

Solicitation 606-10563
Structural Engineering Consultant Services



City of Fort Lauderdale

Bid 606-10563

Structural Engineering Consultant Services

Bid Number **606-10563**
Bid Title **Structural Engineering Consultant Services**

Bid Start Date **Aug 10, 2010 1:33:12 PM EDT**
Bid End Date **Sep 9, 2010 2:00:00 PM EDT**
Question &
Answer End **Sep 2, 2010 5:00:00 PM EDT**
Date

Bid Contact **Rick Andrews**
Procurement Specialist II
Procurement
954-828-4357
Randrews@fortlauderdale.gov

Changes made on Aug 24, 2010 12:47:46 PM EDT

Changes were made to the following items:
[Structural Engineering Consultant Services](#)

Description

The City of Fort Lauderdale, FL through its Procurement Services Department invites proposals that offer to provide Structural Engineering Consultant Services subject to the requirements of the Consultants' Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES of the RFQ.

The initial term of the continuing contract will be for two (2) years. The City reserves the right to renew the contract for one (1) one-year term subject to Consultant's satisfactory performance and mutual agreement of the City and Consultant to renew the contract.

Added on Aug 19, 2010:

1. SECTION II - INTRODUCTION TO REQUEST FOR QUALIFICATIONS, Paragraph 1.13 INSURANCE, IV. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE GENERAL AGGREGATE LIIMIT IS CHANGED FROM \$1,000,000 to \$2,000,000
2. All other terms, conditions and specifications remain unchanged

Added on Aug 24, 2010:

1. Revise 4th paragraph, first sentence of SECTION IV - SUBMITTAL REQUIREMENTS to read, "The selected consultant shall demonstrate a proven track record of engineering design services for similar projects, and shall demonstrate a thorough understanding of building practices, building ordinances and modern methods for building construction, alteration and repair."
2. All other terms, conditions and specifications remain unchanged.

Changes made on Aug 24, 2010 12:47:46 PM EDT

Request for Qualifications

RFQ # 606-10563

A CONTINUING CONTRACT

for

STRUCTURAL ENGINEERING CONSULTANT SERVICES
(CCNA – Consultants’ Competitive Negotiation Act)



City of Fort Lauderdale

Issued on behalf of: THE ENGINEERING DIVISION

**Department of Procurement Services
Rick Andrews, Procurement Specialist
Fort Lauderdale City Hall
100 N. Andrews Avenue, 6th Floor
Fort Lauderdale, Florida 33301**

Web Site Address: www.fortlauderdale.gov/purchasing

Submission Deadline

Day/Date: September 9, 2010
Time: 2:00 PM EST
**Location/Mail Address: Fort Lauderdale City Hall
Procurement Services Department
100 N. Andrews Avenue, #619
Fort Lauderdale, FL 33301**

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Sealed written Responses shall be received by the City of Fort Lauderdale, Department of Procurement Services, no later than the date, time and at the location indicated above for receipt. Submittal of Response by fax is not acceptable. Refer to SECTION IV – SUBMITTAL REQUIREMENTS.

SECTION I - RFQ SCHEDULE

Release RFQ	8/11/10
Last day for questions	9/2/10
PROPOSAL DUE (Prior to 2:00 PM)	9/9/10

Upon approval from Commission to negotiate, negotiations in accordance with 287.055(5) Florida Statutes shall commence. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

SECTION II - INTRODUCTION TO REQUEST FOR QUALIFICATIONS

- 1.1. The City of Fort Lauderdale, FL (City), through its Procurement Services Department invites proposals that offer to provide Structural Engineering Consultant Services subject to the requirements of the Consultants' Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES.

The initial term of the continuing contract will be for two (2) years. The City reserves the right to renew the contract for one (1) one -year term subject to Consultant's satisfactory performance and mutual agreement of the City and Consultant to renew the contract.

1.2. **BIDSYNC:**

The City of Fort Lauderdale will use BidSync (www.bidsync.com) to distribute this RFQ. There is no charge to proposers to register and download this RFQ from BidSync. Proposals must be submitted in a sealed envelope marked on the outside with the RFQ number to the City of Fort Lauderdale, at the address indicated in SECTION IV – SUBMITTAL REQUIREMENTS

1.3. **INFORMATION AND CLARIFICATION**

For information concerning procedures for responding to this RFQ, technical specifications, or other inquiries. utilize the question / answer feature provided by BidSync. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BidSync site). No variation in scope or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required.

