



CITY OF MIAMI

ADDENDUM NO. 1

January 27, 2017

REQUEST FOR QUALIFICATIONS NO.: 15-16-032

CAPITAL PROGRAM SUPPORT 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 Agreement to be executed for Capital Program Support Services – **Request for Qualifications ("RFQ") No.: 15-16-032** (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 deadline for receipt of proposals has been extended to **Monday, February 13, 2017 at 2:00 p.m. (local time)**.

B. The following includes revisions to the RFQ:

1. Section 1.2, titled "Submission of Proposals", third sentence, page 3 of the RFQ, is hereby deleted in its entirety and replaced with the following, to remove the stricken words:

"One (1) original and ~~nine (9)~~ seven (7) copies (total of ~~10~~ eight (8)), plus one (1) copy in digital format (on CD-ROM or USB in .pdf format) of the Proposer's Proposal, must be timely received by the City, or the Proposal may be disqualified."

2. Section 3.14, titled "Public Records", second sentence, page 14 of the RFQ, is hereby deleted in its entirety and replaced with the following, to remove the stricken words:

IF THE SUCCESSFUL PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (305) ~~416-1830~~ (305) 416-1800, VIA EMAIL AT PUBLICRECORDS@MIAMIGOV.COM, OR REGULAR MAIL EMAIL AT CITY OF MIAMI OFFICE OF THE CITY ATTORNEY, 444 SW 2ND AVENUE, 9TH FL, MIAMI, FL 33130.

3. Section 4.1.A, Section A, Number 4, titled "Qualifications of the Proposer", beginning at the seventh sentence, page 17 of the RFQ, is hereby deleted in its entirety and replaced with the following, to remove the stricken words:

~~Proposer shall submit a spreadsheet identifying each employee and owner of the company, together with their title, years of experience and years employed in current title (Employee Matrix). Proposer shall provide its current work load for the next six (6) months and a staffing plan. Proposer shall submit a Staffing Plan identifying each owner, Key Personnel and administrative staff to be assigned to work under this Agreement, including their project role, title, years of experience, years employed in current title and percentage of time to be devoted to work under this Agreement.~~

- Proposer shall complete and submit Form RFQ-QP for this section of its Proposal.
- Proposer shall complete and submit Form RFQ-WC for this section of its Proposal.
- ~~Proposer shall complete and submit an Employee Matrix.~~
- Proposer shall complete and submit a Staffing Plan (Form RFQ-SP).

4. Section 4.1.B, titled "Proposal Submission Format", Section A, page 20 of the RFQ, is hereby deleted in its entirety and replaced with the following, to remove "Employee Matrix":

1. Table of Contents
2. RFQ-PL – Proposal Letter
3. RFQ-N – Proposal Narrative
4. RFQ-QP – Qualifications of Proposer
5. Proposer Organizational Chart
6. Staffing Plan
7. RFQ-QT – Qualifications of Proposer’s Team
8. RFQ-WC – Workload Capacity
9. Resumes of Key Personnel
10. Team Organizational Chart
11. RFQ-PP- Proposer’s Project Experience
12. RFQ-PP-R – Proposer’s Reference Forms

C. The following includes revisions to the PSA:

1. Article 8, titled "Indemnification", first sentence, page 11 of the PSA, is hereby deleted in its entirety and replaced with the following, to remove the stricken words:

~~It is the City's longstanding policy that the The Consultant shall indemnify, hold harmless, and defend the City, its officers, agents, directors, and/or employees, from liabilities, damages, losses, judgments, and costs, including, but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, negligent act or omission, or intentional wrongful misconduct of Consultant and persons employed or utilized by Consultant in the performance of this Contract.~~

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

- Q1.** Section 1.8 of the Request for Qualifications states: "Upon award of an Agreement by the City Commission, the Successful Proposer is precluded, during the term of the Agreement, from entering into any other agreements with the City to provide professional consulting services related to, or to be used, by OCI and/or Office of Transportation Management."
- a. Can the City clarify whether this provision also applies to firms that already have agreements with the City, or if it only applies to future agreements?
 - b. Further, please confirm whether this provision applies to "prime" firms and subconsultants? For example, if a firm is awarded this Agreement, will it be precluded from serving the City as a subconsultant to another "prime" firm on an OCI and/or Office of Transportation Management project?

- A1.** a. During the term of the Agreement to be awarded pursuant to this RFQ, the Successful Proposer shall not serve as **Prime Consultant** pursuant to any consultant agreements with the City for “miscellaneous projects”, including, but not limited to, the following disciplines:
- Architectural Services
 - Civil Engineering Services
 - Construction Engineering and Inspection Services
 - Environmental Engineering Services
 - Landscape Architectural Services
 - Marine and Coastal Engineering Services
 - Surveying and Mapping Services
 - Transportation Program Support Services
 - Archaeological Services
 - Structural Engineering Services
 - Mechanical, Electrical, and Plumbing Engineering Services

In the event that the Successful Proposer is party to any existing agreement(s) with the City for “miscellaneous” projects, said existing consultant agreement(s) will be terminated by the City, following the completion of all existing work-orders.

