



Town of Surfside

RFQ 2023-06

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

Addendum No. 6

Date Issued: November 13, 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 RECEIVED:

1. In reviewing the requirements for the submittal, I noticed that both Tab H and Tab K ask for proof of insurance. Do we put our COI in both sections?
Response: Please refer to Addendum #1 and Addendum #2. Responses have been provided previously relating to this topic. Insurance is only required once, under the proof of insurance section of your submission.
2. Is there a limit for the number of pages for the entire package?
Response: Entire package should not be more than 50 pages.
3. For the physical submittal, is there a specific size you would like? Landscape or portrait?
Response: For the physical submittal please make sure you use 8 ½ by 11 standard sheets of paper in portrait orientation.
4. In Section G. References: the request for three letters of references, is the information being requested letters of recommendation from said references or just the reference person's information as well as the project information?
Response: Three (3) letters of references shall be submitted as part of the Statement of Qualifications. Utilize the "Client References" sheet from Attachment "B" Forms to provide the following information from the referencing individual: Name; Position; Entity; Address; Telephone & Facsimile Number; E-Mail Address; Contract Date and Value; Description of Project/Work; and Total cost of the engineering/construction/studies estimated and actual.
5. We would like clarification on how the proposal should be organized. Should it follow the outline in number 1 or 2 below? With the lettering A-K as outline in: 3.3 RESPONSE / QUALIFICATION PACKAGE / REQUIREMENTS: 11 sections (A-K): Title Page, Table of Contents, Transmittal Letter, Qualifications of Firm, Firm and Key Personnel's Experience, Approach to Handling Potential Projects, References, Proof of Existing Insurance/Sample

Insurance Certificate, Litigation, Forms, Insurance. Or... according to 3.3 B: TABLE OF CONTENTS outline, which lists only 7 sections: Title page, table of contents, transmittal letter, general information, specific information, references, and proof of insurance.

Response: Please refer to Addendum #1 and Addendum #2. Responses have been provided previously relating to this topic. Order for submission: 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, Required Forms (Part of Attachment "B" Forms)

6. Is a bond required at the time of submission?

Response: Please refer to Section 1.23 BONDS of the RFQ. A bond is not required at the time of submission.

7. Can a firm use previously provided references letters? If so, how recent should the letters be?

Response: Letters of reference can be previously provided letters. Just please ensure they are not older than 5 years.

8. On the Statement of Qualifications Form, a category called Site Assessment is provided under Engineering. What work would this Site Assessment category entail?

Response: Site Assessment encompasses a comprehensive examination of the existing conditions on a piece of land, or a Town-wide assessment, if necessary, to offer crucial insights that guide future development plans or provide project understanding at the outset of a project. It involves baseline research and data collection, tailored to the specific site, serving as the cornerstone for informed and effective design decisions. Examples of such assessments may include geological testing to identify contamination, geotechnical testing to evaluate site stability, and archaeological assessments to understand historical aspects and existing conditions of the site.

9. The RFQ states: "In 2021, the Town solicited CCNA engineering firms by RFQ No. 2020-06, resulting in the prequalification and approval of various firms for designated services. This RFQ solicits additional disciplines including architectural, engineering, landscape architectural, surveying and mapping services. Firms previously approved in 2021 in connection with RFQ No. 2020-06 need not resubmit pursuant to this RFQ, except for additional disciplines or areas." We were approved in 2021 and have received work for, among other services, Survey and Landscape Architecture under that contract. I don't believe either of these services were specifically called out in the 2021 RFQ, but they are in this one. We previously included resumes and qualifications for those services, however, in our 2021 Response. Will we still continue to receive work for these services (Landscape Architecture and Survey) in addition to those specifically noted in the 2021 RFQ?

Response: If a discipline(s) was not specifically selected on the "Statement of Qualifications Checklist" in 2021 please submit for those disciplines at this time. Please also refer to guidance provided on Addendum #5, Response #1.

PROPOSER:

NAME: _____

TITLE: _____

DATE: _____