1.4. **LOBBYIST ORDINANCE**

Any consultant submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No C-00-27 & Resolution No 07-101, Lobbying Activities. Copies of Ordinance No C-00-27 and Resolution No 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at

<http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> .

1.5. **AWARD OF CONTRACT**

A Contract (the "Contract" or Agreement") will be awarded in accordance with Florida Statutes, by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Consultant(s) that is determined to be in the City's best interests. Such contracts will be furnished by the City and contain certain terms as are in the City's best interests. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

1.6. **UNAUTHORIZED WORK**

The Successful Consultant(s) shall not begin work until a City Purchase Order or Notice to Proceed or Task Order is received.

1.7. **INSTRUCTIONS**

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit responses in accordance with the requirements of this RFQ. Please read the entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. Proposers notes, exceptions, and comments may

1.7. INSTRUCTIONS (con't)

be rendered on an attachment, provided the same format of this RFQ text is followed. All proposal responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

1.8. CHANGES AND ALTERATIONS

Proposer may change or withdraw a proposal at any time prior to proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the proposal deadline.

1.9. SUBCONSULTANTS

A Subconsultant is an individual or firm contracted by the Consultant or Consultant's firm to assist in the performance of services required under this RFQ. A Subconsultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Subconsultants are allowed by the City in the performance of the services delineated within this RFQ. Consultant must clearly reflect in its proposal the major Subconsultants to be utilized in the performance of required services. The City retains the right to accept or reject any Subconsultant proposed in the response of successful Consultant or prior to contract execution. Any and all liabilities regarding the use of a Subconsultant shall be borne solely by the successful consultant and insurance for each Subconsultant must be maintained in good standing and approved by the City throughout the duration of the contract. Neither successful Consultant nor any of its Subconsultants are considered to be employees or agents of the City. Failure to list all Subconsultants and provide the required information may disqualify any proposed Subconsultant from performing work under this RFQ.

Consultants shall include in their responses the requested Subconsultant information and include all relevant information required of the Consultant. In addition, within five (5) working days, or at another time requested by the City, prior to commencement of negotiations, the Consultant shall provide a final list confirming the Subconsultant(s) that the successful Consultant intends to utilize in any resulting contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Subconsultant, the services Subconsultant will provide relative to any contract that may result from this RFQ, Subconsultant hourly rates or fees, any applicable licenses, references, ownership, and other information required of Consultant.

1.10. DISCREPANCIES, ERRORS AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Department of Procurement Services. Should it be necessary, a written addendum will be incorporated into the RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.

1.11. DISQUALIFICATION

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant. It also reserves the right to waive any immaterial defect or informality in any Responses, to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

1.12. RESPONSES / PROPOSAL RECEIPT

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFQ. After that date and time, responses will not be accepted. The Consultant shall gather all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of responses during business hours to the exact address indicated on the cover of this RFQ.

1.13. INSURANCE:

The successful Consultant(s) shall furnish to City of Fort Lauderdale, c/o Department of Procurement Services, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301, Certificate(s) of Insurance prior to contract execution which indicate that insurance coverage has been obtained which meets the following requirements:

I. COMMERCIAL GENERAL LIABILITY

- A. Limits of Liability
 Bodily Injury and Property
 Combined Single Limit
 Each Occurrence \$1,000,000
 General Aggregate Limit \$2,000,000
 Personal and Adv. Injury \$1,000,000
 Products/Completed Operations \$1,000,000
- B. Endorsements Required
 City of Fort Lauderdale included as an Additional Insured
 Employees included as insured
 Contractual Liability
 Waiver of Subrogation
 Premises/ Operations
 Care, Custody and Control Exclusion Removed

II. AUTOMOBILE BUSINESS

- A. Limits of Liability
 Bodily Injury and Property Damage Liability
 Combined Single Limit
 Any Auto
 Including Hired, Borrowed or Non-Owned Autos
 Any One Accident \$1,000,000
- B. Endorsements Required
 City of Fort Lauderdale included as an Additional Insured
 Employees included as insured
 Waiver of Subrogation

III. WORKER'S COMPENSATION

Limits of Liability
 Statutory-State of Florida.

IV. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE

Combined Single Limit
 Each Occurrence \$1,000,000
 General Aggregate Limit \$1,000,000
 Deductible- not to exceed 10%

The City is required to be named as additional insured for Commercial General Liability and Automobile Business. Binders are not acceptable. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the successful Consultant(s).

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

1.13. INSURANCE (cont):

The Company must have a Financial Size Categories (FSC) rating of no less than "A-" as to management by the latest edition of Best's Key Rating Insurance Guide or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

City RFQ Number and/or RFQ title should appear on each certificate.

