



## ADDENDUM #2

TO **RFQ #20-03** ENGINEERING, MAPPING & ARCHITECTURAL SERVICES

MARCH 10, 2020

This addendum is provided to answer questions from the February 26<sup>th</sup> non-mandatory pre-submission meeting and questions submitted prior to March 4<sup>th</sup>.

**Question 1:** Is the City looking for teams?

**Response 1:** It is not the City's intent to select a team. The City wishes to select a consultant able to perform all primary aspects of the discipline as described in the RFQ.

**Question 2:** What do you foresee as some potential assignments, aside from projects listed in CIP plan?

**Response 2:** There are a variety of assignments planned, ranging in scope and size which are not included in the CIP plan. Refer to the description of disciplines for general types of projects that may be assigned. The City will comply with CCNA requirements when assigning work to the firms selected for each discipline.

**Question 3:** In Section II - Scope of Service, Planning is listed as a general task for work under each discipline. Does the City have general planning capability, or should the consultant propose planning under specific disciplines in their submission?

**Response 3:** Currently the City does not wish to split Planning as a separate discipline. Please include as part of the SOQ for one of the disciplines listed

**Question 4:** The RFQ mentions lift station analysis. What types of lift stations does the City maintain.

**Response 4:** The City maintains only stormwater. Water and Sewer are provided by the County.

**Question 5:** Does the City have any incumbents for consultants?

**Response 5:** The City does not have incumbent consultants for every discipline described in the RFQ. However, the City does have 2 consultants under contract who provide our existing engineering services: Deuel & Associates, and Cribb Philbeck Weaver Group (CPWG)

**Question 6:** Does the City have a preferred CMMS software?

**Response 6:** The City currently does not have a preferred software. The City is open to recommendations that best fit the City's specific needs.

**Question 7:** What type of GIS license does the City have, and how far along is the City with GIS implementation?

**Response 7:** The City has ArcGIS Desktop Advance Concurrent Use license. The City is currently in the very early stages of implementation. We are essentially starting from scratch.

**Question 8:** Are the projects currently funded? Does the City have specific GIS funding set aside?

**Response 8:** Refer to the City's 2020 Budget to see which projects are currently funded. The City does not currently have funding specifically allocated for GIS, but would like to pursue grant opportunities when available.

**Question 9:** What is the selection process? Are presentation required?

**Response 9:** Refer to Section VI: Selection Process of the RFQ for description of the selection process:

- 1. Issuance of the RFQ;*
- 2. The Evaluation Committee will review and independently score each SOQ received;*
- 3. The Evaluation Committee will hold a public meeting to read and review the scores aloud to produce a shortlist of up to five (5) qualified, responsive respondents for each discipline;*

4. *At a subsequent public meeting, presentations will be given to the evaluation committee by each shortlisted firm during which members of the committee will independently score each firm;*
5. *Later that day, the members of the Evaluation Committee will read their scores aloud to produce a final ranking of firms for the discipline in which the presentations were given;*
6. *Staff will commence contract negotiations with highest scoring firms (up to three per discipline), in order of ranking;*
7. *Upon successful negotiation, staff will provide a final recommendation to the City Commission to execute contracts with up to three (3) firms for each discipline.*

Presentations are required if there are more than 3 qualified respondents in any discipline. If there are 3 or less respondents the ranking will be based on the SOQ scoring.

**Question 10:** Will there be a set contract, or will it change according to administration?

**Response 10:** The RFQ is for continuing services contract. The selected consultants are not guaranteed any specific project or number assignments. As stated on page 8:

*The selected consulting firm(s) will be working on an as-needed basis, and the Contract does not guarantee the selected Consultant(s) any work. The City reserves the right to issue separate contracts and work authorizations for specific services at the City's sole discretion.*

**Question 11:** What are the terms for the contract?

**Response 11:** As stated on Page 6 of the RFQ:

*The city will be selecting **up to three (3)** qualified firms for each discipline for a three (3) year term with two (2) additional one (1) year options.*

**Question 12:** Can a firm use the same references for multiple disciplines?

**Response 12:** Refer to Addendum 1 Question 8.

**Question 13:** when going to the DemandStar system, there appear to be two (2) separate proposals (1 bid number difference). The RFQ document and Addendum 1 appear to be exact duplicates of each other. Can you confirm if these are truly two (2) separate proposals (and, if not, which one should be referenced in a submittal to the City?

**Response 13:** Refer to Addendum 1 Question 3. The City only has 1 solicitation for Engineering, Mapping & Architectural Services. For submissions procedures please follow Section V: Submission Requirements on pages 11 and 12 in the RFQ.

**Question 14:** Can we submit an SOQ for Landscape Architecture and not Architecture? Or do we need to provide both services in house?

