



## **ADDENDUM NO. 1**

**RFQ NO. MCRA 2021-01**

### **ARCHITECTURAL SERVICES**

**Thursday, February 4, 2021**

**TO ALL BIDDERS:**

Please incorporate the following information/clarifications, changes, additions, and/or deletions into the specification packet for the above-referenced project:

**QUESTIONS AND CLARIFICATIONS:**

1. Question: In looking at the CRA CIP plan contained in the RFQ some of the architectural projects may include other disciplines such as Mechanical/Electrical/Plumbing engineering and Structural Engineering, Civil Engineer. Do you want an Architecture team to provide these possible sub-consultants in our team or just submit for the "Anticipated Disciplines"?

**Answer:** Yes, provide the sub-consultants on the team, because the strength of your overall team can be a factor in the evaluation. Notwithstanding that, however, a different sub-consultant can be substituted on a future project with the mutual consent of the CRA and the primary consultant.

2. We see the City has an RFQ out for GENERAL ENGINEERING CONSULTING SERVICES MCRA 2021-02 with Anticipated disciplines include: civil, environmental, sanitary, storm water, traffic and traffic calming, surveying, landscape architecture, and full service parks and recreation planning and design.

**Answer:** Yes, an RFQ for General Engineering Services which is currently being evaluated. There may be some slight cross-over areas.

3. Question: Do you want 330 complete package from the Prime Architectural Firm or should we include the subs 330 forms also? Does the City want resumes in both places – or are you only looking for part of the SF330 package?

Answer: You may reference FORM 330 on No.5 and/or No. 6 providing that it is completed in its entirety and includes Section E for each key personnel member. You may include any subcontractors that are known at this time on Form 330.

4. Question: Under Section IV. The Submittal Package, 4. Corporate Qualifications – it states to summarize relevant corporate experience and it also references SF330 Form. Are we to provide a list of relevant projects and also provide an SF330 form? Is the SF330 form to be placed here in this section.

Answer: See Corporate Qualifications – Summarize relevant corporate experience that demonstrates specific knowledge of similar projects and services completed within the last five years in Florida. Provide a short description of the qualifications of specific people assigned to this project as they relate to the type of work to be performed. This narrative is in addition to Standard Form 330, Architect-Engineer Qualifications.

5. Question: Please clarify that resumes should be included in “Additional RFQ Information” which will be placed at the back and not under 5. Project Team? Isn't 6. Personnel Assigned the same as what is being asked for in No. 4 and 5? What are we to include here? What qualifications are you looking for in this section. The SF330 covers all of this.

Answer: You may reference FORM 330 on No.5 and/or No. 6 providing that it is completed in its entirety and includes Section E for each key personnel member.

The **Project Team** is more intimately related to the project. These are likely the key personnel members from the submitting firm that will be assigned to MCRA projects on a regular and/or ongoing basis and would likely include those with oversight responsibilities and the staff members they are generally responsible for providing direction.

The **Personnel Assigned** should be considered a broader group. It may include individuals and/or firms not directly part of the submitting firm but those who will regularly work in conjunction with the Project Team (perhaps as an external partner or sub consultant) and would very likely be assigned to provide services related to the anticipated MCRA projects. Personnel assigned to quality review functions whether inside or outside of the submitting firm may be included in this category since they will likely not have direct interaction with the MCRA or a direct role in producing the consultants work product but will likely review work product and provide comments to the members of the Project Team.

6. Question: The checklist asks for Corporate Qualifications under 3 and number 4.

Answer: Number three should be the overall company history and number four should be the company qualifications as it relates to the type of work being performed. (ie: projects completed)

Donna Hicks

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Buyer II

Thursday, February 4, 2021

Please sign and return the acknowledgment page of this addendum by email or by fax. The original acknowledgement page is to be included with your qualifications submission.

**ACKNOWLEDGEMENT FORM**

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**ARCHITECTURAL SERVICES**

I acknowledge receipt of Addendum No. 1 for RFQ No. MCRA 2021-01. This addendum contains four (4) pages. Please include the original of this form in your qualifications submission.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Signer \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Please fax your completed form to (954) 935-5258 or e-mail to [purchase@margatefl.com](mailto:purchase@margatefl.com).

*Donna Hicks*

Donna Hicks  
Buyer II

Thursday, February 4, 2021

NOTE: The original of this form must be included with your qualifications submission.