



## CITY OF MIAMI

### ADDENDUM NO. 2

January 18, 2018

REQUEST FOR QUALIFICATIONS NO.: 16-17-063

### CIVIL ENGINEERING SERVICES FOR MISCELLANEOUS PROJECTS

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 **Civil Engineering Services for Miscellaneous Projects – Request for Qualifications ("RFQ") No.: 16-17-063** (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 Proposal Submission Due Date has been extended to January 29, 2018 by 2:00 p.m. (local time).

B. The following are revisions to the RFQ:

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

Sealed written Proposals must be received by the Office of the City Clerk no later than the date, time and at the location indicated in Section 4.2, Proposal Submission, in order to be considered. Faxed documents are not acceptable. One (1) unbound original and seven (7) copies (total of 8), plus one (1) copy six (6) copies in digital format (on CD-ROM or USB in .pdf file format) of the Proposer's Proposal must be timely received by the Office of the City Clerk, or the Proposal will be disqualified. Proposals can be hand delivered to the Office of the City Clerk, no later than the date, time, and at the location indicated in Section 4.2, Proposal Submission. Untimely or misdelivered submittals will not be considered.

2. Section 4.2, Proposal Submission, page 21 paragraph one (1) of the RFQ, is hereby revised with the following to remove the stricken words:

One (1) unbound original and seven (7) bound copies, plus one (1) digital copy six (6) copies in digital format (on CD-ROM or USB in .pdf file format), of your complete Proposal for this RFQ shall be delivered in accordance with the following:

C. The following documents are attached hereto and hereby incorporated into and made a part of this RFQ and the Professional Services Agreement to be awarded.

1. Exhibit 1 - Form C-1 List of Subconsultants

2. **Exhibit 2 - Letter of Agreement (LOA)**

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

**Q1. Are the anticipated roadway projects minor in nature or could they be considered major projects?**

A1. This RFQ has been issued for miscellaneous civil engineering projects. Project size will vary.

**Q2. Does the City of Miami (the "City") have specific projects lined up to be covered by the advertised contract?**

A2. The City does not have a complete list of projects for this RFQ. Successful Proposers will be utilized on an as needed basis.

**Q3. Is the Prime Proposer required to have the 3.2 FDOT qualification, even if the Prime Proposer has the 3.1 FDOT qualification? CAP Engineering has the 3.1 but not the 3.2.**

A3. There is no Florida Department of Transportation (FDOT) qualification requirement. However, please submit the FDOT Notice of Qualifications certification letter if your firm maintains any qualification by FDOT.

**Q4. Please provide Form C-1 List of Subconsultants and the Letter of Agreement.**

A4. Form C-1 List of Subconsultants and the Letter Agreement (LOA) are included as Exhibits 1 and 2 of this Addendum.

**Q5. Are there any restrictions on the number of teams a firm can participate on?**

A5. In accordance with Section 4.2, Proposal Submission, page 21 of the RFQ, Subconsultants and Subcontractors may be included in more than one Proposal submitted by more than one Proposer. A firm, partnership, corporation, or joint venture that submits a Proposal shall not be a Subconsultant on another Proposal submitted under this RFQ.

**Q6. Please clarify if the project references are only for the Project Manager or if we can use project references for Key Personnel as well.**

A6. Project references shall only be submitted for the Prime Proposer and Project Manager.

**Q7. If the Prime Proposer is a Small Business Enterprise (SBE) firm, does that fulfill the fifteen percent (15%) requirement?**

A7. Yes, the Prime Proposer may self-perform the fifteen percent (15%) SBE requirement.

**Q8. Is Form RFQ-WC Workload Capacity required for Subconsultants and the Prime Proposer?**

A8. Form RFQ-WC shall be completed for each of the Key Personnel identified on Form RFQ-QT Qualifications of Proposer's Team.

**Q9. Page 17, Section 5 "Proposer's Project Experience" states that "The Proposer must submit a reference, Form RFQ-PP-R, for each Form RFQ-PP submitted for the Proposer's Project Experience." Should Subconsultants also provide Form RFQ-PP-R for each project (provided in Form RFQ-PP) included in the proposal?**

**If so, how many references is the City expecting to receive from the Subconsultants?**

A9. Project references (Form RFQ-PP and Form RFQ-PP-R) shall only be submitted for the Prime Proposer.

**Q10. Given that the City has specified not to use hard cover binder for this submittal, can the bounded copies of the response be spiral bounded?**

A10. Please refer to Section B for further clarification.

---

**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**