



ADDENDUM # 3
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 # 3 with your Firm's response.

PLEASE NOTE:

QUESTION #1.

In regards to the above referenced RFP for Engineering/Architecture/Other CCNA services I wanted to request if you could send a list of the incumbents for the various categories on this contract from the previous award in 2014? Your help is appreciated.

ANSWER #1.

See addendum # 1.

QUESTION #2.

Regarding the above referenced Request for Proposals, is coastal/marine engineering included in this contract or will it be part of a separate contract? Our firm would be very interested in submitting our qualifications for these disciplines.

ANSWER #2.

See RFP document which may be obtained online at www.cohb.org/solicitations .

ADDENDUM #3

QUESTION #3.

Is Item No. 2 on page 8 "Engineering Services" intended to be "Structural Engineering Services"? We note that all the other major engineering services are identified and listed separately (civil, mechanical, electrical, plumbing, etc.). However, "Structural" Engineering Services is not listed.

ANSWER #3.

See answer # 2.

QUESTION #4.

Can you kindly advise who the incumbents are for the various contracts?

ANSWER #4.

See addendum # 1.

QUESTION #5.

We understand that the (MQR)#3 requirement for three similar projects by discipline. Are three Reference Check Forms also required **per discipline** or three Reference Check Forms **in total**? *(Page 23 of 97)*

ANSWER #5.

See RFP document page 23 and page 57. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #6.

In Section 7c., within Firm's Qualifications and Experience, resumes of key management personnel and support staff are requested. Section 8a. requests a resume of key management personnel. Can this information be shown in one location or is it meant to be shown twice? *(Page 34 of 97)*

ANSWER #6.

See RFP document pages 31-39. The RFP document may be obtained online at www.cohb.org/solicitations

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QUESTION #7.

Does not having any LEED-certified employees preclude us from submitting our qualifications for RFQ 2018-2019-012? What if we have many LEED-certified projects? Our principal is very knowledgeable on what qualifies for LEED certification and we offer up to LEED Silver qualifying design in our basic scope of services for all our projects. If we are able to show proof of our LEED qualifications, would this be enough to meet the Minimum Qualification Requirements?

ANSWER #7.

See RFP document page 22. Also, see Proposal Format, Item 7, pages 33-34. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #8.

If we submitted reference forms for RFQ 2017-2018-001, could we use them for this RFQ or do we have to submit new ones?

ANSWER #8.

See RFP document, Reference Check Form Section, pages 57-61. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #9.

The RFP gives preference to certified MBE with extra 2.5 points, but many MBEs are newer firms and do not meet the 6 years in business (established in 2013 or earlier) requirement. Could this requirement be relaxed or waived for MBEs?

ANSWER #9.

See RFP document page 30 and page 39. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #10.

We at CES Engineering Services are excited at the opportunity to continue our work with the City. We are in receipt of the above referenced RFP, and would very much like to provide a response.

We did note that in MQR #1, the language reads:

Proposing Firm must be incorporated through Sunbiz with a status of "Active". Provide a copy of Firm's Sunbiz with response showing a date filed of year 2013 or earlier.

Our firm, incorporated in 1994, was incorporated in Florida in 2014. Being that this is five years ago; that we are actively executing work on behalf of the COHB via Acai architects, and that we would like to continue with our successful relationship, we are requesting consideration to change the Sunbiz date to 2014 in lieu of the 2103 date listed.

ANSWER #10.

See RFP document, Minimum Qualification Requirements (MQRs), pages 21- 26. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #11.

Please define what the City is looking for under the Discipline "Engineering Services 1. Provide designs 2. Provide inspections and plan reviews"? In what way is it different from the other Engineering Disciplines listed?

ANSWER #11.

See RFP document, Scope of Work, pages 3-21. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #12.

Will you please clarify if the City is looking for a total of three (3) similar services/projects or three (3) similar services/projects per discipline which the firm is proposing?

ANSWER #12.

See RFP document, Minimum Qualification Requirements (MQRs), pages 21- 26. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #13.

In regards to solicitation FY 2018-2019-012, the RFQ package states that "Proposing Firm(s) will be required to perform at least 51% of all work/services being requested in this RFP and through all awarded Projects." To clarify, does this mean that proposing firms/teams should be able to provide 51% of services and responsibilities listed on pages 5 and 6 (architectural, engineering, landscape architectural, civil... etc)?

ANSWER #13.

See RFP document, Scope of Work, page 3. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #14.

