



## Town of Medley

Office of Capital Projects & Development Services  
7777 NW 72 Avenue, Medley, Florida 33166

Date:	<b>December 6, 2016</b>
Subject:	<b>RFQ 2017-001 Continuing Professional Architectural, Landscape, Engineering and Survey &amp; Mapping</b>
Solicitation Number:	<b>RFQ 2017-001</b>
OCPDS Number:	Task No. N/A
Opening Date / Time:	<b><del>December 13, 2016</del> — Changed to-<b>DECEMBER 20, 2016 at 3:00pm</b></b>
ADDENDUM Number:	<b>2</b>

### ***To all interested proposers:***

The Town of Medley defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g. Invitation for Bids, Request for Proposals or Request for Qualifications), including but not limited to questions and answers, which are considered a material part of the solicitation.

### **Please note the following updates:**

Addendum #2 does the following:

**Revisions to the Solicitation Documents as follows (additions underlined, ~~deletions strikethrough~~):**

<b>RFI No.</b>	<b>Question</b>	<b><u>Responses</u></b>
1-18	<i>Can a prime firm bring a sub-consultant firm for this solicitation?</i>	<b>YES</b>
1-19	<i>Our firm is submitting as prime for this work and expects to retain two local sub consultants to assist us. May we include these subs’ materials (clearly indicated as such) in our SOQ response?</i>	<b>It is not necessary but you may include it.</b>
1-20	<i>RFQ Page 11 references our need to include at least five projects per defined category. We intend on submitting at least five projects for following categories: “Other” and “Engineering.” Please confirm we should not submit at least five projects for the subcategories under “Other” and “Engineering,” for which we intend on qualifying. Under “Engineering,” there are 16 subcategories; submitting five projects for each of those (16x5=80 project descriptions possibly in just one SOQ) might present a significant amount of time for Town staff to review.</i>	<b>Please refer to Addendum #1, RFI No. 1-07.</b>
1-21	<i>The RFQ lists a requirement for both SOQ Tabs 4 and 5 to include resumes. Please clarify under which section you prefer our resumes and whether the resumes are limited each to one page.</i>	<b>Please refer to Addendum #1, RFI No. 1-16.</b>
1-22	<i>Tab 7 “References” states that a Facsimile number shall be provided for each reference, however many organization and businesses no longer use fax machines, can this requirement be removed</i>	<b>Yes, it can be excluded or removed.</b>



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	<i>from the RFQ?</i>	
1-23	<p><i>In Addendum Number 1, RFI No. 1-06, it states in the Response column on the right: "Four pages (4) List Only Prime and Project Experiences." However, this four page limit does not seem to make sense when reviewing the language contained in the RFQ, which states the instructions for Tab 5. In the RFQ instructions, it talks about including "one-page resume...shall be included for each key person on the list." And the RFQ further states in the instructions for Tab 5.: "Provide a list and description of a minimum of five (5) similar municipal and other projects or services rendered similar to those contemplated by this RFQ satisfactorily performed within the past five (5) years. (One page per project.)"</i></p>	<p><b>Please refer to Addendum #1.</b></p>
1-24	<p><i>Is there a limit to the number of key personnel who we are including resumes for? And considering that Tab 5 is asking for a minimum of five (5) similar projects (one page per project), we are confused as to what the page restrictions for Tab 5 are. Please clarify.</i></p>	<p><b>Five (5) for projects and there will not be any restrictions on the number of key staff.</b></p>