Compliance with the foregoing requirements shall not relieve the Successful Consultant(s) of his liability and obligation under this section or under any other section of this Agreement.

The successful Consultant(s) shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the project. If insurance certificates are scheduled to expire during the contractual period, the successful Consultant(s) shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates that cover the contractual period, the City shall:

- A) Suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed in the RFQ.
- B) The City may, at its sole discretion, terminate the Contract for cause and seek re-procurement damages from the Successful Consultant(s) in conjunction with the violation of the terms and conditions of the Contract.

1.14. CONSULTANTS' COSTS

The City shall not be liable for any costs incurred by consultants in responding to this RFP.

1.15 RFQ DOCUMENTS

The consultant shall examine this RFP carefully. The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

By submitting a proposal each firm is confirming that the firm has not been placed on the convicted vendors list as described in Florida Statue §287.133 (2) (a).

The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFQ requirements.

SECTION III - SCOPE OF SERVICES

The CONSULTANT shall perform the following design, engineering, analysis and inspection professional services related to a continuing contract for structural engineering services and shall include, but not be limited to, the following services as authorized by individual Task Orders for individual projects.

- Structural analysis, design development and creation of construction documents for City Fire Station projects
- Design of structural elements for small projects being designed by in-house architectural staff
- Analysis of new and existing structural conditions in City owned buildings and structures
- Inspection and approval of certain types of construction performed by outside contractors
- Pre-design structural analysis to determine feasibility of new additions or modifications to existing structures
- Inspection of deteriorated structural elements and preparation of designs and specifications for appropriate repairs and replacement

SECTION IV - SUBMITTAL REQUIREMENTS

INSTRUCTIONS FOR SUBMITTING A RESPONSE

The following information and documents are required to be provided with Consultants response to this RFQ. Failure to do so may deem your proposal non-responsive.

Submission Requirements / Number of Copies

Proposals shall be submitted and received on or before 2:00 P.M., DST, on date indicated in SECTION I – RFQ SCHEDULE. **One (1) original and seven (7) copies plus one (1) CD** of your proposal are to be delivered to: City of Fort Lauderdale, City Hall, Procurement Services Department, 100 N. Andrews Avenue, Room 619, Fort Lauderdale, FL 33301. It is the sole responsibility of the Proposer to ensure the proposals are received on or before the date and time stated, in the specified number of copies and in the format stated herein or your proposal may be rejected.

CONTENTS OF QUALIFICATION STATEMENT / SUBMITTALS: (to be indexed and submitted in the order listed)

The City prefers that responses to this RFQ be no more than 50 pages (double-sided if practical), be bound in a soft cover bidder and utilize recyclable materials as much as practical. Elaborate binders are not necessary or desired.

The selected consultant shall demonstrate a proven track record of architectural and engineering design services for similar projects, and shall demonstrate a thorough understanding of building practices, building ordinances and modern methods for building construction, alteration and repair. Consultants shall demonstrate where they have successfully achieved rapid implementation of similar type projects and have a history of delivering projects on time and under budget.

1. **Table of Contents**
The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.
2. **Proposal Letter / Letter of Interest**
Provide a Letter on Interest indicating the project for which the firm is applying, and your firm's commitment to the project. Provide point of contact information (name, telephone and Fax numbers, E-Mail address).
3. **Qualifications of the Firm**
Respondents must submit a **Standard Form 330** and provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Indicate the firm's number of years of experience in providing the professional services as it relates specifically to the project. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc; Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted. Submittals that do not contain such documentation may be deemed as non-responsive.
4. **Qualifications of the Project Team**
Respondents must submit the Consultant Qualification Statement and **Standard Form 330** for each project. List the members of the project team. Provide a list of the personnel to be used on each project and their qualifications. A brief resume including education,

experience, licenses and any other pertinent information shall be included for each team member, for each project, including subconsultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive.

5. Project Manager's Experience

Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project managers for the City. Individuals must have a minimum of five (5) years' experience in required discipline, and have served as project manager on similar projects on a minimum of three previous occasions.

6. Approach to Scope of Work

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology.

Describe your proposed approach to the project. As part of the project approach, the firm shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

7. References

Should be of projects with similar scope as indicated. Information should include:

- * Client Name, address, contact person telephone and FAX numbers and E-mail address.
- * Description of work.
- * Year the project was completed.
- * Total cost of the construction, estimated and actual.

8. Minority/Women (M/WBE) Participation

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, include your certification.

