



ADDENDUM # 2
RFP # FY 2018-2019-012 CONSULTANT COMPETITIVE NEGOTIATION ACT (CCNA)
CONTINUING PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES
AND OTHER SERVICES

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM # 2 with your Firm's response.

PLEASE NOTE: RFP DOCUMENT, PROPOSAL FORMAT, PAGES 31-39, REVISED AS OF 8/22/19. YOUR FIRM MUST ENSURE TO UTILIZE THESE REVISED PAGES TO ADDRESS A RESPONSE TO THE CITY.

NO NEW NO REVISED INFORMATION FOR THIS SECTION. THIS FIXES A NUMBERING SEQUENCE ERROR ONLY.

PROPOSAL FORMAT - REVISED AS OF 8/22/2019

The following format must be followed by Firms submitting responses to the RFP.

Proposing Firm's response must provide all information requested below for items # 1 through # 13.

Proposing Firm's non-compliance to the outline below will hinder the Evaluation Committee's ability to find the responses to the RFP and could cost Firm points for information that is not easily found.

While additional data may be presented, the information requested in items #1 through #13, must be included for the proposing Firm, as well as, all proposed sub-consultants named in Exhibit A – Discipline Form. Items # 1 through #13 represent criteria after which the proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the Firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

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2. **Table of Content**

Include clear identification of the material by section and by page number.

3. **Transmittal Letter**

- a. A transmittal letter must be provided briefly stating the proposers' understanding of the work to be done, the commitment to perform the work within the required time period, a statement why the Firm believes they are the best qualified to perform the work and a statement that the proposal is a Firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

The transmittal letter must be signed by a duly authorized officer(s) of the Firm, as registered with the Florida Secretary of State through the Division of Corporations website at: www.sunbiz.org. Firm must provide a copy of Firm's Sunbiz following the transmittal letter in order to verify the duly authorized officers. If such officer is not listed in the Sunbiz, Firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the Firm.

- b. Provide the names of the persons who will be authorized to make representation for the Firm, their titles, addresses, telephone numbers and email addresses.
- c. Provide the name of the Project Manager who will be the direct point of contact during the term of the Agreement.

4. **Executive Summary**

- a. The Proposer shall submit an executive summary, which outlines its proposal. The executive summary shall, at a minimum, include an identification of the proposed team, list of sub-consultants, responsibilities of the team, and a summary of the proposed services. This section should highlight aspects of the proposal which makes it superior or unique in addressing the needs of the City.

5. **Minimum Qualification Requirements (MQRs)**

- a. This RFP contains Minimum Qualification Requirements (MQRs) which the proposing Firm **must** meet in order for the Firm's response to be considered responsive.
- b. Proposing Firm named in Exhibit A – Discipline Form must submit all [Minimum Qualification Requirements \(MQRs\) requested in MQRs section.](#)

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- c. **Please read the MQRs to ensure Firm meet these requirements prior to submitting a response to this RFP.**
- d. **All Minimum Qualification Requirements (MQRs) must be submitted with Firm's response.**
- e. Please note that the information for the Projects/Contracts for MQR # 3 must be the same as the Projects/Contracts provided within the Reference Check form.
- f. Proposing Firm that do not comply with MQRs will be determined non-responsive and disqualified from the evaluation process and their proposal will not be evaluated.
- g. The Proposing Firm awarded any contract as a result of this RFP will be required to maintain the Minimum Qualification Requirements (MQR) #1 and #2 during the term of the contract and any contract renewals.
- h. All Firm(s) providing work must submit all forms requested in the [Forms Section](#).

6. **[Required Forms:](#)**

Proposing Firm must complete and include all forms within the proposal and submit on USB drive:

- a. [Proposal Submitted by Form](#)
- b. [Variance Form](#)
- c. [Legal Proceedings Form](#)
- d. [Public Entity Crime Form](#)
- e. [Domestic Partnership Certification form](#)
- f. [Conflict of Interest Notification Requirement Questionnaire](#)
- g. [Drug Free Workplace Form](#)
- h. [Anti-Kickback Affidavit](#)
- i. [Truth-In-Negotiation Certificate](#)
- j. [Confidentiality Form](#)
- k. [Request to Withdraw Proposal Form](#)
- l. [Reference Check Form – \(Three \(3\) completed and signed by reference\)](#)
- m. [Addenda](#)
- n. [Exhibit A – Discipline Form](#)

7. Firm's Qualifications and Experience

- a. Provide detailed information of the proposing Firm's:
 - i. Experience with providing the proposed disciplines service as outlined in the RFP.
 - ii. Organization, size and experience.
 - iii. Describe in detail the clients for which the types of services stated in this RFP have been provided.
 - iv. Address in detail the Firm's areas of expertise as it relates to the scope of work addressed in this RFP.
 - v. Approximate number of staff assigned that will be available to provide the service(s) as requested.
 - vi. Unique qualifications that the Firm has to provide the services.
 - vii. Other matters that the proposing Firm feels would assist the City to determine the experience and qualifications.
- b. Specify what unique circumstances sets the Firm apart from others who perform the same or similar services.
- c. Provide resumes of key management personnel and support staff, including education, experience, and any other pertinent information for each member to be assigned.
- d. Describe Firm's experience with green building practices and identify any United States Green Building Council Leadership in Energy and Environmental Design (LEED) approved projects Firm has completed or is in progress of completing and the number of local office staff with a LEED AP certification.

8. Project Team's Experience/Qualifications

- a. Provide a list of the proposed personnel and their qualifications. A resume of key management personnel, including education, experience, and any other pertinent information shall be included for each member.
- b. Provide the name of the person who will be assigned to the City as the principal point of contact and having authorization to make representations and agreements on behalf of the Firm.
- c. Provide a table of organization setting forth the positions, functions, and roles to be performed by key staff and sub-consultants.

