



CITY OF MIAMI

ADDENDUM NO. 3

June 6, 2017

REQUEST FOR QUALIFICATIONS NO.: 16-17-003

URBAN PLANNING, LANDSCAPE ARCHITECTURE, AND ENGINEERING SERVICES FOR A FLEX PARK AT VIRGINIA KEY

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 **Urban Planning, Landscape Architecture and Engineering Services for a Flex Park at Virginia Key - Request for Qualifications ("RFQ") No.: 16-17-003** (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 proposal has been extended to **Monday, June 26, 2017 at 3:00 p.m. (local time)**.

B. The following are revisions to the RFQ:

1. Section 2.3.A, Proposed Team, page 9 of the RFQ, is hereby deleted in its entirety and replaced with the following:

The Successful Proposer's work shall be directed by Key Staff, as described in the RFQ and PSA, and shall consist of the following disciplines:

- *Lead Architect*
- *Urban Designer*
- *Environmental Specialist*
- *Traffic, Civil, Structural, Mechanical, Electrical and Plumbing (MEP) Engineers*
- *Landscape Architect*
- *Cost Estimator*
- *Surveyor*

2. Section 3.5, Minimum Qualification Requirements, Item 1, page 11 of the RFQ, is hereby deleted in its entirety and replaced with the following:

*1. Have been licensed, registered, and practicing as an architectural, landscape architectural, or engineering firm for a **minimum of (5) consecutive years**, authorized to conduct business in the State of Florida under its current business name.*

3. Section 3.5, Minimum Qualification Requirements, Item 3, page 12 of the RFQ, is hereby deleted in its entirety and replaced with the following:

3. Have at least one staff or team member who has been licensed and practicing as a landscape architect, architect or engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes, Chapter 471, "Engineer" or Chapter 481, "Architect or Landscape Architect", as applicable to the named profession, for a minimum of five (5) years, who will serve as Project Manager for this Project.

4. Section 4.1.A, Section A, Item 4. Proposer's Qualifications, page 18 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words:

Proposer shall complete and submit City Form RFQ-QP as well as:

- Indicate the firm's number of years of experience in providing urban planning, design, and environmental systems analysis professional services;
- Provide any membership in and accreditation by professional organizations;
- Provide applicable licenses and any other pertinent information; and
- Submit the Proposer's Standard Form (SF) 254 (linked attachment to RFQ) and Provide any other documentation which demonstrates the firm's ability to satisfy all of the minimum qualifications requirements.

5. Section 4.1.A, Section A, Item 6. Proposer's Team Qualifications and Experience, page 19 of the RFQ, is hereby deleted in its entirety and replaced with the following to remove the stricken words:

Proposer shall complete and submit City Form RFQ-QT. Form RFQ-WC shall be completed for **each** of the Key Personnel and Subconsultants identified in Form RFQ-QT. An organizational chart identifying the Project Team and Key Personnel must be submitted. Proposer shall also submit:

- ~~Standard Form (SF) 255 (linked attachment to RFQ) for this Project;~~
- ~~Listing of Project Team by name, race, ethnicity, gender, language(s) spoken, and specific tasks to be performed in this Project;~~
- Documentation indicating 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); and,
- Resumes for Key Personnel and Subconsultants, including education, experience, previous working relationships, work performed of a similar nature, licenses, and any other pertinent information. Documentation provided must demonstrate the firm's ability to satisfy all of the minimum requirements.

6. Section 4.1.B, Proposal Submission Format, page 23 of the RFQ, is hereby deleted in its entirety and replaced with the following:

Proposer shall prepare and submit the Proposal in the format provided below. Failure to comply with this format may result in the Proposal being deemed non-responsive.

