

Town of Medley

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

Date:	December 1 st , 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	Must the prime consultant be either an	NO, ENVIROMENTAL FIRMS WILL BE ALLOWED TO
	Architecture, Landscape Architecture, Survey &	SUBMIT AS PRIME.
	Mapping, or Engineering firm to submit a	
	proposal? Or can an Environmental Consulting	
	firm submit as prime?	
1-02	If an Environmental Consulting firm submits as	NO
	prime, do we have to have an architect, landscape	
	architect, surveyor, or engineer on the team?	
1-03	Can a firm pursue this Contract as a Prime and on	YES
	a separate Team as a sub consultant?	
1-04	Tab 4: Qualifications of the Firm.	FOUR PAGES (4) LIST ONLY PRIME AND PROJECT
		EXPERINCES.
	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?	YES, THE REGISTRATION AND LICENSES CAN BE
		EXCLUDED.
1-05	Second paragraph requests "a list of personnel,	FOUR PAGES (4) LIST ONLY PRIME AND PROJECT
	types of projects, qualification, org chart and	EXPERINCES.
	staffing and OTHER documentation to	
	demonstration the ability to satisfy all minimum	
	requirements" - two-page limit.	



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1-06 Tab 5: Firm and Key Personnel's Experience. 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? 1-07 Similar projects: Does the town want 5 projects PER firm on the Team? 1-08 Tab 6: Approach to Handling of Potential Projects - 2 pages Would the Town consider rewriting this requirement to be more generic on the managing of continuing services contracts versus specific unknown task orders? 1-09 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. 1-10 Three references - is this per Team or per firm on the Team? 1-11 Will the Town accept \$1M Professional Liability rather than \$2M since this is a continuing services contract and not a project specific RFQ? 1-12 Tabs 8, 9, 10 and 11: 1-15 Is the information requested within these tabs for only for the Prime or for all firms on the Team? 1-13 V. Format and Content of Statement of Quolifications: It states the \$40 is required to be organized in the manner specified and then lists Cover, table of Contents; Transmittal Letter, General Information, specific Information, References and Proj of Immander. 1-14 Are we to assume that the Title Page reference is the second and Proj of Immander. 1-15 Will there be a pre-bid meeting for this project? 1-16 Tab 4 and Tab 5 request resumes. Please identify in which section specifically we should include those? 1-17 Although the project is the second submit prior to submitted of any RES "Wree and submit prior to submitted of any RES" Wree on the website dow register? Is there a form we need to complete and submit prior to submitted of any RES".		ORIO	
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