



Town of Medley

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

Date:	December 1st, 2016
Subject:	RFQ 2017-001 Continuing Professional Architectural, Landscape, Engineering and Survey & Mapping
Solicitation Number:	RFQ 2017-001
OCPDS Number:	Task No. N/A
Opening Date / Time:	December 13, 2016
ADDENDUM Number:	1

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 #1 does the following:

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

RFI No.	Question	<u>Responses</u>
1-01	<i>Must the prime consultant be either an Architecture, Landscape Architecture, Survey & Mapping, or Engineering firm to submit a proposal? Or can an Environmental Consulting firm submit as prime?</i>	NO, ENVIRONMENTAL FIRMS WILL BE ALLOWED TO SUBMIT AS PRIME.
1-02	<i>If an Environmental Consulting firm submits as prime, do we have to have an architect, landscape architect, surveyor, or engineer on the team?</i>	NO
1-03	<i>Can a firm pursue this Contract as a Prime and on a separate Team as a sub consultant?</i>	YES
1-04	<i>Tab 4: Qualifications of the Firm. First paragraph requests various information AND registrations and licensing documents but is only limited to 2 pages - if we have 6 professional engineers in our firm - it will be difficult to address all information and fit all the licenses on 2 pages - can the registrations and licenses be EXCLUDED from the 2-page limit?</i>	FOUR PAGES (4) LIST ONLY PRIME AND PROJECT EXPERINCES. YES, THE REGISTRATION AND LICENSES CAN BE EXCLUDED.
1-05	<i>Second paragraph requests "a list of personnel, types of projects, qualification, org chart and staffing and OTHER documentation to demonstration the ability to satisfy all minimum requirements" - two-page limit.</i>	FOUR PAGES (4) LIST ONLY PRIME AND PROJECT EXPERINCES.



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1-06	<p><i>Tab 5: Firm and Key Personnel's Experience.</i></p> <p><i>One-page resumes - is it possible to increase this to 2-page resumes so each resume can include all the information requested and demonstrate a minimum of 5 years' experience?</i></p>	FOUR PAGES (4) LIST ONLY PRIME AND PROJECT EXPERINCES.
1-07	<p><i>5 similar projects: Does the town want 5 projects PER firm on the Team?</i></p>	NO, ONLY THE PRIME
1-08	<p><i>Tab 6: Approach to Handling of Potential Projects - 2 pages</i></p> <p><i>Would the Town consider rewriting this requirement to be more generic on the managing of continuing services contracts versus specific unknown task orders?</i></p>	TYPICAL PROJECT ASSIGNMENTS ARE LISTED ON THE RFQ. PICK A REPRESENTIVE PROJECT AS GENERIC.
1-09	<p><i>Current workload - is this for only the Prime or for each firm on the Team? Again, if it difficult to incorporate potential projects into the workload without knowing exactly which projects will be assigned.</i></p>	PRIME ONLY
1-10	<p><i>Three references - is this per Team or per firm on the Team?</i></p>	PRIME FIRM
1-11	<p><i>Will the Town accept \$1M Professional Liability rather than \$2M since this is a continuing services contract and not a project specific RFQ?</i></p>	<u>PROFESSIONAL LIABIATY (ERROR AND OMISSIONS) INSURANCE \$2,000,000.00 \$1,000,000.00 PER OCCURANCE AND \$2,000,000.00 AGGREGATE.</u>
1-12	<p><i>Tabs 8, 9, 10 and 11:</i></p> <p><i>Is the information requested within these tabs for only for the Prime or for all firms on the Team?</i></p>	ONLY PRIME
1-13	<p><i>V. Format and Content of Statement of Qualifications: It states in the second paragraph, it states the SOQ is required to be organized in the manner specified and then lists Cover, Tabs 1 through 11, but under Tab 1. Table of Contents it states "The following order must be used: Title Page, Table of Contents, Transmittal Letter, General Information, Specific Information, References and Proof of insurance.</i></p>	BY TABS
1-14	<p><i>Are we to assume that the Title Page reference is the Cover Tab? And Tabs 3-4 are put under General Information, and Tabs 5-6 are to be put under Specific Information?</i></p>	BY TABS
1-15	<p><i>Will there be a pre-bid meeting for this project?</i></p>	NO
1-16	<p><i>Tab 4 and Tab 5 request resumes. Please identify in which section specifically we should include those?</i></p>	RESUME OF KEY PERSONNEL ON TABS 5 (FIVE)
1-17	<p><i>At the top of page 6, the last sentence of the first paragraph states that "All interested plan holders MUST be registered prior to submittal of any RFIs." Where on the website do we register? Is there a form we need to complete and submit prior to responding to the RFQ?</i></p>	IT CAN BE FOUND ON THE TOWN OF MEDLEY WEBSITE. FORM CAN BE LOCATED UNDER THE CORRESPONDING TAB FOR THIS PROJECT.