



Town of Surfside

RFQ 2023-06

RFQ 2023-06 Continuing Professional Architectural, Engineering Landscape Architectural, Surveying and Mapping Services

Addendum No. 1

Date Issued: October 16, 2023

To All Proposers:

Proposers for the above-referenced RFQ shall take note of the following changes, additions, deletions or clarifications to RFQ No. 2023-06, which in accordance with the RFQ Documents shall become a part of and have precedence over anything shown or described otherwise in the RFQ.

THE FOLLOWING RESPONSES/CLARIFICATIONS ARE PROVIDED BY THE TOWN IN RESPONSE TO QUESTIONS RECEIVED:

1. Is a consultant permitted to submit as prime consultant as well as a subconsultant on another team?

Response: Yes.

2. On Section 3 - B. Table of Contents, it states that the sections should be named.

- Title Page
- Table of Contents
- Transmittal Letter
- General Information
- Specific Information
- References
- Proof of Insurance

But the sections following that on the RFQ are:

- Title Page
- Table of Contents
- Qualifications of the Firm
- Firm and Key Personnel's experience
- Approach to Handling of Potential Projects
- References
- Proof of Insurance
- Litigation

Please can you clarify how you want the sections to be named?

Response: Section 3.3 - B. Table of Contents is hereby revised to read as follows:

A Table of Contents that outlines in sequential order the major areas of the Statement of Qualifications, including enclosures. All pages must be consecutively numbers and correspond to the Table of Contents. The following order must be used: Title Page, Table of Contents, Transmittal Letter, Qualifications of the Firm, Firm and Key Personnel's Experience, Approach to Handling of Potential Projects, References, Proof of Insurance, Litigation.

3. If we are an Architecture Firm that does not provide Engineering / Landscape Architecture, should we submit with a Team to meet all the requirements for the Scope of Work or should we submit a proposal for the pool of architecture services only?

Response: Please submit a proposal for the services your firm will provide. Be sure to select your services from the STATEMENT OF QUALIFICATIONS CHECKLIST.

4. Should the Table of Contents be organized as broken down in the RFQ (A-K) or as stated in B. Table of Contents (Title Page, Table of Contents, Transmittal Letter, General Information, Specific Information, References and Proof of Insurance)?

Response: Please refer to the Response provided above under Question #2 of this Addendum.

5. What would be the difference between H. Proof of Existing Insurance/Sample Insurance Certificate and K. Insurance? Because they both ask for the Certificate of Insurance naming the Town of Surfside as an additional insured and meeting all requirements.

Response: Section 3.3 - H briefly outlines the need for insurance documentation as part of the proposal submission, while Section 3.3 - K provides the detailed insurance requirements, including specific coverage types and conditions.

6. Three (3) client references (Client References form) as well as three (3) reference letters are required. May we use the same three references for both?

Response: Yes, they can be the same.

7. We note two sections for insurance (H. Proof of Existing Insurance/Sample Insurance Certificate and K. Insurance). Should we include our Certificate of Insurance in both sections?

Response: Please provide the proof only once as part of your firm's proposal.

8. Is the intent of the City to award one or more companies per discipline (architectural, engineering, landscape architectural, surveying, and mapping services)? Or is the intent to award one or more companies with a multidisciplinary team?

Response: Both are options. Firms should submit for everything they are qualified to do.

PROPOSER:

NAME: _____

TITLE: _____

DATE: _____