

# City of Miami



## ADDENDUM NO. 1

February 22, 2018

### REQUEST FOR QUALIFICATIONS NO. 17-18-005

### ARCHITECTURAL AND ENGINEERING SERVICES FOR CITIZENS BANK BUILDING RESTORATION PROJECT

**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 Architectural and Engineering Services for Citizens Bank Building Restoration Project – **Request for Qualifications ("RFQ") No. 17-18-005** (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. The Proposal Submission Due Date has been extended to **March 7, 2018, by 2:00 p.m.** (local time).
2. The "Table of Contents" of the RFQ, is hereby amended to include "Exhibit A." This exhibit is comprised of the following documents:
  - **Report of Environmental Site Assessment, Phase I, No. 17-ESA 114, dated May 2017, and prepared by U.S. South Engineering & Testing Lab, Inc.;**
  - **Sketch of Alta/NSPS Land Title Survey, dated May 2017, and prepared by Exacta Commercial Surveyors, Inc.; and**
  - **Citizens Bank Designation Report, designated by the Miami City Commission on November 17, 1988.**

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

- Q1.** Please confirm whether or not the prime proposer's self- performed work may satisfy the SBE Participation requirements if they are currently certified by Miami-Dade County as a SBE firm; or must this requirement be met only by sub-consultants.
- A1.** A prime proposer, who is a Miami-Dade County certified SBE firm, can self-perform to satisfy the SBE requirements for the referenced solicitation.

- Q2.** On pg.24 it states that the Form RFQ-WC is needed from Key Personnel. Can you be more specific as to who is Key Personnel? Does every individual in the proposal require a Form RFQ-WC or is it just for Lead Design Architect, Project Manager and Historic Preservation Specialist?
- A2.** Section 2.3(II) "Proposed Team" on page 10 of the RFQ clearly indicates the different disciplines that shall be included on the list of Key Staff.
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- Q3.** There are currently 2 pages each to Section B - Design Philosophy and Process (RFQ-DPP) and Technical Approach (RFQ-T). Can additional pages be added to these 2 sections or are these limited to only 2 pages?
- A3.** There is no page limit page for the sections you are referring to. We would, however, recommend Proposers to keep the narrative for these sections within a reasonable length.
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- Q4.** Please confirm the role and disciplines required of the Construction Engineering and Inspection Services professional.
- A4.** Section 2.3(II) "Proposed Team," on page 10 of the RFQ clearly indicates the different disciplines that shall be included on the list of Key Staff.
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- Q5.** Would the bonus points for SBE be awarded if a sub-consultant is SBE Certified for Miami-Dade County but not located within the City of Miami?
- A5.** Pursuant to Section 18-87 of the City's Procurement Code, bonus points will be awarded to a Prime Consultant only if 1) the Prime Consultant satisfies the 15% CBE requirement by self-performing and being a certified CBE firm with an office within City limits; or 2) if the Prime Consultant satisfies the 15% CBE requirement through a sub-consultant, who is a certified CBE firm with an office within City limits.
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- Q6.** To whom would we refer to as the owner of the government references that were requested?
- A6.** Procurement staff will check every reference included in all proposals. Procurement recommends that you list as project owners only individuals who will vouch for your firm's prior performance. References that cannot be verified will not count towards meeting the minimum requirements/project experience set forth in this solicitation, and may lead to finding a proposal non-responsive.
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- Q7.** Are there any as-built plans, drawings, designation reports or any other investigative material that would be beneficial for our use and can be shared with us at this time? Access to this information could prove crucial demonstrating our understanding of the complete scope of the project and what additional services (if any) would need to be included.
- A7.** Please refer to Item A, 2, above.

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



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