



City of Miami

ADDENDUM No. 1

November 25, 2019

REQUEST FOR QUALIFICATIONS No. 19-20-011

MISCELLANEOUS LANDSCAPE ARCHITECTURE SERVICES

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications (RFQ) and shall become an integral part of the proposal submitted and the Contract to be executed for **Miscellaneous Landscape Architecture Services, RFQ No. 19-20-011** (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 (OCI) website and are part of this Addendum.

MODIFICATIONS:

1. Wherever applicable throughout the RFQ document, Proposers are hereby advised that the Proposal Submittal Date has been changed to **December 10, 2019**. The time and location for delivery of Proposals remain the same.
2. On page 5 of the RFQ, please delete Section 1, Subsections 1.6 "Agreement Terms and Conditions," 1.7 "Award of Agreement," in their entirety and insert the following text:

"1.6 AGREEMENT TERMS AND CONDITIONS

The Proposer/s selected to render the services requested herein ("Successful Proposer/s") shall be required to execute a Professional Services Agreement ("PSA" or "Agreement") with the City. Certain provisions of the Agreement are non-negotiable. These include, without limitation, applicability, and compliance with applicable laws (e.g., Federal and State Statutes, County and City Codes), venue, hold harmless, duty to defend, indemnity and insurance, payment and performance bond, and cancellation for convenience or due to lack of funding, by the City Manager.

1.7 AWARD OF AGREEMENT

An Agreement may be awarded to the Successful Proposer/s for the Project by the City Manager or the City Commission, as applicable, following a written recommendation by the City Manager, based upon the qualification requirements reflected herein. The City reserves the right to execute or not execute, as applicable, an Agreement with the Successful Proposer/s, when it is determined to be in the City's best interest. The City does not represent that any award will be made, or any Agreement/s will be satisfactorily negotiated to be acceptable to the City and the Proposer/s. The award and execution of an Agreement shall comply with CCNA, Florida Statute Section 287.055, as amended, and codified in the City of Miami Code as Section 18-87, as amended."

3. On page 5 of the RFQ, please delete the first paragraph of Section 1, Subsection 1.8 “Agreement Execution,” and insert the following text:

“1.8 AGREEMENT EXECUTION

By submitting a Proposal, the Proposer/s agree to be bound to and execute the PSA, in substantially the form furnished by the City, for professional design services for Miscellaneous Landscape Architecture Services (“Project”). Upon commencement of the PSA negotiation process, and without diminishing the foregoing, Proposer/s may request clarification and submit comments concerning the Agreement for the City’s consideration. None of the foregoing shall preclude the City, at its option, from seeking to negotiate changes to the Agreement during the negotiation process.”

4. On page 9 of the RFQ, please delete Section 2, Subsection 2.1 “Purpose,” and insert the following text:

“2.1 PURPOSE

The City is seeking to procure qualified and experienced landscape architecture firms to provide Miscellaneous Landscape Architecture Services (“Project”), under the direction of the Office of Capital Improvements (“OCI”), and in accordance with all applicable laws, building and environmental regulations, including code requirements for the State of Florida, Miami-Dade County, and the City, and the Scope of Services contained in this RFQ. The Successful Proposer/s and their Sub-Consultants must be able to perform every element and task included in, but not limited to, those outlined in Section 2.3, Scope of Services. The Successful Proposer/s shall be selected in accordance with Section 287.055 of the Florida Statutes, CCNA, as amended.”

REQUESTS FOR INFORMATION:

- Q1. Can you please define what “comprehensive landscape architecture projects” means exactly?

A1. “Comprehensive landscape architecture projects” mean projects in which the main elements of the scope of work are dedicated to the landscape architecture discipline. Any park development, open space design or site master planning project in which the prime consultant or the lead professional services provider is a landscape architect would meet the above criteria, as opposed to a project in which the main scope of work is remodeling preexisting facilities or designing new building structures located in a park.

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- Q2. 3.5 Minimum Qualification and Experience Requirements items V-IX for Key Personnel require a minimum number of “ongoing or completed projects for governmental and/or institutional clients”. Is this experience to be reflected only in the resumes, or is a particular RFQ form to be used?

