



City of Doral

RFQ No. 2023-08

General Engineering and Architectural Services

Addendum No. 2

1. On page 18, Section 5.a.iii of the RFQ under “Respondent’s Past Performance,” please clarify if we may utilize firm personnel projects from their prior firm experience, and if we may also utilize subconsultant experience. Please confirm we are permitted to utilize this method for Section F, Example Projects, of the SF 330 Forms, Part I, as well.
 - “Proposer” as such term is used throughout the RFQ refers to the prime/lead engineering firm submitting a proposal in response to this RFQ. Accordingly, the referenced section of the proposal submittal requirements pertaining to “Respondent’s Past Performance”, which must be a subsection of Section 5 Proposer Qualification Statement, Part I – Technical Submittal, should be limited to an explanation of the prime’s past performance.

Notwithstanding the above, the Proposers may rely on the inclusion of their proposed subcontractors for purposes of satisfying the requirement to have experience in all of the specialties/categories of services listed in Section 3.1. If relying on subcontractors for experience in the related areas, such subcontractors must be included in the Identification of Qualified Entities form. To ensure clarity on this point, the first paragraph of the Identification of Qualified Entities form included in Exhibit A of the RFQ shall be revised as follows (added language is underlined):

Proposers or their proposed subcontractors must collectively have experience in all related areas described in Section 3.1 of the RFQ. Accordingly, Proposers shall specify whether such experience requirement is satisfied by the Proposer and/or any of its proposed subcontractors by identifying the applicable entity with the category of experience and applicable years of experience. Resumes and experience submitted with the Proposal must specify and substantiate the experience and qualifications provided herein. Supplement in the same format as below, as needed.

Similarly, if relying on subcontractors for experience in the above-mentioned areas, details regarding such subcontractor’s experience should also be included as part of SF Form 330. Without limitation of the foregoing, please note that subsection 5.c.i (PDF pages 18-19) of the Proposal Submittal Instructions identifies which sections of SF 330 require applicable subcontractor information.

2. Article 4 – Required Submission Forms (Page 27 of the RFQ). Are these forms required for the Prime only, or are subconsultants also required to provide all the forms specified in this section?
 - Without limitation of the various submission requirements set forth in the RFQ, only the Proposer is required to submit the various forms set forth in Exhibit A. Notwithstanding the foregoing, the City may require subcontractors to complete and submit affidavits or other forms as may be required by applicable laws or as otherwise required by the City prior to commencement of work.
3. Who will be the Project Manager on behalf of the city?
 - Darlin Perez, P.E. Chief of Engineering for the Department of Public Works, or such other individual that the Public Works Director or City Manager may designate.

4. RFQ Required Forms: Proposer shall complete and submit the remaining forms in Exhibit A. Are the subconsultants required to provide all forms specified in section 6? Or are these forms for Prime only?
- Please see response to Question 2 above.

5. Is there a total budget for this contract?
- Budget for each project will be determined on a case-by-case basis. Contracts awarded pursuant to this RFQ shall be continuing contracts, as such term is defined under CCNA, which currently limits the engagement of firms under this RFQ to “projects in which the estimated construction cost of each individual project under the contract does not exceed \$4 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$500,000. . . .”

Notwithstanding any language contained in the RFQ to the contrary, proposals should not include any quoted prices since firms providing professional services under this RFQ and the ensuing Contracts shall not be required to bid against one another. Please refer to Section 287.055, Florida Statutes for additional information.

6. In the Evaluation Criteria under Qualifications, Experience, and Past Performance of Proposer (40 Points) on page 20 of the RFQ, state the following: Including, without limitation, years, quality, and applicability of Firm’s prior experience; ability, capacity and skill; whether the firm is a certified minority business enterprise; adequacy of firm to perform, including timeliness, stability, availability, and licenses. Our firm is not certified as a minority business enterprise. To obtain the 40 points, can we fulfill this certification requirement through one of our subconsultants? Or does this certification only apply to the Prime?
- Credit will be provided if the Proposer and/or subconsultants are certified minority business enterprises. The Evaluation Criteria of the RFQ shall be revised as follows (deleted language is stricken and added language is underlined):

Evaluation Criteria	Maximum Points
Qualifications, Experience, and Past Performance of Proposer Including, without limitation, years, quality, and applicability of Firm’s prior experience; ability, capacity and skill; whether the firm is a certified minority business enterprise ; adequacy of firm to perform, including timeliness, stability, availability and licenses.	40 points
Qualifications, Experience, and Past Performance of Project Team Including, without limitation, credentials, qualifications, size and quality of completed and ongoing projects, <u>whether the Proposer, or its subcontractors, is a certified minority business enterprise</u> , and other accomplishments of team members and subcontractors.	35 points
Quality and Completeness of the Project Team and Proposal Including, without limitation, the quality and availability of references, compliance with the response preparation and other submission requirements.	15 points
Project Implementation Strategy and Approach Including, without limitation, the firm’s understanding of the City’s needs, local conditions, goals, and objectives.	10 points

