANS), but only RFQ-PP is provided. Please advise if the RFQ-PP form is acceptable to use or provide form RFQ-PP-(TRANS).
- A9.** **Form RFQ-PP-(TRANS) is attached hereto as Exhibit 4.**
- Q10.** Section 7.2 Bid Opportunity List Reporting, on Page 26 of the RFQ, says that "proposers shall complete the Bidder Opportunity List through the Equal Opportunity Compliance System within three days of submission of the proposal for all subconsultants who quote to you for specific services for this solicitation." Since the EOC website uses FDOT Proposal ID numbers, please advise under which Proposal ID/LAP Agreement ID this information should be entered.
- A10.** **Proposers shall complete and submit FDOT Form 375-040-62 – Bid Opportunity List for Professional Consultant Services, and Commodities & Contractual Services in response to Section 7.2 Bid Opportunity List Reporting. FDOT Form 375-040-62 Procurement 04/07 is attached hereto as Exhibit 5.**
- Q11.** Form RFQ-N, on page 34 of the RFQ, refers to the "requirements for Construction, Engineering and Inspection Approach & Process". Please confirm whether Form RFQ-N should discuss Proposer's qualifications in terms of planning and/or study processes.
- A11.** **Form RFQ-N shall provide the Proposer's overview and qualifications for this Project in terms of its planning and study processes. Revised Form RFQ-N is attached hereto as Exhibit 6. Proposers shall limit their response to the two (2) pages of the Revised Form RFQ-N.**

- Q12.** Form RFQ-T, on page 34 of the RFQ, requires Proposers to respond to the requirements of the RFQ for “Design & Construction Approach and Process.”
- Q1: Please confirm whether this should be for the planning and/or study process.
  - Q2: Please confirm we can add a page to this form to fit the 2-page maximum requirement.
- A12.** **Revised Form RFQ-T is attached hereto as Exhibit 7, and shall provide Proposer’s response to the matters specified in Section 5.1A. Content of Qualifications Statement: Section B, Item 2. Technical Approach. Proposers shall limit their response to the two (2) pages of the Revised Form RFQ-T.**
- Q13.** Form RFQ-QT, on pages 38 and 39 of the RFQ, has the incorrect Solicitation number and RFQ title, and states that the “Program Coordinator” will be the lead point of contact for the City. Please provide a revised Form RFQ-QT.
- A13.** **Revised Form RFQ-QT is attached hereto as Exhibit 8.**
- Q14.** Form RFQ-PA-(TRANS), on page 52 of the RFQ, refers to “three (3) completed landscape architect projects that involved the landscaping of a vehicle or pedestrian corridor.” Please confirm that the Project Administrator can list similar projects that may not include landscaping.
- A14.** **Revised Form RFQ-PA-(TRANS) is attached hereto as Exhibit 9. Project Administrator’s reference projects shall involve the administration of the planning and/or study for roadway reconfiguration or reconstruction projects.**
- Q15.** We have downloaded the Certificate of Compliance form from the City of Miami’s website. The Certificate of Compliance form requires a minimum of 15% of the contract value performed by a Miami-Dade County CBE. Page 26 of the RFQ states that the City and FDOT have a race-neutral goal of 9.91% of Disadvantaged Business Enterprise (DBE) utilization. Which percentage value should be considered for this contract?
- A15.** **The Certificate of Compliance form is not applicable for this RFQ solicitation, and shall not be included in the proposal. Moreover, due to the federal funding for this Project, Miami-Dade County’s Community Business Enterprise program is also not applicable for this RFQ solicitation. For further clarification of the FDOT’s DBE utilization goal for this Project please refer to Item B. XI, above.**
- Q16.** Please confirm that this solicitation has no extra points for local preferences.
- A16.** **This RFQ solicitation does not provide extra points for local preferences. See Q15 and A15, above.**
- Q17.** The following forms appear to be geared toward design and construction type projects by asking for design fees, type of project, LEED certified project, errors, and omissions, responsive to owner and contractor, which are not applicable to planning or study projects. Please advise if we should use these forms, or if other forms geared toward planning/study projects will be provided.
- RFQ-PP-R  
 RFQ-LTP-(TRANS)  
 RFQ-LTP-R  
 RFQ-LUD-(TRANS)  
 RFQ-LUD-R

RFQ-LTE-(TRANS)  
RFQ-LTE-R  
RFQ-LA-(TRANS)  
RFQ-LA-R  
RFQ-PA-R

- A17. Forms listed above have been revised and are attached hereto as Composite Exhibit 10.**
- Q18.** Regarding the Proposer's Reference Letter Form RFQ-PP-R, on page 41 of the RFQ, Our firm recently gathered letters from clients for this very form and submitted them to the City of Miami Procurement Department for the pair of Wynwood RFQs -- for Woonerfs and NW 3rd Avenue. Can we submit those same references (dated in mid-2017) for this RFQ, especially since our letters referenced urban design/land use work for corridors -- which is similar to the Urban Design element of RFQ NUMBER 16-17-056.
- A18. No. Please Note - Form RFQ-PP-R has been revised and is included in Composite Exhibit 10, below.**

**D. Additional Information:**

1. Exhibit 1 - FDOT Form #375-030-50 Procurement OGC 03/17
2. Exhibit 2 - Revised Form RFQ-QP
3. Exhibit 3- Revised Form RFQ-TRANS-PMP
4. Exhibit 4 - Revised Form RFQ-PP-(TRANS)
5. Exhibit 5 - FDOT Form 375-040-62 Procurement 04/07
6. Exhibit 6 - Revised Form RFQ-N
7. Exhibit 7 - Revised Form RFQ-T
8. Exhibit 8 - Revised Form RFQ-QT
9. Exhibit 9 - Revised Form RFQ-PA-(TRANS)
10. Composite Exhibit 10 - Revised Key Personnel Forms

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

  
Annie Perez, CPPO, Director of Procurement