



ADDENDUM NO. 1

RFQ NO. 2017-001 FIRE STATION NO. 58 DESIGN SERVICES

November 23, 2016

TO ALL PROPOSERS:

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

REQUESTS FOR INFORMATION (RFI):

1. For item 4 "Firm Description" are we to ONLY include the Qualification Statement form?

RFI 1 Response: Item 4 specifically refers to the qualification statement. Additional related information can be submitted in accordance with Items 6a and 6b.

2. For item 6b "describe the firm's experience", is this to be a narrative or can we include project sheets?

RFI 2 Response: Both a narrative as well as project sheets are acceptable.

3. Are we to include information such as experience for our engineering sub consultants?

RFI 3 Response: If sub consultants will be an integral part of your team you should include their Form 330 and all of the other pertinent information that you would normally include for in-house staff.

4. For the above referenced RFQ, do we need to include information for our sub consultants? If so, Form 330? Resumes? Licenses? Other?

RFI 4 Response: Yes. If sub consultants will be an integral part of your team you should include their Form 330 and all of the other pertinent information that you would normally include for in-house staff.

5. Is it expected that we submit with sub consultants?

RFI 5 Response: Yes. If sub consultants will be an integral part of your team you should include their Form 330 and all of the other pertinent information that you would normally include for in-house staff.

6. If so, which of the following should be included? Surveying, Geotechnical, Civil, Structural, MEP, Landscape, and Environmental

RFI 6 Response: Please include all known sub consultants that will be an integral part of your team.

REVISIONS:

Section VII – Evaluation and Scoring, has been updated to specifically describe that the "Firms Governmental Experience" category will be evaluated so as to give consideration to firms that hold a minority business enterprise certification. Proof of State of Florida or Broward County certification as a minority business enterprise must be submitted in order for a firm to qualify for award of the full twenty (20) points in this category.

DELETE:

Page 7 of the RFQ package

INSERT:

The new Page 7a into the RFQ package

There are no other changes at this time. The RFQ submission deadline remains 11:00 AM on November 29, 2016.



Spencer Shambray, CPPB
Purchasing Manager
11/23/16

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 bid proposal.

ACKNOWLEDGEMENT FORM

ADDENDUM NO. 1

RFQ NO. 2017-001 FIRE STATION NO. 58 DESIGN SERVICES

I acknowledge receipt of Addendum No. 1 for RFQ No. 2017-001, Fire Station No. 58 Design Services. This addendum contains four (4) pages. Please include the original of this form in your Bid 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.



Spencer Shambray, CPPB
Purchasing Manager
11/23/16

NOTE: The original of this form must be included with your RFP response.

VII. EVALUATION AND SCORING:

Selection of the Successful Proposer will be in accordance with the Consultant's Competitive Negotiations Act, as amended, Section 287.055, Florida Statutes. The selection process consists of evaluation and scoring by the Selection Committee. Each category will be scored and when the scores awarded for all categories are totaled, the scores will be tabulated and added to achieve the Total Points awarded to each firm. The evaluation totals will be used to rank each firm one, two, three, etc. The ranking of each firm will be tabulated from each Committee Member and combined with other Committee Members to determine the total score for the firm.

1. Firm's project-related experience in Southeast Florida.
2. Firm's personnel qualifications.
3. Firm's governmental experience.
4. Firm's approach to project management.
5. Firm's resources, personnel availability and commitment.

Failure to respond to all the items listed above will result in a lower overall score and may hinder a firm's chance of being selected.

The Scoring Criteria is made up of the categories above that collectively represent a Grand Total Point Value of 100 points, as described herein. The points indicated below as "Points Possible" are the maximum that can be allocated for each category. The point value shall be the basis for establishing a finalist list of the top ranking RFQ submittals.

Firm Project Related Experience in Southeast Florida: The firm will be expected to demonstrate its experience with projects similar to that described in the Statement and Scope of Work sections. Particular attention should be given to projects completed with Southeast Florida governmental agencies. This information must be included on SF 330 form.

Firm's Personnel Qualifications: The firm shall name the actual Project Manager assigned to the City and other key staff to be assigned to projects, describe their ability and experience and indicate the function of each individual within the organization and their proposed role on City projects. This information must be included on SF 330 form.

Firm's Governmental Experience: The firm shall detail experience with other governmental agencies. This information must be included on SF 330 form. In order to encourage participation by certified minority business enterprises, the award of the maximum points (20) in this category will be made only to firms that are State and/or County certified minority business enterprises.

Firm's Approach to Project Management: The firm shall provide a detailed approach to be utilized in managing projects, including but not limited to coordination with other governmental agencies and other utility companies.