



ADDENDUM NO. 1

RFQ NO. 2018-012 CITY OF MARGATE CIVIL ENGINEERING SERVICES

October 4, 2018

TO ALL PROPOSERS:

Please incorporate the following clarifications, amendments, deletions, revisions and modifications into the specification packet for the above referenced project. Clarifications, amendments, deletions, revisions, and modifications form part of the Contract Documents and change the original documents only in the manner and extent stated.

QUESTIONS/CLARIFICATIONS

1. For the section **Corporate Qualifications**: How many pages are the limit for the narrative?

Response:

The City has not specifically set a page limit for the narrative. However, the narrative shall be limited to relevant corporate experience within the last five years and a "short description" of the qualifications of personnel to be assigned.

2. Organizational Chart is to be included under the **Project Team** section. Is this chart also part of the Corporate Qualifications section? Part I, item D includes the Organizational Chart as part of the SF330 Forms.

Response:

The Project Team section does stipulate the required submission of an organizational chart. However, the organizational chart, if included as part of the SF330 forms, is not required to be duplicated in the Project Team section.

3. Section **Professional Registrations** include copies of Certificate of Authorization for the Prime and Subconsultants. Could we include under this section the professional licenses and certifications for the team, including proof of M/WBE certificates?

Response:
Yes

4. City Forms: Are City Forms going to be part of the Corporate Qualification section or as a section by itself?

Response:
The submitter shall have the discretionary option of submitting the required City forms under a separate forms tab or in the Corporate Qualifications section.

5. Can we include subconsultant qualifications as part of our submission for purposes of survey and landscape architecture?

Response:
Yes. You may provide qualifications for subconsultants.

6. In the evaluation criteria there are 25 points for references and recent experiences. Will these references be pulled from the SF330 project sheets or would the City like a separate list of references and if so how many?

Response:
Please refer to item 9 on page 22 of the RFQ packet. Additionally, the Selection and Evaluation Committee may at its discretion choose to contact project owners referred to on the SF330 project sheets.

7. In the evaluation criteria there are 30 points for the Technical approach and Methodology. Which section of the RFQ submission would the City like this to be cover? Or would the City like this to be a separate section?

Response:
Information relative to this topic can be included in the Transmittal Letter and/or Corporate Qualifications sections.

Spencer L. Shambray

Spencer Shambray, CPPB
Purchasing Manager
10/4/2018

The RFP submission deadline remains Tuesday, October 9, 2018 at 11:00 A.M. local time.

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 RFQ response.

ACKNOWLEDGEMENT FORM

ADDENDUM NO. 1

RFQ NO. 2018-012

CITY OF MARGATE CIVIL ENGINEERING SERVICES

I acknowledge receipt of Addendum No. 1 for RFQ No. 2018-012, City of Margate Civil Engineering Services. This addendum contains three (3) pages. Please include the original of this form in your RFQ response.

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 L. Shambray

Spencer Shambray, CPPB
Purchasing Manager
10/4/2018

The RFQ submission deadline remains Tuesday, October 9, 2018 at 11:00 A.M. local time.

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