



Town of Surfside

RFQ 2023-06

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

Addendum No. 5

Date Issued: November 1, 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/COMMENTS ADDRESSED AT THE NON-MANDATORY PRE-RFQ SUBMITTAL CONFERENCE HELD ON OCTOBER 31, 2023, AT 2:00 P.M.:

1. In response to questions raised during the pre-RFQ submittal conference, relating to firms under contract with the Town seeking to add services under the Statement of Qualifications Checklist:

Town Response: If you are an existing consultant and you want to add new services to provide to the Town, you will need to submit the RFQ package with all the required components of the submittal package as outlined in the RFQ document. However, only select the new services to be added on the Statement of Qualifications Checklist. For consultants submitting a new service, ensure that your RFQ submission includes the required Title Page, Table of Contents, Transmittal Letter, Qualifications of the Firm (with any updates since the last submission), Firm and Key Personnel's Experience (highlighting any changes since prior submission), Approach to Handling Potential Projects (geared to the new services), References (provide current references), Proof of Insurance (updated insurance), Litigation (provide updates to litigation history), followed by required, updated forms.

2. In response to a question about the Town's current continuing services consultants:

Town Response: Currently, we have 8 continuing services agreements with consultants that specialize primarily in the areas of transportation as well as utilities. We are looking to expand our services. The contract we will ultimately issue is a continuing services agreement. Currently, our contracts are 5 years in duration, with the option for 3 possible renewal years. The Town Administration is working with Town Legal to determine a contract renewal system for continuity where all the contracts can be renewed at the same time. The goal is to have everything come out at once so we can renew it together, if we can do that legally.

3. In response to a question raised relating to whether a firm needs to submit for all the disciplines:

Town Response: The firm doesn't have to submit for all the disciplines of services. You don't have to submit subconsultants to provide every service; only submit for the services you want to provide.

4. A question was raised about consultants having to be onsite if working for the Town:

Town Response: The Town does not need these consultants to be onsite since we are limited on office space, and the work of these consultants is primarily remote and task-specific.

5. The Town commented that if any of the consultants have building recertification experience, please include that in the RFQ submittal as part of the experience the Consultant has.

PROPOSER:

NAME: _____

TITLE: _____

DATE: _____