



*City of Miami*

**ADDENDUM NO. 3**

**June 30, 2017**

**REQUEST FOR QUALIFICATIONS (RFQ) NO.: 16-17-044**

**URBAN DESIGN AND LANDSCAPE ARCHITECTURE/ENGINEERING SERVICES FOR WYNWOOD STREETCAPE AND STREET TREE MASTER PLAN**

**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 Urban Design and Landscape Architecture/Engineering Services for Wynwood Streetcape and Street Tree Master Plan – Request for Proposals No.: 16-17-044 (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.**

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

**Q1.** What is the projected budget for this Project?

**A1.** A Budget has not been set at this time. However, the City of Miami will source neighboring municipalities, in similar size of the proposed project, as to cost associated with their executed master landscape plans.

**Q2.** Does the lead Landscape Architect need to be an employee of the prime firm/Proposer? Or can the lead landscape Architect be a part of one of the sub-contractors?

**A2.** No, the various professional team members may be associated other firms or act as a sub-consultant. It is important that each member has experience working with lead landscape architecture firm.

**Q3.** As it relates to qualifications the RFQ asks for similar completed projects. Does completed projects mean built projects? Many times a completed project is a project designed not necessarily built, can you please clarify?

**A3.** Yes, we would request examples of fully constructed projects.

**Q4.** Can you please clarify if the key positions where it is noted we may use a sub consultant are the only disciplines where we may use a sub consultant?

**A4.** Each professional team assembled can be made up of members of different firms (sub-consultants). It is important that each member has experience working with lead landscape

architecture firm.

- Q5.** On page 9 under Section 2.1 Purpose the RFQ states the Proposer's team shall consist of: "6) *Architecture/Civil Engineer Project Manager*". On page 17 under Section 3.5 Minimum Qualification Requirements the RFQ states: "*In addition, Proposers must have at least one staff or team member who has been licensed and practicing as an landscape architect or architect/engineer under Title XXXII, Regulation of Professions and Occupations, Florida Statutes 471 for at least three years and who will serve as Project Manager for this Project.*"

Therefore, may the Project Manager role be fulfilled by a team member who is a Registered Landscape Architect per Title XXXII, Florida Statutes 471?

**A5. Yes, Urban Designer or Landscape Architect can qualify.**

- Q6.** Pertaining to the requirement in Section A.4 under item #7, do we need to provide a SF254? If so, can you please provide the link where that can be downloaded, or may we submit a SF330 Part II form in its place?
- A6.** Refer to Addendum No 2.
- Q7.** Pertaining to the requirements in Section A.5 under item #1, do we need to provide a completed SF255? If so, can you please provide the link where that can be downloaded, or may we submit a SF330 in its place?
- A7.** Refer to Addendum No. 2.
- Q8.** Please confirm if we can add pages, and how many, for the additional requested information in Section A.4 that is not included as part of form RFQ-QP. Some of the information is included in other sections and forms in the proposal, should it be added here, as well?
- A8.** Proposer is permitted to submit up to two (2) additional pages for the additional information.
- Q9.** In Section A.5, can you please clarify where we are to provide items #2, 3 and 5? Form RFQ-QT doesn't address these items. We have guidance for one-page resumes (item #4). Can you please clarify if there is a page limit for any additional information?
- A9.** Please present this information in a chart form showing the relationships. A narrative format of no more than two pages will also be acceptable.
- Q10.** Section A.7 includes the firm project experience and reference letters that are provided on forms RFQ-PP and RFQ-PP-R, respectively. There is also a request for a comprehensive summary of the Proposer's experience successfully completing streetscape and right-of-way design; a list of urban designing of streetscape design projects with required information, and then a bulleted list of required information. Please confirm if this information is to be included separate from the forms, and if there is a page limit. Also, can you please confirm if we are to include additional project sheets to address items 1-5, or does this simply list the required information requested on the form RFQ-PP?
- A10** Proposer is permitted to submit up to one (1) additional page for Form RFQ-PP (for a total of three pages), and one additional page for Form RFQ-PP-R (for a total of three pages), for the additional information.

**Q11.** On page 17 under Section 3.5 Minimum Qualification Requirements, Item 1 the RFQ states the Proposer shall:

“Possess a minimum of five (5) of experience as a prime urban design and/or landscape architectural and/or engineering consultant in streetscape and right-of-way design projects;” On page 26 under Section 4.1 A. Content of Qualifications Statement, Section B, Item 7 Proposer’s Project Experience the RFQ states: “The firm MUST have a minimum of eight (8) years of experience and have served as the prime consultant on similar urban design for streetscape or right of way designs, on a minimum of three (3) previous occasions.” Please clarify the number of years of experience required for this project.

**A11.** Five (5) years. This was addressed in Addendum No. 2.

**Q12.** On page 26 under Section 4.1 A. Content of Qualifications Statement, Section B, Item 7 Proposer’s Project Experience, Item 5) a. the RFQ states:

*“Provide at least one (1) Sample waterfront park design previously completed by Proposer and similar in scope to that requested within this RFQ. Discuss whether any proposed Project Team members participated in the creation of the Sample waterfront park design. If so, denote the responsibility of each.”* Is a sample of a waterfront park design the intended sample for this RFQ? Should this be one of our Qualification projects, or does the City wish to have a sample deliverable document?

**A12.** This has been amended. Refer to Addendum No. 2.

**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**