



City of Miami

ADDENDUM NO. 4

July 5, 2017

**REQUEST FOR QUALIFICATIONS (RFQ) NO.: 16-17-041
STORMWATER MASTER PLAN, CITY OF MIAMI**

TO: ALL PROSPECTIVE BIDDERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Proposals and shall become an integral part of the Proposals submitted and the Stormwater Master Plan for the City of Miami – Request for Qualifications No.: 15-16-041 (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' website and are part of this Addendum.

The following are inquiries received and the corresponding responses:

- Q1.** On page 20 of the RFQ, Section A.6, it indicates that we shall submit “Documentation to indicate whether each proposed member of the Project Team has worked with the Proposer on a comparable project of a similar nature prior to this time, or with other proposed members of the Team and/or Proposer. If so, include a detailed description of the project, responsibilities of each, and whether Proposer managed said project(s).” Can this information be included as a separate document? And if so, is there a page limitation on this documentation?
- A1.** Please present this information in a chart form showing the relationships. A narrative format of no more than two pages will also be acceptable.
- Q2.** Are respondents permitted to include any information or graphics that is in addition to the space currently permitted for the one page cover letter, the two page proposal narrative, the four page design approach and process, or the four page technical capabilities and narrative? If so, what section can this information be included?
- A2.** Graphics may only be allowed in the four (4) page narrative to assist in the explanations provided in the Proposer's proposal.
- Q3.** Page 6 of the RFP states: “Proposers shall include in their Proposal the requested Sub consultant information and all relevant information required of the Proposer.” *Please provide clarification as to what information from pages 19-22 needs to be provided by each sub consultant. It is our interpretation that sub consultants would only need to provide responses to the following items in Section 4.1: Form RFQ-QT, Form RFQ-WC, Form RFQ-EE, Form RFQ-EE-R if applicable, Form C-1 List of Sub consultants/Subcontractors, resumes, and Letters of Agreements/CBE certifications if applicable.*

A3. Correct. Sub consultant shall provide responses in Section 4.1. To provide clarification, the Proposer may provide a brief description of the sub-consultant's role in the preparation of the Stormwater Master Plan.

Q4. Are sub consultants required to complete the RFP Proposal Forms (pages 28-35)?

A4. If applicable.

Q5. For Forms RFQ-PP, RFQ-PM, and RFQ-EE, are ongoing projects acceptable provided that a substantial amount of the work has been completed?

A5. The ongoing project must provide proof of work performed and deemed 90% complete by the client.

Q6. For Forms RFQ-PP, RFQ-PM, and RFQ-EE, can we use a specific project that fall under a General Engineering Consultant-type contract?

A6. A specific project may be utilized if it is related to Stormwater Master Plan activities.

Q7. Are electronic versions of the completed RFQ-PP-R and RFQ-PM-R acceptable or are originals required as part of the "original" proposal?

A7. The City will accept pdf copies of the Forms RFQ-PP-R and RFQ-PM-R.

Q8. Pages 13-14 of the RFP, Section 3.5 (3) Minimum Qualification Requirements state:

Have a licensed and practicing engineer, as stipulated under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineer", who shall serve as the Project Manager for this Project, with a **minimum of ten (10) years of experience**, including the completion of **three (3)** planning and development of large stormwater structure systems, municipal stormwater master plans, and stormwater modeling and infrastructure design projects, including but not limited to, deep wells, pump stations, backflow prevention devices, roadway and drainage, ADA sidewalk, permitting, stormwater conservation and reuse, green infrastructure/filtering systems, utility work schedules, and coordination with utility companies."

Please confirm that it is not a requirement for **each of the three projects** provided on Forms RFQ-PM and RFQ-PM-R to consist of **all** of the components specified above.

A8. This is a requirement.

Q9. Please confirm that more than five projects can be submitted on Form RFQ-PP in response to Section 4.1 (A.5 Proposer's Project Experience).

A9. The RFQ requires proof of five (5) large stormwater structure systems, municipal stormwater master plans, and stormwater modeling infrastructure design projects. For each City Form RFQ-PP, the Proposer must submit Form RFQ-PP-R for the Proposer's Project Experience. Form RFQ-PP-R must be completed and signed by the Program/Project Owner's representative.

Q10. Page 22 of the RFP, Section E heading, states: "6. Notice of Qualifications (FDOT) (preferred)." Please confirm this is not applicable to this solicitation.

A10. Confirmed. This is not applicable.

Q11. Can sub consultants qualifications be included in an Appendix?

A11. Subconsultant qualifications may be include in an Appendix and shall not exceed one page in length.

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

Lydia Osborne for

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