A2. On the one hand, experience of the Key Personnel (Proposer, Lead Certified Landscape Architect, and Project Manager) must be presented using the appropriate Forms RFQ-EPC, RFQ-ELAE, and RFQ-EPM, respectively. Qualifications of the Key Personnel must be presented using a single Form RFQ-QKP.

On the other hand, experience for non-Key Personnel (Landscape Architect, Certified Arborist, Professional Civil Engineer, Professional Structural Engineer, Professional MEP Engineer, Resilience/Climate Change Specialist, and other subconsultants) must be presented through the use of one (1)-page resumes. Qualifications of non-Key Personnel,

including other subconsultants, must be presented using a single Form RFQ-QSC for all individuals rendering services.

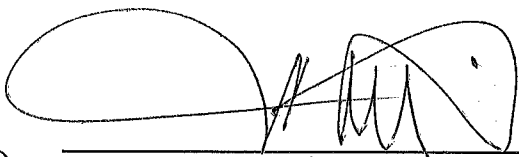
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- Q3. RFQ-EPC, RFQ-EPM, RFQ-ELA Experience Forms (with a date of 1/16/19) have a section at the bottom which is to be completed by the Project Owner. Are these the correct templates, given that the information relayed at Pre-Proposal meeting indicated that the forms would not need to be forwarded by Proposer to Client?
- A3. The bottom part of the form must be completed by anyone familiar with the services rendered within the Project Owner's organization. The information included, however, will be verified with the individual whose contact information is provided. Even though a signature is not required, said must corroborate the information when contacted by City staff. If the information cannot be corroborated, the reference will be considered invalid.
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- Q4. RFQ-EPM Experience Form stipulates "no more than 3 projects" should be provided; whereas the instructions for Section A 5 (Page 19) indicate "a minimum of 3 projects". Please clarify.
- A4. "No more than 3 projects" and "a minimum of 3 projects" simply mean exactly three (3) projects.

Attachments

Form RFQ-QKP, Qualifications of the Team's Key Personnel, uploaded on 11/20/2019

Form RFQ-LOA, Letter of Agreement for SBEs, uploaded on 11/20/2019

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



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



City of Miami, Department of Procurement
Letter of Agreement – Small Business Enterprise (SBE) Program RFQ-LOA

THIS SECTION MUST BE COMPLETED BY THE PRIME CONSULTANT

From: _____
Name of Prime Consultant/Design-Build Firm

In response to the RFQ/RFP Number _____, the undersigned hereby agrees to utilize the Small Business Enterprise (SBE) firm listed below, performing the stated work at the stated percentage, if awarded the contract. The undersigned further certifies that the firm has been contacted and properly apprised of the project work assignment(s) to be performed upon execution of the contract with the City of Miami. Further, by signing this Letter of Agreement, the undersigned consents to adhere to the City of Miami Procurement Code 18-87, as amended.

Name of Miami-Dade County Certified SBE Firm	SBE/A&E Certification Number	SBE/A&E Certification Expiration Date	Type of Work to be Performed (Technical Certification Categories)	Percentage (%) Amount of Design Fee

I certify that the representations contained in this form are true and accurate to the best of my knowledge.

Principal/President's Signature Principal/President's Name/Title (Print) Date

THIS SECTION MUST BE COMPLETED BY PROPOSED SBE FIRM (SUB-CONSULTANT)

ACKNOWLEDGMENT BY THE PROPOSED SBE FIRM

The undersigned has reasonably uncommitted capacity (including all licenses and technical certifications) sufficient to provide the required services consistent with normal industry practice and the ability to otherwise meet the proposal specifications.

Name of SBE Certified Firm

SBE Certified Firm's Principal/President's Signature Date

SBE Certified Firm's Principal/President's Name/Title (Print) Date



City of Miami, Department of Procurement Qualifications of Team's Key Personnel - RFQ-QKP

Proposer should only include personnel who will play a key role in the project. Do not include support personnel for positions such as CADD Technicians, Interns or Associate level staff, and other similar support personnel. **As stipulated in the RFQ, a resume is to be included for each of the Key Personnel.**

RFQ No.: _____ RFQ Title: _____

Name of Prime-Consultant: _____

Name of Individual	Role in Project	Name of Firm	License No.	Years of Experience	Years with Firm	LEED Certified	
_____	_____	_____	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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