Section A

1. Table of Contents

2. RFQ-PL – Proposal Cover Letter

3. RFQ-N – Proposal Narrative

4. RFQ-QP – Proposer's Qualifications

5. RFQ-PP- Proposer's Project Experience

6. RFQ-PP-R – Proposer's Reference Form

7. RFQ-QT – Qualifications of Proposer's Team

8. RFQ-WC – Key Personnel's, Subconsultants' and Proposer's Current Workload

9. Resumes of Key Personnel

10. Team Organizational Chart

Section B

1. RFQ-PM – Qualifications of Project Manager
2. RFQ-PM-R – Project Manager Reference Form
3. Resume of Project Manager

Section C

1. RFQ-DAP – Design Approach and Process
2. RFQ-T – Technical Capabilities and Methodology

Section D

1. RFQ-LDA - Qualifications of Lead Design Architect
2. RFQ-LDA-R- Lead Design Architect Reference Form
3. Resume of Lead Design Architect
4. RFQ-UD- Qualifications of Urban Designer
5. RFQ-UD-R – Urban Designer Reference Form
6. Resume of Urban Designer
7. RFQ-ES – Qualifications of Environmental Specialist
8. RFQ-ES-R – Environmental Specialist Reference Form
9. Resume of Environmental Specialist
10. RFQ-EE – Qualifications of Traffic Engineer
11. RFQ-EE-R- Traffic Engineer Reference Form
12. Resume of Traffic Engineer
13. RFQ-LA – Qualifications of Landscape Architect
14. RFQ-LA-R – Landscape Architect Reference Form
15. Resume of Landscape Architect
16. Workload Capacity for the Proposer's Current Workload.

Section E

1. Agreement (Exhibit 1)
2. RFQ Proposal Forms (See Section 6.0)
3. Information for Determining Joint Venture Eligibility - Form A, if applicable

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. Virginia Key Ownership Map
2. Flex Park Boundaries Map
3. Miami Marine Stadium Flex Park Events
4. Rowing Club Events and Leases

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

Q1. Can the Proposer be a Community Business Enterprise (CBE)?

A1. Yes, the Proposer can be a CBE firm.

Q2. Can the same person be the Lead Design Architect and the Urban Designer?

A2. Yes, as related fields, an Architect can qualify as an Urban Designer with the appropriate skills and experience.

- Q3.** What is the level of urban design for the project?
- A3. The Flex Park will require a considerable amount of urban design services due to the site's proximity to the Miami Marine Stadium, the Marine Basin, the Miami Rowing Center, and Rickenbacker Causeway.
- Q4.** Is the maximum award value of the contract \$500,000.00?
- A4. No, the City has estimated that the Project award value may exceed \$500,000.00.
- Q5.** Is there a construction budget set?
- A5. No, a construction budget will be established after a final design for the Flex Park has been completed and accepted by the City.
- Q6.** Do we need project and reference forms for all engineers submitted for the team?
- A6. No, in accordance with Section 4.1.A, Section D, Item 4. Qualifications of Traffic Engineer, project and reference forms are only required for a Traffic Engineer. A resume must be submitted for all other engineers.
- Q7.** Will Miami-Dade County and Key Biscayne be involved with the design process?
- A7. Yes, we anticipate some involvement in the project from Miami-Dade County and Key Biscayne throughout the design process.
- Q8.** Please clarify the boundaries identified on the Flex Park Master Plan map.
- A8. Please refer to the Flex Park Boundaries Map identified in Section C, Item 2, of this Addendum for clarification.
- Q9.** Can the Lead Design Architect or Project Manager be a Landscape Architect?
- A9. Yes, please refer to Section B, Item 3, of this Addendum for further clarification.
- Q10.** In Section 3.6 – Community Business Enterprise (CBE) Participation Requirements - Mandatory, could you clarify if the lead/subconsultant must be certified specifically as a CBE for the “City of Miami”? If the City should issue/approve the CBE certifications, where can we access the list of the CBE certified businesses for the City?
- A10. There is no requirement that any particular team member be a CBE. However, firms chosen to satisfy the CBE Participation Requirement for this RFQ must be certified as a CBE or SBE under Miami-Dade County's Small Business Enterprise Program (formally known as the Community Business Enterprise (CBE) Program).
- Q11.** Would a Small Business Enterprise (SBE) certified business from Miami-Dade County satisfy the CBE requirement for this RFQ? (It is our understanding that Miami-Dade County no longer uses CBE and they now refer to that requirement under SBE A/E)
- A11. Please refer to A11 of this Addendum for clarification.
- Q12.** Section 3.5, Item 1 calls for “licensed, registered and practicing as an architectural or engineering firm for a minimum of (5) consecutive years, authorized to conduct business in the state of Florida

under its current business name". Will the City consider prime and subconsultant's qualifications collectively to meet the minimum conditions?