Page 22 of the RFP it states the following **"2d. LEED: Proposing Firm must have at least one (1) team member accredited in the United States Green Building Council Leadership in Energy and Environmental Design (LEED). Firm must provide a valid copy of the United States Green Building Council Leadership in Energy and Environmental Design (LEED) certification."**

Does this pertain only if applying for Architectural Services or is this a general requirement for the whole proposal?

ANSWER #14.

See RFP document, Minimum Qualification Requirements (MQRs), pages 21- 26. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #15.

Page 21 item #7 under Minimum Qualification Requirements states **"All Firm(s) providing work must submit all forms requested in the Forms Section."** Does this mean our sub-consultants have to fill out all the forms as well? Or are the forms only for the prime consultant to fill out?

ANSWER #15.

See RFP document, Minimum Qualification Requirements (MQRs), pages 21- 26. The RFP document may be obtained online at www.cohb.org/solicitations

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QUESTION #16.

Does the City want a total of 3 references or does the City want 3 references for each service we are applying to?

ANSWER #16.

See answer #8.

QUESTION #17.

Can we overlap on references, and use the same reference for different services?

ANSWER #17.

See answer #8.

QUESTION #18.

Can we use the same reference form we submitted in a previous City of Hallandale Beach proposal?

ANSWER #18.

See answer #8.

QUESTION #19.

Do our sub-consultants also need to provide references? If so, how many?

ANSWER #19.

See RFP document which may be obtained online at www.cohb.org/solicitations .

QUESTION #20.

Can a prime consultant also be a sub-consultant on another team?

ANSWER #20.

See RFP document which may be obtained online at www.cohb.org/solicitations .

QUESTION #21.

Can a sub-consultant be on multiple teams?

ANSWER #21.

See RFP document which may be obtained online at www.cohb.org/solicitations .

QUESTION #22.

Please clarify the difference between Engineering Services (page 8 in the RFP) and Civil Engineering Services (page 10-11 in the RFP). The descriptions of work listed under Engineering Services are also listed under Civil Engineering Services.

ANSWER #22.

See RFP document, Scope of Work, page 3. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #23.

The descriptions of work listed under each service on page 6 -21 of the RFP are very lengthy compared to the descriptions of work listed under each service on page 35-38.

Can you please clarify the difference?

ANSWER #23.

See RFP document. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #24.

In reference to the RFP for Professional A/E Services, can consultants submit as a subconsultant under certain categories and as a prime for others?

ANSWER #24.

See RFP document which may be obtained online at www.cohb.org/solicitations .

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QUESTION #25.

On Page 31 under Proposal Format, it states that all proposed subconsultants named in Exhibit A must also provide Items 1 – 12. It does not seem accurate that a sub would need to provide several of these items, as they are not going under contract with the City. Can you clarify which items will be required from a Proposing Firm's subconsultants which represent criteria?

ANSWER #25.

See RFP document, Proposal Format, pages 31-39 which may be obtained online at www.cohb.org/solicitations

QUESTION #26.

Please clarify if the forms given by the RFP may be incorporated in our response document without the Hallandale RFP header. If inserted without the header they don't need to be scaled down in order to fit our document.

ANSWER #26.

See RFP document, Forms Section, pages 43-56 which may be obtained online at www.cohb.org/solicitations

QUESTION #27.

Does the City want to see three (3) references and (3) reference check forms provided for each discipline the firm is responding to? Or, is it the City's preference that the Firm include three (3) references and (3) reference check forms that would encompass all the disciplines the Firm is responding to?

ANSWER #27.

See RFP document, Reference Check Form Section, pages 57-61. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #28.

Proposal Format, Page 31 of the RFP indicates: "Items #1 through #12 represent criteria after which the proposals will be evaluated." Item #10 has been listed for both "Approach to the Project" and "Location of the Firm and Ability to Respond in a Timely Manner." Would you prefer respondents maintain the current numbering sequence or should we modify our submission to reflect the 13 categories requested?

ANSWER #28.

See addendum # 2.

QUESTION #29.

Will teams which include certified minority subconsultant partners qualify for the 2.5 points under scoring criteria number 8?

ANSWER #29.

See RFP document, Evaluation Criteria and Process and Proposal Format, pages 30-39. The RFP document may be obtained online at www.cohb.org/solicitations

QUESTION #30.

Approach to Project – Environmental Services: Would the City please confirm the Environmental Services approach should focus on Building Renovation Planning and Retrofits / Improvements?

ANSWER #30.

See RFP document which may be obtained online at www.cohb.org/solicitations .

ADDENDUM #3

PLEASE NOTE RECEIPT OF ADDENDUM #3 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #3:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department