



CITY OF MIAMI

ADDENDUM NO. 1

May 31, 2017

REQUEST FOR QUALIFICATIONS NO.: 16-17-025

CIVIL ENGINEERING SERVICES FOR SOUTHWEST 22ND AVENUE RECONFIGURATION PROJECT, B-30770

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 Civil Engineering Services for Southwest 22nd Avenue Reconfiguration Project, B-30770 – **Request for Qualifications ("RFQ") No.: 16-17-025** (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 **Wednesday, June 7, 2017 at 3:00 p.m. (local time).**
- B.** The following documents are hereby incorporated into and made a part of this RFQ, and the Professional Services Agreement to be awarded.
 - 1. SW 22nd Avenue Enhancement Study
- C.** The following are the inquiries received and the corresponding responses:
 - Q1.** After reviewing the RFQ, Section E states to provide Notice of Qualifications (FDOT). Is it necessary for the Prime Proposer to be FDOT qualified?
 - A1.** Yes, the Prime Proposer must provide a current copy of their Florida Department of Transportation (FDOT) Notice of Qualifications letter.
 - Q2.** Can City of Miami projects be used as references for the Proposer, Civil Engineer and/or Project Manager (PM)?
 - A2.** Yes, City of Miami projects may be submitted as references for the Proposer, Civil Engineer and/or Project Manager.
 - Q3.** Do all Community Business Enterprise (CBE) Subconsultants have to be located within the City of Miami City limits to obtain the bonus points?"

- A3.** Yes, in order to receive the "bonus points", all CBE Subconsultants submitted to meet the fifteen percent (15%) requirement must be located within City of Miami City limits in accordance with the definition of "Local Office" in Section 18-73 of the City of Miami Code.
- Q4.** Where on the forms are we to address the full time personnel assigned for the firm's reference projects?
- A4.** Full time personnel may be identified on Form RFQ-WC, Workload Capacity, in the field "Title of Key Personnel".
- Q5.** Under Section B.9 (Qualifications of Engineer) on Page 19 of the RFQ, it states "Proposer shall complete and submit Form RFQ-EE for the lead Civil Engineer listed for this section of the Proposal." It also says "Form RFQ-EE-R shall be submitted for each Form RFQ-EE submitted. Proposer shall also provide a one page resume reflecting the Civil Engineer's education, experience and qualifications as they relate to this Project."

Where can we find forms RFQ-EE and RFQ-EE-R? We cannot find them on the City's procurement website.

- A5.** All forms can be found on the solicitation webpage http://www.miamigov.com/CITP/Pages/ProcurementOpportunities/RFQ_CivilEngSrv_SW22Ave.html.
- Q6.** The RFQ states on Page 17, "Hard cover binders shall not be used in the submission of the Proposal." May we include a laminated cover and back and tabs for coil or GBC binding of proposal submittals? Or are all proposals to have paper covers and bound by a binder clip?
- A6.** Yes, laminated covers and backs, including tabs are permitted. Coil, Spiral, and GBC binding are all acceptable.
- Q7.** What is the estimated design/post-design/construction administration fee/budget for this project?
- A7.** The City does not have an exact budget amount for the Project at this time, but it is projected to be approximately \$260,000.00.
- Q8.** The RFQ Reference forms (RFQ-EE-R, RFQ-PM-R) require that the form be filled out and signed by the Client. Neither the FDOT nor Miami-Dade County are allowed to provide references to firms or individuals. FDOT does make their grades available. These grades cover the following topics: quality, schedule and management. Please confirm if providing the Client's grade for a specific project, in lieu of a signed form, is acceptable.
- A8.** Yes, reporting available from the project owner (Miami-Dade County and FDOT), including grades, is acceptable. However, any reporting submitted must originate from the project owner.
- Q9.** Are additional pages/form sheets allowed for Forms RFQ-DPP (Design Philosophy and Process) and RFQ-T (Technical Capabilities)? These Forms ask for approaches and methodologies that may require more pages than are currently allotted.
- A9.** Additional form sheets are permitted, however, form sheets submitted for Design Philosophy and Process, and Technical Capabilities may not exceed four (4) pages each.
- Q10.** Is a Cover Letter/Letter of Introduction permitted for the front page of our submittal?
- A10.** A one-page Cover Letter/Letter of Introduction is permitted, but not as a cover page.
- Q11.** Are projects that are currently in construction phase (design completed, design close to

completion, post-design) permitted to be used for Form RFQ-PP?

- A11.** In accordance with Section 3.5, Minimum Qualification Requirements, for referenced projects all design phases must be completed. However, the construction phase may be "in process" at the time of proposal submission.
- Q12.** What Forms other than the Letter of Agreement (LOA) do Subconsultants need to complete and return?
- A12.** The LOA form is the only form required by the City from Subconsultants. The Successful Proposer must maintain contractual documentation with said Subconsultants at its own discretion.
- Q13.** Please confirm that the FDOT qualification is also required for the Subconsultants, e.g. Roadway Lighting Engineer.
- A13.** Yes, FDOT Qualification is required for all Subconsultants.
- Q14.** Please confirm that an FDOT qualification is needed for electrical engineering, as there is no FDOT Work Group for Electrical Engineer.
- A14.** Please refer to A13 of this Addendum for further clarification.
- Q15.** Please provide the traffic report prepared for this project. (The traffic report was mentioned during the Pre-proposal meeting).
- A15.** Please refer to Section B, Number 1, of this Addendum for further clarification
- Q16.** Please clarify the use of Miami-Dade County CBE requirements. Miami-Dade County's designation for engineers and architects is SBEs, not CBEs.
- A16.** Miami-Dade County's Small Business Enterprise (SBE) program, was formally known as the Community Business Enterprise (CBE) program. Any reference to CBE participation within the RFQ, shall coincide with Miami-Dade County's SBE program.
- Q17.** Please provide the names of the Technical Review (Evaluation) Committee members.
- A17.** The Evaluation Committee has not been appointed yet, for this Project. A public records request may be submitted to review the Evaluation Committee Appointment Memo at a later date once finalized. As a reminder, please review Section 1.4, Cone of Silence of the RFQ regarding communication with Evaluation Committee members.

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



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