However, the Successful Proposer shall be permitted to continue all existing “**project specific**” consultant agreements until completion, but shall be prohibited from executing any new “project specific” consultant agreements during the term of this Agreement. Furthermore, the Successful Proposer shall be prohibited from serving as a subconsultant under any consulting agreements with the City during the term of this Agreement.

b. Subconsultants to the Successful Proposer shall be permitted to maintain and/or enter into consulting agreements with the City as the Prime Consultant and may serve as a subconsultant to other Prime Consultants during the term of this Agreement.

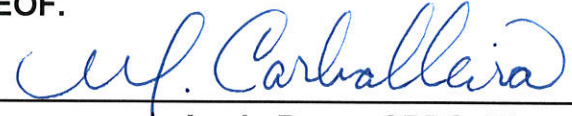
- Q2.** Please confirm whether completing Form RFQ-QT is sufficient to respond to the required Employee Matrix referenced in Section 4.1 of the Request for Qualifications. If it is not, please specify the desired content and format for the Employee Matrix.
- A2.** The Employee Matrix is no longer a requirement for this RFQ. Please refer to Section B, Number 3 and 4, of this Addendum for further clarification.
- Q3.** Please specify the desired content and format for the Staffing Plan referenced in Section 4.1 of the Request for Qualifications.
- A3.** Please refer to Section B, Number 3 and 4, of this Addendum for further clarification; and complete Form RFQ-SP for the Staffing Plan.
- Q4.** Please confirm that providing the CERTIFICATE OF COMPLIANCE WITH SECTIONS 18-87 OF THE CITY CODE, which is included in Section 6.4 of the Request for Qualifications, meets the requirements of the Letter of Agreement as specified in Sections 1.12 and 3.6 of the Request for Qualifications. If not, kindly specify the desired content and format for the Letter of Agreement.
- A4.** No, the Certificate of Compliance does not meet the requirements of the Letter of Agreement. The Letter of Agreement can be found on the Capital Improvements and Transportation Program (CITP) Forms webpage at - <http://www.miamigov.com/CITP/forms.html>. Specifically, the form can be found within the section titled, "Community Business Enterprise - Forms and Reports".
- Q5.** Are firms that are currently under contract either as an architect of record, engineer of record or prime contractor precluded from being on the program management team?

- A5.** Please refer to above response, A1, for further clarification.
- Q6.** Does the City have a preferred web-based project management system to manage the capital improvements program?
- A6.** No, the City does not have a preferred web-based project management system to manage the capital improvements program.
- Q7.** What is the expected role/scope of the project scheduler(s)?
- A7.** The project scheduler shall assist Project Managers, Construction Managers and other OCI staff in the analysis and reporting of schedules submitted by contractors and/or consultants for various projects. The project scheduler shall also prepare project schedules and provide litigation assistance, as needed by OCI staff.
- Q8.** Does the City have a preferred scheduling platform (ie: P6, Microsoft, etc.)?
- A8.** Yes, Microsoft Project is the City's preferred scheduling platform.
- Q9.** Will the county require the selected consultant to develop a project management plan (PMP)?
- A9.** The Successful Proposer shall be required by the City to develop project specific PMPs on an as needed basis. Miami-Dade County is not involved with this RFQ.
- Q10.** Which drafting platform does the City prefer using?
- A10.** The City's preferred drafting platform is AutoCAD.
- Q11.** Will the City require the use of project inspectors, if so, is there a preferred certification?
- A11.** The City will request project inspectors on an as needed basis. Accordingly, the certification(s)/license(s) required will be determined at the time of each inspection required. Project inspectors shall have the industry certification(s)/license(s) required and the experience necessary to inspect work under the assigned field(s) of construction.
- Q12.** Will the City require support to their building and zoning department?
- A12.** No, the City does not anticipate requiring the Consultant awarded pursuant to this RFQ to provide support to the City's Building Department and Planning & Zoning Department.
- Q13.** Page 3 of the RFQ, Section 1.2 indicates that "One (1) original and nine (9) copies (total of 10), plus 1 copy in digital format is required. Page 21 of the RFQ, Section 4.2 indicates that One (1) unbound original and seven (7) bound copies, plus one digital copy in .PDF format is required. Will the City please clarify how many bound and unbound copies of the proposal response shall be included?
- A13.** Please refer to Section B, Number 1, of this Addendum for further clarification.
- Q14.** Form RFQ-AM – Approach and Methodology has been included on the City's website for download, but has not been referenced within this RFQ. Will the City please clarify if RFQ-AM should be utilized for this proposal response?
- A14.** No, Form RFQ-AM is not a requirement for this RFQ, and will be removed from the website.
- Q15.** The Addenda Certification form has been included on the City's website for download, but has

not been referenced within this RFQ. Will the City please clarify which section the Addenda Certification Form should be included in within our proposal response??

- A15.** The Addenda Certification form is not a requirement for this RFQ, and will be removed from the website.
- Q16.** Would the City please consider extending the response deadline in order to allow respondents the benefit of the clarifications anticipated to be provided within Addendum 1?
- A16.** Please refer to Section A of this Addendum for further clarification.

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

Joe 

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