7. May a firm participate as a Proposer (prime) as well as a subcontractor for another team?
 - Yes, a firm may participate both as a Proposer and as a subcontractor of a different Proposer. Similarly, subcontractors may be a part of multiple Proposer teams. Please be advised that any conflict of interest or collusion (i.e., cooperation between firms in bid-rigging, price-fixing, or other anti-competitive practices) is strictly forbidden.
8. Is there a limit on how many teams a sub consultant can be to a prime consultant?
 - No limit.
9. Is there a local preference?
 - No local preference will be granted in the award of this RFQ.
10. Where can I find Exhibit B - ARCHITECT-ENGINEER QUALIFICATIONS?
 - Please see PDF pages 49-62 of the RFQ, which includes the Architect-Engineer Qualifications Form 330 that must be completed as part of each proposal. Please refer to RFQ Section 2.2 Proposal Submittal Instructions. For your convenience, the same form is attached to this Addendum.
11. Where should we include licenses and certificates in this proposal?
 - License(s) and/or Certification(s) must be attached at the end of SF 330.
12. Regarding language on page 24 of RFQ: *Plans Review and Permitting: Includes the architectural and engineering reviews necessary to confirm plans prepared by individuals or consultants to applicable building and zoning codes, fire codes and Americans with Disabilities Act requirements. Consultant personnel would work under the supervision of the Public Works Director and Building Official of the City. Provides recommendation of approval to City's Public Works Director and Building Official charged with issuing permits.* Is it the City's desire to have a full suite of consultants to provide building plan review for engineering - structural, electrical, mechanical, plumbing and architecture?
 - Yes the Project Team must include capacity to review building plans for the listed disciplines. The City will have the ability to engage Awarded Proposer(s) to provide such plans review and permitting services in one or more of the various disciplines pursuant to a Work Order.
13. Regarding language below for a. Part I – Technical Submittal, subsection iii. Respondent's Past Performance...Will the City be contacting Prime Respondent's references from the above-mentioned section, OR will the City be contacting references from c. Part III – Architect Engineer Qualifications Form 330, example projects listed in Section F?
 - The City will contact references listed in subsection iii (page 18). The City may also contact references listed by Proposer in Exhibit B (Form SF 330).
14. On page 18 of the RFP, Under 5. Proposer Qualification Statement, Part I, ii. Respondent's Experience, will 11x17 pages be counted as two pages or one?
 - Proposals should be submitted on 8x11 pages. 11x17 pages will be counted as two pages.
15. On page 18 of the RFP, Under 5. Proposer Qualification Statement, Part I, iii. Respondent's Past Performance, do you want the entire team's government pool contracts or just the primes?
 - Please refer to the response to Question 1 concerning the meaning of "Proposer" as referring to the Prime. Past Performance includes the Proposer/Prime's experience as a

prime or as a subconsultant. Additionally, Proposers have the option to specify government pool contracts that their project team is associated with. Consideration will not be given for experience that is not specified in the Proposal.

16. On page 18 of the RFP, Under 5. Proposer Qualification Statement, Part I, iii. Respondent's Past Performance, please clarify what is meant by "(VII) the results of the project"?
 - The term "results of the project" refers to the outcome or achievements of each contract listed, which should include whether the project was completed on time and within budget, any design and constructability evaluation by the client, circumstances of final acceptance, etc. If the contract is still in progress, you should provide the current status or progress of the project instead of the final results. Include any significant milestones or achievements that have been reached up to the present time.
17. Page 23 paragraph 3 of the RFQ states that "The Successful Proposer(s) shall provide one or more of the following services, among others, in an on-going and as-needed basis with respect to various project sites to be identified by the City." Are firms expected to submit with a team of subconsultants in order to provide as many of these services as possible?
 - Please refer to the response to Question 1. The City will issue Work Orders to Awarded Proposer(s) on a project-by-project basis, which may include one or more of the services listed.
18. Will teams submitting without subconsultants, with the intention of providing only a few of the services listed, be penalized in the selection process in any way? Is it recommended to fulfill as many as the services as possible?
 - Please refer to the response to Question 1. Failure to have experience in all of the specialties/categories of services listed in Section 3.1 shall render their proposal non-responsive.
19. Could you provide clarification as to who the term "Respondent" applies to? Does this term apply to only the Prime consultant, or does it also apply to subconsultants that are on a Prime's team? We are looking for clarification for who the term applies to for the following subsections: ii. Respondent's experience and iii. Respondent's Past Performance listed on page 18 of the RFQ.
 - Please refer to the response to Question 1 concerning the meaning of "Proposer" as referring to the Prime. Please also note that Section 1.1 (page 7) of the RFQ defines the term "Respondent" as interchangeable with either "Proposer" or "Bidder".
20. This question is regarding Proposal Submittal Instructions – item 5. Proposer Qualification Statement page 17. Are b. Part II and c. Part III included within the 12-page document? Or does this only apply to a. Part I – Technical Submittal?
 - The 12-page limit applies only to Part I – Technical Submittal.
21. Do we need to include SF330 resumes in the proposal for the key personnel only, or does the city prefer to have resumes for all the individuals listed in the organizational chart?
 - Resumes should be provided for all personnel participating in the proposal.
22. iii. Respondent's Past Performance page 18. What specific information should we include in (VII) the results of the project, especially if the project is still ongoing?
 - Please refer to the response to Question 16.