



ADDENDUM NO. 1

RFQ NO. 2018-009

WATER AND WASTEWATER GENERAL ENGINEERING SERVICES

February 22, 2018

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. There appears to be a bit of overlap under *Project Team* and *Personnel Assigned*. Can you please elaborate on the difference? Are you looking for resumes under *Personnel Assigned*?

ANSWER: Project Team refers to the firm or firms in the case of subconsultants. Personnel Assigned refers to the individuals at each firm that will be assigned to City projects. Resumes may be submitted under Personnel Assigned.

2. In regards to RFQ 2018-009 Water and Wastewater Engineering Services, is it acceptable to submit a bid proposal for only structural and civil engineering services?

ANSWER: This particular solicitation (RFQ 2018-009) is only for water and wastewater general engineering services. We do anticipate releasing a separate RFQ for civil engineering services in the near future. No definitive release date for that RFQ has been set, but it is planned for this fiscal year.

3. Regarding submittal requirements in section "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" Are we supposed to provide a full SF330 in this section plus the narrative required?

ANSWER: Provide only the narrative in this section. The SF330 is addressed separately.

4. Forms are supplied in the back of the RFQ but didn't specify it on the submission requirements. If it's required to be submitted, in what section do we incorporate it?

ANSWER: These forms are required to be submitted. They may be placed in the section just prior to the location that your insurance documentation is submitted.

5. Please confirm that graphics can be a font size smaller than 10-point as long as it's legible.

ANSWER: Yes, smaller than 10-point, yet legible is acceptable for graphics.

6. Do the contents (data) of the Standard Form 330 also have to meet the minimum font size of 10 point?

ANSWER: No, as long as the font on the form is legible.

7. For the "Personnel Assigned" section (page 3), the RFQ states: "Personnel proposed for the project, including all subconsultants, must be identified and their qualifications provided." In addition to Standard Form 330 Section E resumes, are full page resumes required to be included to demonstrate each staff member's qualifications?

ANSWER: No, as long as your firm feels that adequate information for these individuals has been submitted elsewhere in the submission.

8. Are copies of Certificates of Authorization (PE licenses) required to be included for each staff member or will copies of PE licenses for the firms only be sufficient?

ANSWER: The Certificates of Authorization are required for all proposed team members in the firm(s).

9. One of the evaluation categories is:

"Technical: Proposed approach and methodology; Understanding of the scope of work; and Management capabilities."

Does the City have a preference as to which section of the proposal we address this criteria, and is there a specific page limit for the response?

ANSWER: All technical information of this nature should be included in the Corporate Qualifications section.

10. Pages 2-3 of the RFQ, Section III. Submission Content: Please confirm that if a section does not state a specific page limitation, then there is no page limit for that section.

ANSWER: Correct. If no limitation is specified, no limitation is imposed.

11. Should Standard Form 330 be included in a separate tab?

ANSWER: Please include these forms in the Corporate Qualifications section.

12. For the proposal delivery address, should proposals be delivered to the Purchasing Division or Finance Department or are they one and the same department? Page 4 of the RFQ references the "Office of the Purchasing Division" in one paragraph and then the "Purchasing Division, Finance Department" in another.

ANSWER: The Purchasing Division is a section of the Finance Department. The more specific location for delivery of RFQ responses is office of the Purchasing Division, second floor, Margate City Hall, 5790 Margate Boulevard, Margate, FL 33063. If responses are hand delivered, please ask the downstairs receptionist for directions to the Purchasing Division.

13. Please provide the deadline to submit questions.

ANSWER: Seven days prior to the submission deadline for a formal solicitation is normal City policy as far as a time limit for questions. However, since that was not stipulated in the RFQ packet, questions received before 2:00 P.M. on Thursday, February 22, 2018 will be accepted and answered.

14. What is the preferable submittal method, since three ring binders are not allowed?

ANSWER: You may use any other form of binding (spiral bound, clasp type folder, plastic binder combs, etc.). The exclusion of three ring binders has to do with their bulkiness which makes them more difficult to store, distribute and handle.

15. We have a question about subconsultants for this project. It seems like this contract is on an on call, as needed basis, and therefore, the project subconsultants should be selected for each project rather than proposed now. Typically, clients select the prime consultant and not a project team for general services contracts and that would make sense for this one. We would appreciate clarification.

ANSWER: Since subconsultants are given consideration in the evaluation of the Project Team, it would be in the best interest of each firm responding to include information for any *known* subconsultants that will be part of the Project Team.

16. Is an appendix allowed to address the requirements for evaluation criteria 2, Technical: Proposed approach and methodology, Understanding of the scope of work Management Capabilities? If not, please advise in what section you would like this criteria addressed.

ANSWER: Please include this information in the Corporate Qualifications section rather than an appendix.

This addendum consists of four (4) pages.

There are no other changes at this time. The submission deadline remains February 27, 2017 at 11:00 A.M., local time.



Spencer Shambray, CPPB
Purchasing Manager
2/22/2018

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

ADDENDUM NO. 1

RFQ NO. 2018-009

WATER AND WASTEWATER GENERAL ENGINEERING SERVICES

I acknowledge receipt of Addendum No. 1 for RFQ No. 2018-009, Water and Wastewater General Engineering Services. 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.



Spencer Shambray, CPPB
Purchasing Manager
2/22/2018

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