



City of Miami

ADDENDUM No. 1
November 21, 2019

REQUEST FOR QUALIFICATIONS NO.: 19-20-005 PROFESSIONAL DESIGN SERVICES FOR WEST END PARK – D4 PROJECT NO. B-183505

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 **Professional Design Services for West End Park – D4 – RFQ No.: 19-20-005** (the “**Project**”). The remaining provisions are now in effect and remain unchanged. 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

- A) The **Proposal Submission Due Date** is hereby extended to Wednesday, December 11, 2019 at 3:00 p.m.
- B) On page 9 of the RFQ document, please delete Article 2.1, “Purpose,” and replace it with the following text:

“The City is seeking to procure a qualified and experienced architecture ~~and/or engineering~~ firm to provide Professional Design Services for West End Park, Project No. B-183505 (“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 Proposer and its 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 shall be selected in accordance with Section 287.055 of the Florida Statutes, CCNA, as amended.”
- C) On page 11 of the RFQ document, please delete Article 3.5, “Minimum Qualification and Experience Requirements,” first paragraph, and Subparagraphs 1, 2, and 9, and replace with the following text:

“The City is seeking to procure a qualified architecture ~~and/or engineering~~ firm with experience in completing comprehensive park projects for governmental and/or institutional clients, as stipulated in Section 287.055 of the Florida Statutes, CCNA, as amended. The Proposer shall have the following mandatory minimum qualifications and experience as of Proposal submission due date:

1. Has been licensed, registered, and practicing as an architecture, ~~landscape architecture and/or engineering~~ firm, **authorized to conduct business in the State of Florida as an architecture and/or engineering firm for the last five (5) consecutive years under its current business name**; and
 2. Possess a **minimum of ten (10) years** of professional experience with comprehensive architecture, ~~landscape architecture, and/or engineering~~ design services, preferably for public parks, as described in Section 2.3, RFQ Scope of Services; and
 9. Have a team member, who shall serve as the ISA Certified Arborist, who is a certified arborist by the International Society of Arboriculture (ISA) to practice in the State of Florida, for a minimum of three (3) ~~five (5)~~ years; and
- D) On page 19 and 20 of the RFQ document, please delete Article 4.1 (A), Subsection 4 and Subsection 5, "Qualifications of the Proposer/Prime Consultant" and "Experience of the Proposer/Prime Consultant," and replace it with the following text:

4. Qualifications of the Proposer/Prime Consultant

Proposer shall complete and submit **Form RFQ-QPC** for this section of its Proposal. Proposer must have been a licensed, registered, and practicing architecture firm for a minimum of ten (10) years. In addition, Proposer must have been authorized to conduct business in the State of Florida as an architecture firm for the past five (5) years under its current business name (current business name means the actual official name on file with the State of Florida of the business entity or firm submitting the Proposal). Proposer is required to meet both conditions as of the Proposal Submission Due Date. Licenses, certificates of authorization, and any other pertinent information shall be submitted to demonstrate the Proposer's ability to satisfy all of the minimum qualification requirements identified in Section 3.5, "Minimum Qualifications and Experience Requirements."

In addition, the Proposer must disclose, in detail, any and all judgments, assessments, impositions, charges, suits, actions, decrees, orders, claims, arbitrations, and back charges exceeding \$100,000.00, which were asserted or awarded against the Proposer or any proposed Subconsultant during the past seven (7) years. Proposals that do not contain such documentation may be deemed non-responsive. No company brochures are to be included as part of the Proposal.

5. Experience of the Proposer/Prime Consultant

Proposer shall complete and submit **Form RFQ-EPC** for this section of its Proposal to provide a comprehensive summary of the Proposer's experience in providing architecture services, preferably for park design development projects, as described in Section 2.3, RFQ Scope of Services. The Proposer **MUST** have served as lead/prime consultant on a minimum of three (3) previously completed projects, preferably for park design development, within the last ten (10) years that were similar in size, scope, and complexity to the Project described in this RFQ. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the Proposer, the number of full time personnel assigned to the project, and the total value of the project in terms of the entire cost.

Failure to meet the stipulated experience requirement and submit proof of three (3) completed projects, preferably for park design development, shall result in a non-responsive determination for the Proposal. One (1) Form RFQ-EPC needs to be submitted for each project reference.

