



## **ADDENDUM NO. 1**

**BID NO. 2023-010**

**Thursday, March 30, 2023**

### **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: Can the City provide a time extension for this RFQ submittal?

Answer: Proposal submission date has been changed to April 19, 2023 at 11:00 am

2. Question: The E-Verify form that is noted on the checklist is not provided in the the RFQ document. Can you please provide it?

Answer: Please add E- Verify form, attached

3. Remove: Page 2

Replace: Page 2A, attached

Reason: Corrected wording in paragraph 1 regarding Architectural services

4. Remove: Page 47

Replace: Page 47A, attached

Reason: Revised checklist order to reflect the order of items in Section IV, The Submittal Package

5. Question: Can the one point associated with Certified Minority Business Enterprise be obtained by a subconsultant MBE member?

Answer: The intent is for the main consultant, however consideration may be given to submittals who identify MBE member subconsultants.

6. Question: Does the City want to see a full team to cover the scope of services beginning on page 3 of the RFQ?

Answer: Yes

7. Question: Can the City confirm if the RFQ is to be Architectural led, Engineering led, or both?

Answer: The focus is on Engineering, Architectural services will be minor

8. Question: How many references is the City asking the proposers to provide? Will these references be pulled from the SF 330 Section F (project) forms?

Answer: 5 references, please list separately from SF 330

9. Question: Is there a preferred order for the checklist items?

Answer: Please follow the order of the checklist, see updated checklist page 47A

10. Question: In Section IV, are numbers 4 and 5 requesting the same information?

Section IV. The Submittal Package, items 4 and 5 (RFQ – PAGE 5)

Item 4 Corporate Qualifications – second sentence, requests the following:

“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”.

Item 5 Project Team, is requesting the following:

“Identify key personnel and their qualifications for these services and describe qualifications of assigned support personnel”.

Is the City requesting the same information under both tabs?

Answer: No. Item 4 Corporate Qualifications would include high level oversight individuals who may or may not be part of the Project Team.

11. Question: The Exhibit A Checklist states that the organizational chart belongs in Tab 6 “Personnel Assigned,” however, in the RFQ section “IV. The Submittal Package”, it states that the organizational chart should be included in Tab 5 “Project Team.” Please confirm the Tab in which the organizational chart should be included. Or, can we combine Tabs 5 and 6?

Answer: Organizational chart should be in tab 5, tabs cannot be combined. Please refer to updated checklist, page 47A

12. Question: How would the City like proposals to be submitted? Section V states proposals shall not be submitted in 3 ring binders. The following sentence reads "The original and six (6) copies must be bound or in binders on 8.5" x 11" white paper".

Answer: Any other style of folder or binding is acceptable (spiral bound, clasp type folder, plastic binder combs, etc.).

13. Question: Can a firm submit as a prime and be a subconsultant on another team?

Answer: Yes

14. Question: In Section IV, No. 6 – Personnel Assigned, should this include only support personnel including subconsultants?

Answer: If subconsultants will be used, please indicate the personnel and their qualifications.

15. Question: In Section IV, No. 7 – Professional Registrations, should this tab also include personnel licenses?

Answer: Include Professional licenses for personnel assigned.

16. Question: Does the RFQ require that the prime consultant provide Architectural Services or could it be provided by a sub in the team?

Answer: Architecture services can be provided by a subconsultant

Kelly McGilvray

Kelly McGilvray  
Buyer II

Thursday, March 30, 2023

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

## ACKNOWLEDGEMENT FORM

### ADDENDUM NO. 1

### BID NO. 2023-010

I acknowledge receipt of Addendum No. 1 for RFQ No. 2023-010. This addendum contains seven (7) 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).

*Kelly McGilvray*  
Kelly McGilvray  
Buyer II

Thursday, March 30, 2023

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

**CITY OF MARGATE  
E-VERIFY FORM**

Project Name:	
Project No.:	

ACKNOWLEDGEMENT

**Definitions:**

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with the City of Margate; and
- c) Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination and shall be liable for any additional costs incurred by the City as a result of the termination.

