



Town of Surfside

RFQ 2023-02

Design Services for the Surfside Memorial

Addendum No. 4

Date Issued: June 28, 2023

To All Respondents:

Respondents for the above-referenced RFQ shall take note of the following changes, additions, deletions or clarifications to RFQ No. 2023-02, which in accordance with the RFQ Documents shall become a part of and have precedence over anything shown or described otherwise in the RFQ.

**SECTION 3.3 - RESPONSE / QUALIFICATION PACKAGE / REQUIREMENTS
SUBSECTION E. - QUALIFICATIONS/ EXPERIENCE OF THE PROJECT TEAM
IS REVISED TO READ AS FOLLOWS:**

- E. Qualifications/ Experience of the Project Team. The Respondent must include the following information for this requirement:
 - a. Submit a list of key staff and proposed subcontractors for the Project (the “Project Team”).
 - b. Provide an organizational chart as described below in Section **3.3.J – Organizational Chart**.
 - c. Provide resumes for this Project Team as described below in **Section 3.3.K – Resumes**.
 - d. Describe overall tasks and/or roles the Project Team members will each assume responsibility for and indicate their relative involvement with the Project. Describe in more detail their availability, for example hours committed per week to the Project.
 - e. Detail and describe the Project Team’s professional credentials, qualifications, and relevant accomplishments of the proposed team members.

TOWN RESPONSES TO QUESTIONS RECEIVED JUNE 26, 2023 ARE PROVIDED BELOW:

- 1. Located on page 16, E. Qualifications/Experience of the Project Team, item d. – the City is asking for 1-page resumes for key staff; however, on page 17, item K. Resumes – the City is asking for 1/3-page resumes. With a 20-page limit, is it the City’s wish for proposers to include resumes twice in two different sections?

Please see the revisions noted above to Section 3.3.E - Qualifications/ Experience of the Project Team. Resumes should only be provided once in accordance with Section 3.3.K – Resumes.

2. Is the Cover Page and Table of Contents included in the 20-page limit?

Yes, it is part of the 20-page limit.

3. Is the Letter of Intent included in the 20-page limit?

Yes, it is part of the 20-page limit.

4. Is the Insurance Certificate included in the 20-page limit?

No, this is excluded from the 20-page limit and from the font size requirements.

5. Is Item N. Proofs of Authorizations included in the 20-page limit?

No, this is excluded from the 20-page limit and from the font size requirements.

6. Are the forms excluded from the 20-page limit?

Form C and Form D are excluded from the 20-page limit and from the font size requirements.

7. Can a proposer submit as Prime and also be a subconsultant on a team that is submitting as Prime?

Yes, ultimately only one Prime will be selected for this Project, and they will then be responsible for contracting with their subconsultants.

PROPOSER:

NAME: _____

TITLE: _____

DATE: _____