**Response 14:** It is the City's desire to select a firm capable of performing all primary aspects of the discipline described. However the RFQ states on Page 33

*“The Consultant shall perform this Contract. If a Respondent intends to subcontract a portion of this work, the Respondent must disclose that intent in the Proposal. No assignment or subcontracting will be allowed without prior written consent of the City.”*

The RFQ as written does allow for sub-consulting provided such services meet the guidelines detailed throughout the RFQ. Any sub-consultant work must be clearly specified in the submitted SOQ to be compliant

**Question 15:** Do all items that are listed on Page 10 (description of disciplines) need to be completed by the firm or can we sub some of the work out, if needed?

**Response 15:** Refer to Response 14.

**Question 16:** There are two Section 3’s listed on page 14 (“Section 3 – Key Personnel & Experience” and “Section 3 – Approach”). Should “Section 3 – Approach” be changed to Section 4, and all subsequent sections be adjusted accordingly for a total of 12 tabs instead of 11?

**Response 16:** Yes, The RFQ will be revised.

**Question 17:** Although the RFQ states that work under each discipline may involve the general tasks listed on page 9, can the City clarify that not all of these tasks are necessarily applicable for the specific disciplines (i.e., Discipline 4 would not be responsible for construction specifications)?

**Response 17:** Correct, the general task listed on page 9 was not intended to be for every discipline. The City understands that some of the general task are not applicable to all disciplines listed in the RFQ.

**Question 18:** The RFQ currently grants 2 points each for being an MBE, WBE, DBE, or SBE.

A firm can be an SBE without being any of the other categories. Is it the intent to grant 4 points for being a WBE that is also classified as an MBE. To be a certified DBE by the state, you have to be either an MBE or WBE. You cannot qualify as an DBE without being either a MBE or WBE. So a DBE will automatically get 4 points under your current rubric.

**Response 18:** The City does not believe that the current scoring rubric needs to be revised any further. If the consultant’s SOQ ranking 5<sup>th</sup> and 6<sup>th</sup> (the top 5 scoring SOQ are shortlisted and will give a presentation – refer to Question 9 for selection process) are within 2 points of each other, the City will shortlist the top 6 consultants in that scenario.

**Question 19:** In regards to resumes, the RFQ states up to 5 resumes. Can we submit 5 of our key staff resumes, as well as, up to 5 resumes for each of our proposed Subs.?

**Response 19:** Refer RFQ page 14 Section 3 - Key personnel & Experience:

*Provide up to five resumes for key personnel (project team) and demonstrate how the team will work together to accomplish tasks as directed by the City. The resumes and projects provided should only reflect those individuals’ experience that will be directly responsible for project work for the City. **Do***

*not include projects/resumes for only project managers that will provide high-level oversight or sub-consultants*

**Question 20:** For the References, are they required to be a letter or can we provide references in another form from an agency?

**Response 20:** A letter is preferred. If a letter is not possible, a phone number for references will be accepted.

**Question 21:** Regard Insurance language on Pages 38 through 41 of the RFQ:

A.2. Per Insurance Regulations: Additional insureds are only allowed on general liability and automobile liability, – can this be revised?

D. Per Insurance Regulations: Only General Liability and Auto can be written on a primary, non-contributory basis – can this be revised?

E. Per Insurance Regulations: Professional Liability and **Umbrella Coverage** cannot include waivers of subrogation – can this be revised?

L. Per Insurance Regulations: In regards to “duty to defend”, this is not covered by any kind of insurance – can this be revised?

**Response 21:** The City does not wish to revise the Insurance language at this time.

**Question 22:** In RFQ section V. Submission Requirements / B. Required SOQ Submission Format & Procedures (page 12) – we noticed it states an 8.5x11 format. Does this include the cover/back sheet and tabs? If not, are we permitted to use a cover and back sheet that is 9x11 in order to cover the requested tabs?

**Response 22:** Yes you are permitted to use a cover and back sheet that is 9x11 to cover the tabs.

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Work under each discipline (when applicable) may involve the following general tasks:

- Planning
- Design
- Permitting
- Inspection
- Survey
- Training
- Development of capital improvement programs
- Development or review of standard operating procedures or regulations
- Providing funding services
- Preparing technical reports
- Construction specifications, construction observation oversight
- Development of estimations and schedules
- Modeling
- Preparation of bid plans and/or specifications
- Development of rate studies or impact fee studies
- Public outreach
- Emergency inspections following a natural disaster