COMPANY CONTACT INFORMATION

Company Name:
Authorized Signature:
Print Name:
Title
Date:
Phone:
Email:
Website:

**CITY OF MARGATE**  
**GENERAL CIVIL ENGINEERING, BUILDING ARCHITECTURAL, AND LANDSCAPE**  
**ARCHITECTURAL CONSULTING SERVICES**  
**RFQ NO. 2023-010**

The City of Margate ("CITY") is seeking Request for Qualifications (RFQ) from qualified Engineering Firms to provide design and construction administration services for various improvements on a continuing contract basis as required by the CITY.

**I. PURPOSE:**

The CITY is interested in entering into agreements with a minimum of 3 and a maximum of 10 qualified Engineering firms to provide Continuing Civil Engineering Services with a focus on disciplines outlined herein for the implementation of projects identified in the CITY'S five-year Capital Improvement Plan (CIP) including specific CIP for the Department of Environmental and Engineering Services (Exhibit B). Projects/Tasks shall generally be awarded on a rotation basis, unless a firm possesses a particular skill or experience that would be required for the completion of a specific project/task, as determined in the sole discretion of the CITY.

Pursuant to this Request for Qualifications ("RFQ") package and in compliance with the Consultant's Competitive Negotiation Act ("CCNA"), Florida Statutes Section 287.055, 2 Code of Federal Regulations (CFR) Part 200, and all other applicable Federal, State and local regulations, and the rules and regulations of all authorities having jurisdiction over any part of the services provided under this RFQ, the CITY seeks to identify firms with substantial experience and capabilities to perform continuing professional Civil Engineering Services, including but not limited to the following disciplines and services: Environmental, Water and Wastewater, Transportation, Structural, Geotechnical, Architectural, Storm-water, Construction Management, and Construction Engineering Inspection. In addition, consultants shall have capacity to provide Landscaping and Building Architectural Services.

This Proposal is being solicited in accordance with the Procurement Requirements for Federal grants, as provided for in Title 2 Code of Federal Regulations (CFR) Part 200 in order to be eligible for reimbursement under the Public Assistance Program.

Any professional services awarded through this RFQ will be for projects that do not exceed a total amount of \$4,000,000 for basic construction costs for all projects related to this RFQ, and for study activities that do not exceed \$500,000 for each individual study activity.

Potential projects may include but are not limited to streetscape improvements, parks and playground redevelopment, capital projects, building renovations, and open space design, as well as other projects on an as needed basis.

**EXHIBIT A**  
**CONSULTANT CHECKLIST – CITY RFQ 2023-010**

**NOTE:**

- A) This Exhibit must be included in RFQ immediately after the cover letter.
  - B) RFQ Package must be put together in order of this checklist.
  - C) Any supplemental materials must appear after those listed below and tabbed “Additional RFQ Information”.
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- 1. \_\_\_\_\_ Transmittal Letter
  - 2. \_\_\_\_\_ Copy of this Check List (Exhibit A)
  - 3. \_\_\_\_\_ Corporate History/Corporate Qualifications/Team Organizational Chart
  - 4. \_\_\_\_\_ Corporate Qualifications
  - 5. \_\_\_\_\_ Project Team: (Name, Title and years with firm only. **Do not include a resume here.** All resumes, if included, should be included under “Additional RFQ Information” tab, Include complete organizational chart as required)
  - 6. \_\_\_\_\_ Personnel Assigned
  - 7. \_\_\_\_\_ Professional Registration
  - 8. \_\_\_\_\_ Project Management
  - 9. \_\_\_\_\_ Proof of Insurance
  - 10. \_\_\_\_\_ Offeror’s Certification
  - 11. \_\_\_\_\_ Offeror’s Qualifications Statement
  - 12. \_\_\_\_\_ SF 330 Forms
  - 13. \_\_\_\_\_ Scrutinized Companies Certificate
  - 14. \_\_\_\_\_ Non-Collusive Affidavit
  - 15. \_\_\_\_\_ Drug-Free Workplace Form
  - 16. \_\_\_\_\_ Byrd Anti-Lobbying Certification
  - 17. \_\_\_\_\_ Statement of Compliance
  - 18. \_\_\_\_\_ E-Verify Form
  - 19. \_\_\_\_\_ Additional RFQ Information (including but not limited to resumes, references)