REQUESTS FOR INFORMATION - SINCE ISSUANCE OF RFQ NO. 19-20-005:

- Q1.** For RFQ-EPM, do you only need one Lead Manager (from the Prime proposer's team), or do you need a Lead Manager from each Sub-Consultant as well?
- A1.** **The Project Manager is one (1) individual employed by the Prime Consultant whom is required to submit three (3) separate RFQ-EPM forms. A Project Manager is not required from each Sub-Consultant.**
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- Q2.** The requirements in the RFQ mention providing a one-page resume for Lead Architect, Civil Engineer, and Project Manager. For the other engineers, landscape architect, surveyor, geotech., etc. you request a detailed resume. Should all resumes be only one-page format? Please clarify this requirement. It is difficult to provide all the necessary information for a detailed resume within one page.
- A2.** **Efforts should be made to limit each resume to one (1) page. Resumes of more than one (1) page will be accepted.**
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- Q3.** Will the City consider reducing the minimum number of years of experience from five (5) years to three (3) years for the Certified Arborist?
- A3.** **Yes, the experience requirement for the ISA Certified Arborist is now three (3) years, please refer to "Modifications," Section B above.**
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- Q4.** Will the City consider extending the Proposal Due Date?
- A4.** **Yes, the new Proposal Due Date is Wednesday, December 11, 2019 at 3:00 p.m. Please refer to "Modifications," Section A, above.**
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- Q5.** Can the Prime be a Civil or Landscape firm?
- A5.** **No, please refer to "Modifications," Section B, above.**
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- Q6.** Does the Prime Consultant need to have an in-house Architect, Civil Engineer, and Landscape Architect?
- A6.** **Please refer to Article 3.5, "Minimum Qualification and Experience Requirements," as amended in "Modifications," Section C, above. Only the Lead Architect, Lead Civil Engineer, and Project Manager MUST be employed by the Prime Consultant.**
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- Q7.** Do reference projects need to be previously completed or can the projects still be on-going?
- A7.** **All reference projects must be completed by Proposal Due Date.**
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- Q8.** On page 25, 4.2 Proposal Submission format, Section A, it states the proposal must follow the format as stated, which shows the form RFQ-QKP listed multiple times. Are we to include a separate RFQ-QKP form for each of the key personnel - Lead Architect, Lead Civil Engineer, and Project Manager? Also, in this same section, Form RFQ-QSC Qualifications of Sub-Consultants/Sub-Contractors, is listed as to be submitted for Other Engineers, Aquatics Engineer, Landscape Architect, ISA Certified Arborist, Surveyor, CEI, and Geotechnical Services Specialist – again, do we submit one (1) form for each Sub-Consultant, followed by the resume? If we have the services in-house and do not need to sub out the services, do we use form RFQ-QSC and just list our firm name in the Sub-Consultants/Sub-Contractor field?

A8. No, list all Key Personnel (Lead Architect, Lead Civil Engineer, and Project Manager) using one (1) form RFQ-QKP. All other personnel/Sub-Consultants/Sub-Contractors must be listed using one (1) form RFQ-QSC.

Q9. Would the City consider revising the five (5) year under the same company name requirement (as stipulated in Florida Statutes Section 287.055 CCNA) as it did in previous RFQ's to include companies where principals of the firm have more than five (5) years' experience?

A9. The requirement will not be revised at this time.

Q10. Are we allowed to submit support staff resumes to show depth of the firm? Are we allowed to show the additional staff on the organization chart as well?

A10. Information presented on either forms or resumes MUST be restricted to individuals acting on some specific capacity as part of the Proposer's team, as reflected on the Team's Organization Chart.

Q11. Do the Sub-Consultants/Sub-Contractors also need to submit form "6.3 – Debarment and Suspension?"

A11. No.

Q12. Referring to the project and staff experience forms (i.e., RFQ-EPC, RFQ-ELA, RFQ-LCE, RFQ-EPM, etc.): Are we supposed to complete the entire page – including the reference area on the bottom half, or are we supposed to leave the bottom half blank so the City can complete once a reference call is made, or are supposed to send these out to clients for them to complete?

A12. The bottom portion of each Reference Form is to be completed by the Project Owner/Reference vouching for the services portrayed on the form, prior to the Proposal Submission Due Date.

Q13. My question is will you accept a prime consultant who has all of the required disciplines for the project as a team?

A13. Yes.

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**