Section	Information to be Included in SOQ Package	Page Limit
TOC	Table of Contents	1 page
Section 1 – Proposal Sheet	Complete “Proposal Sheet” located in the “Required Forms” Section.	NA
Section 2 - Statement of Interest	A Letter of Commitment signed by the Project Manager describing the respondent’s vision of a complementary relationship with the City.	1 page
Section 3 - Key Personnel & Experience	Provide up to five resumes for key personnel (project team) and demonstrate how the team will work together to accomplish tasks as directed by the City. The resumes and projects provided should only reflect those individuals’ experience that will be directly responsible for project work for the City. Do not include projects/resumes for only project managers that will provide high-level oversight or sub-consultants. An organization chart should be included and is limited to 1 page (excluded from page count). Emphasis should be placed on experience working for local governments.	12 pages
Section 3 4- Approach	Description of how the respondent will execute and manage projects, ensure cost control and product quality, and adherence to project schedules. The respondent shall discuss in detail the manner in which proper coordination and information exchange will be assured between the parties. Demonstrate knowledge of the City	5 pages
Section 4 5 - Team Availability	Indicate the location of team members and their current /projected workload (including a list and description of current/projected projects planned for the next three years). Identify key personnel that will be available full-time (40+ hours / week	3 pages
Section 5 6 - References	Provide two letters of support from municipal community clients (limit each letter to one page), preferably in the field for the discipline sought for projects completed within the last 5 years. References should include the firm’s role and responsibilities and a description of the work completed by the firm. <i>(Not to be confused with the “Business References” section under the Section 1 – Proposal Sheet.)</i>	2 pages
Section 6 7 – Required Forms	The following forms must be completed and submitted with the SOQ. Forms are located in the “Required Forms” Section herein: <ul style="list-style-type: none"> <li>○ Drug-Free Workplace Certificate      ○ Addenda Acknowledgement Form</li> <li>○ Public Entity Crimes Statement      ○ General Conditions</li> </ul>	NA
Section 7 8 - Legal Information	Provide a list of any legal claims against the firm or any member of the project team, including sub-consultants, within the past five years, including those that settled out of court with a description of the claim and resolution. Disclose any ownership interest in other entities involved in these services which might reasonably be selected to perform work under the scope of services set forth in this RFQ, whether such ownership occurs by the respondent through a parent, subsidiary or holding company, or any other form of business entity. Submit entity names and the percent of ownership for each	NA
Section 8 9 - Insurance	Provide proof of insurance in accordance with the requirements set forth in the RFQ.	NA
Section 9 10 – W-9 Form	Provide a completed W-9 Form	NA
Section 10 11 Certificates	Provide MBE/WBE/DBE certificates, if applicable.	NA
Section 11 12 - Contract	Include signed, un-modified contract	NA

**Total Page Limit:**  
**24 pages + Non-Applicable Items Listed Above**





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Thursday February 26, 2020

Non - Mandatory Pre Submission Meeting

Sign in Sheet

RFQ No. 20-03

Engineering, Mapping, Architecture Services

Name	Company	Email	Phone
WESTON MARQUIS	HALFF ASSOCIATES, INC.	WMarquis@HALFF.COM	(813)-331-0974
JOE GORE	Southeastern Surveying	Jgore@SSMC.US	(813) 898-2711
Cynthia Grizzle	PSG (DBE)	Cynthia@PSGplans.com	813 215 1273
Megan Weptter	City of Madeira	mweptter@madeirabeachfl.gov	727-543-5154
Bill Reidy	ADV. ENGR.	REIDY@acd-fl.com	(727) 526 9158
JAMIE AHRENS	CITY OF MADIERA	JAHRENS@MADIERBEACHFL.GOV	
LARRY MURRAY	METZGER KILLARD	Lmurray@metzgerkuillard.com	813 977-6005
Nick Charnas	Applied Sciences	ncharnas@appliedfl.com	813-228-0900
Millie DeHells	Master Consulting E	millie@mcengineers.com	
Kelly Marton	DRMP	Kmarton@DRMP	727-259-8513
Mary Weber	PSG (DBE)	mary@psgplans.com	(727) 692-2801
Claudia Cristopad	Applied Ecology	clistopad@appliedecologyinc.com	(321) 848 1272
DAN HART	CPWG	DAN.HART@CPNGENGINEERING.COM	454 325 1039
Jeffrey Siewert	Ayres	J.Siewert@ayresassociates.com	813-244-3978
Miguel Villegas	MARTIN Consulting Engineers	Miguel.Villegas@MCSWENGINEERS.COM	706-566-8840
Cliff Circano	George F. Young, Inc.	Circano@GeorgeFYoung.com	727 982 4317
Jon Gotwald	Osborn Engineering	jgotwald@osborn-eng.com	727-599-3737
Craig Politrone	George F. Young	cpolitrone@georgefyoung.com	727-288-6441
Rich Hagberg	Cavalero	rick.hagberg@cavalero.com	227-331-1549
Michelle Corbin	AREHWA Eng.	mcorbin@arehwa.com	813-944-3464
Melissa Fultz	LWES	melissa@LWES.net	727-492-6135