- A12. No, the Proposing firm must meet the minimum requirements. Please refer to Section B, Item 2, of this Addendum for further clarification.
- Q13.** Section 3.5.2 calls for a "minimum of 5 years of professional experience with comprehensive urban planning, design and engineering services for public Flex Park waterfront projects." Will the City consider urban planning/design/engineering experience for similar public waterfront park spaces and not limit the requirements to specifically "flex park" projects?
- A13. Yes, the City will consider similar public waterfront park spaces to fulfil the minimum requirements described in Section 3.5, Minimum Qualification Requirements, Item 2.
- Q14.** It is our understanding that the City prefers an architect/landscape architect/planner to prime this contract. Will the City consider a joint venture between an engineering firm and urban planning firm?
- A14. In accordance with Section 3.5, Minimum Qualification Requirements, engineering firms are acceptable. Please review Section 4.2, Proposal Submission, Submittal Guidelines, General, for information regarding joint ventures.
- Q15.** We would like clarification on Section 3.5, Minimum Qualification Requirements, Item 1. This requirement includes two parts; A) 5 consecutive years practicing and B) authorized to conduct business in Florida under its current name. Is it acceptable for the business to have 5 consecutive years practicing as an architecture or engineering firm, and as a separate requirement the business have authorization to conduct business in Florida under its current name?
- A15. Yes, the five (5) year minimum requirement refers to the time of professional licensure as an architectural, landscape architectural, or engineering firm. However, as a separate matter, Proposers must submit proof of authorization to conduct business in the State of Florida.
- Q16.** On Page 27, Section 5, A. Evaluation Procedures and Contract Award, Item 9 – Does this mean that the contract amount should not exceed \$500,000.00? Or that if it does exceed \$500,000.00, it just needs to go through a separate process for approval. Will proposals for more than \$500,000.00 be accepted, and if so, is there any penalty for exceeding that number?
- a. Does the \$500,000.00 award fee include expenses?
- b. Any further confirmation on expected contract sum (total design fees for this phase of work) would be welcome along with any information on the total project Construction Budget.
- A16. Section 5, Item 9, refers to the City Manager's authority to approve contracts with an award value up to \$500,000.00. The award of contracts that exceed \$500,000.00, must be approved by the City Commission. Proposers are cautioned not to submit information regarding fees or expenses in response to this RFQ, unless and until invited to negotiate after the evaluation phase.
- Q17.** What is the anticipated schedule for the Concept and Schematic Design phases of the project? What is the estimated timeline for review periods and approval process? What agency approvals will be required?
- A17. The City projects a six (6) month timeline for the concept and schematic design process, including review and approval periods. Other agencies may be involved and provide input, however, the City is the approving agency.

- Q18.** What would the City consider as a Schematic Design - is it solely a technical package (i.e. thirty percent (30%) completion), an illustrative package, or a combination of both?
- A18. A thirty percent (30%) complete Schematic Design reflects the main ideas and concepts of the Project, but it is not a complete construction plan set.
- Q19.** After Schematic Design, does the team get to proceed with the following phases of design with a contract negotiation, or is the team precluded from participating in the subsequent phases? Will there be a Request for Proposals (RFP) for subsequent phases of design after the Schematic Design is completed?
- A19. The Successful Proposer will be contracted to participate in all phases of the Project through completion of construction. However, if budget constraints or other limiting factors exist, the City reserves the right to delay any subsequent design and construction phases of the Project.
- Q20.** Do the Proposers need to include a cost estimator as part of their team?
- A20. Yes, please refer to Section B, Item 1, of this Addendum for further clarification.
- Q21.** Do the Proposers need to include a surveyor as part of the team?
- A21. Yes, please refer to Section B, Item 1, of this Addendum for further clarification.
- Q22.** On Page 23 of the RFQ, the Proposal Submission Format section lists "Design Approach" under Section D and "Qualification of Lead Design Architect" under Section C – however, the sections are switched in the descriptions on pages 19-20. Please confirm in which Section each of these items should be located.
- A22. Please refer to Section B, Item 6, of this Addendum for clarification.
- Q23.** Our Architect is licensed in other states, but not Florida. Will documentation of submission for reciprocal licensure in Florida be acceptable to meet Minimum Qualifications for the Architect (if they are not leading the team)?
- A23. In accordance with Section 3.5, Minimum Qualification Requirements, the Project Manager must be licensed to practice in the State of Florida as of the Proposal Submission Due Date. Mere application for reciprocal licensure will not satisfy this requirement.
- Q24.** Please provide list of all activities/events currently held/scheduled at Flex Park, including any events or leases held by adjacent Rowing Club.
- A24. Please refer to Section C, Items 3 and 4, of this Addendum for clarification.

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



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