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- d. Provide affirmative statement indicating Firm's assigned professional staff possess all licenses and certifications required.

9. Past Performance -References

- a. Proposer(s) responding to this RFP must provide three (3) completed, signed and verifiable references for Projects/Contracts of similar scope as outlined in this RFP.
- b. Please note that the information for the Projects/Contracts for MQR # 3 must be the same as the Projects/Contracts provided within the Reference Check Form.
- c. The City will send the references your Firm provides a request for verification via email within no later than two (2) business days from receipt of your Firm's proposal.
- d. If the reference is not available or unable to respond within two (2) business days from email request, this will cause your Firm to lose points awarded for this criterion. Therefore, please make sure that the references listed in your Firm's response are aware that they will be receiving a confirmation/verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with Firm's proposal response.

10. Approach to the Project

- a. Describe for each Discipline the Firm is applying for, through Exhibit A – Discipline Form, the Firm's understanding and strengths in designing and providing the types of projects /services for each of the proposed disciplines:
 - i. Architectural Services
 - 1. Community Centers
 - 2. Parking Garages
 - ii. Engineering Services
 - 1. Provide designs
 - 2. Provide inspections and plan reviews
 - iii. Landscape Architectural Services
 - 1. Site master planning
 - 2. Urban design plans
 - 3. Park design

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4. Median design
- iv. Civil Engineering Services
 1. Drainage System Designs
 2. Force Main Analysis
 3. Storm water
- v. Environmental Engineering Services
 1. Building Renovation Planning
 2. Retrofit/Improvements
- vi. Mechanical Engineering Services
 1. Building Renovation Planning
 2. Retrofit/Improvements
- vii. Plumbing Engineering Services
 1. Building Renovation Planning
 2. Retrofit/Improvements
- viii. Electrical Engineering Services
 1. Building Renovation Planning
 2. Retrofit/Improvements
- ix. Geotechnical Services
 1. Asphalt/Pavement Testing
 2. Field Density Testing
- x. Material Testing Services
 1. Rock bearing Testing
 2. Concrete Testing
- xi. Water Resources/Stormwater Design/Wastewater Engineering
 1. Water Plant design
 2. Water distribution and sanitary sewer system designs
 3. Wastewater System Plan and Program Development (sewer overflow response plan, information management system program, GIS implementation, sewer system asset management program, gravity sewer system O&M program, pump station O&M and assessment/rehabilitation program, force main O&M and

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- assessment/rehabilitation program, force main criticality assessment and prioritization program, force main rehabilitation and replacement program, capacity, management O&M program (CMOM))
4. Preparation of modwater distribution models
 5. Preparation of sanitary sewer system models
 6. Preparation of stormwater models
 7. Raw water pump station and well analysis
- xii. Transportation Consulting Services/Traffic Engineering Services
1. Traffic Studies
 2. Parking Studies
- xiii. Surveying Services
1. Land Surveys
 2. Mapping
- xiv. Construction Project Management Services
1. Professional on-site Management
 2. General conditions and contract requirements
 3. Contract administration and management
- xv. Planning - General Services
1. Architectural and Urban Designing
 2. Comprehensive Plan and Evaluation and Appraisal Report (EAR) Based Amendments
 3. Corridor Plans
 4. Roadway Design
 5. Traffic Calming Studies
- xvi. Planning Urban Design Services
1. Design of master plans
 2. Data Analysis
 3. Comprehensive Plan
 4. Community Outreach and Visioning
 5. Parking Studies

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xvii. Façade Improvement Services

- a. Describe for each Discipline the Firm is applying for, through Exhibit A – Discipline Form, The Firm’s understanding and strengths in designing and providing the types of project/services for each of the proposed disciplines:
 1. Building Design
 2. Streetscape Design
 3. Façade Improvements
 4. 3-D Renderings
 5. Plan Renderings and Graphics
 6. 2-D Visualization
- b. Discuss in detail how the Firm will approach each Project including, but not limited to, completing Exhibit C – Work Authorization, staffing, proposed schedules, performance benchmarks and plans.
- c. Describe the Firm’s commitment to sustainability and how it intends to promote sustainability in Projects assigned by the City/CRA.

11. Location of Firm and Ability to Respond in a Timely Manner

- a. Provide the location of the Firm which will be performing 51% of all work requested in the RFP.
- b. After award of contracts, the City will require for each Project the Firm to provide the cost on Exhibit C – Work Authorization. Discuss and demonstrate Firm’s ability to accurately provide City’s request through Exhibit C – Work Authorization for each Project.
- c. Discuss Firm’s ability to timely provide Exhibit C – Work Authorization for each Project.

12. Firm’s Approach to Project Management:

- a. The specific Projects requiring services have not yet been identified. However, in general, explain the Firms approach in meeting Project specific time requirements and indicate whether the Firm is committed to meeting these requirements.
- b. Firm must detail approach to be utilized in managing Projects, including, but not limited to, connection with other governmental agencies and utility companies.

13. Florida Statute 287.055 Section 2. (d) Certified Minority Business Enterprise Certification:

In accordance with Florida Statute 287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties; Section 2. (d): if a proposing Firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and the Firm submits proof of a valid certification from the Florida Department of Management Services Office of Supplier Diversity, this Firm will receive two point five (2.5) points for this criterion. The submitted certification will be validated using the Certified Vendor Directory from the Office of Supplier Diversity website, <https://osd.dms.myflorida.com/directories>.

Firms must provide a copy of the Certificate with submission if proposing for disciplines which require licenses per Florida Statute 287.055.

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PLEASE NOTE RECEIPT OF ADDENDUM #2 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #2:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department