If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts for this project in meeting M/WBE procurement goals under Florida Statutes 287.09451

9. Sample Insurance Certificate

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

10. Joint Ventures

Any firm(s) involved in a joint venture in its Proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

11. Subconsultants

Consultant must clearly reflect in its Proposal any Subconsultants proposed to be utilized along with a summary of their background and qualifications. SEE SECTION II ITEM 1.9. The City retains the right to accept or reject any Subconsultants proposed.

12. Non-Collusion Statement

This form is to be completed and inserted in this section.

SECTION V - EVALUATION/SELECTION PROCESS

A Selection and Evaluation Committee consisting of design professionals and City staff will review each submission for compliance with the submission requirements of the RFQ, including verifying that each submission includes all documents required. In addition, the Committee will ascertain whether the provider is qualified to render the required services according to State regulations and the requirements of this RFQ. The consultant shall furnish the City such additional information as the City may reasonably require.

The City reserves the right to require public presentations of any or all consultants prior to selection. The City will not be liable for any costs incurred by the consultant in connection with such presentation.

The committee will score and rank all responsive proposals and determine a minimum of three (3), firms deemed to be the most highly qualified to perform the required service, if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. The selected firms will be required to provide brief public presentations to the Committee for final recommendation ranking.

In accordance with §287.055, the Evaluation Committee shall forward their recommendation to the City Manager in rank order the response or responses of which the Evaluation Committee deems to be in the best interest of the City. The City Commission of the City of Fort Lauderdale, FL, shall be requested to authorize staff to negotiate a contract with the first ranked consultant. Additional negotiations may occur in accordance with Florida Statutes.

EVALUATION CRITERIA

Responses shall be evaluated based upon the following criteria and weight:

<u>CRITERIA</u>	<u>PERCENTAGE</u>
Qualifications of firm: To include years of experience, licenses, Insurance, M/WBE participation efforts, other pertinent Information	25
Qualification of Project Team: To include personnel used for the project, project manager, subconsultants, joint ventures and M/WBE participation efforts	25
Approach to Scope of Work	25
Previous Similar Projects and References	25
TOTAL	100

- End -

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Question and Answers for Bid #606-10563 - Structural Engineering Consultant Services

OVERALL BID QUESTIONS

Question 1

Good Morning,

Please kindly clarify if the City is considering to award more than one respondent.
Thank you. (Submitted: Aug 11, 2010 9:36:11 AM EDT)

Answer

- The City plans to award a contract to more than one respondent (Answered: Aug 11, 2010 10:21:29 AM EDT)

Question 2

Good morning. After reading the RFQ I am not sure if we can submit as a Prime and also as a sub on another team. Please clarify so we can submit accordingly. thank you. (Submitted: Aug 12, 2010 9:33:11 AM EDT)

Answer

- Yes, a firm may submit as a prime and as a subconsultant on another team. Suconsultants must be identified in the prime's submittal in accordance with RFQ requirements. (Answered: Aug 12, 2010 10:34:47 AM EDT)

Question 3

Today, Bid#805-10510 from the City released an Addendum changing the Professional Liability Insurance requirement from \$2 mil to \$1 mil. Also, today, this bid changed its requirement from \$1 mil to \$2 mil.

Is this correct? Why was the required coverage increased to \$2 mil? (Submitted: Aug 19, 2010 12:16:43 PM EDT)

Answer

- 1. Question regarding RFP 805-10510 must be asked under that RFP in BidSync.
2. The City standard for the specified work required by this RFQ is Professional Liability General Aggregate coverage of \$2,000,000. The initial release of the RFQ on August 10 incorrectly specified \$1,000,000 for Professional Liability General Aggregate coverage. (Answered: Aug 19, 2010 1:13:37 PM EDT)

Question 4

Good Morning,

Please advise if Certificate of Corporation is required in the submittal, or FEIN, or any other document identifying the firm.

Thank you. (Submitted: Aug 24, 2010 9:58:54 AM EDT)

Answer

- Registration with the Florida Department of State Division of Corporations should be submitted (Answered: Aug 24, 2010 10:48:32 AM EDT)

Question 5

Good Morning,

Are are letters or certificates proving minority status required?

Thank you. (Submitted: Aug 24, 2010 9:59:59 AM EDT)

Answer

- Yes (Answered: Aug 24, 2010 10:48:32 AM EDT)

Question 6

Please indicate if Resumes are required only from the Key Personnel.

Thanks you. (Submitted: Aug 24, 2010 10:01:02 AM EDT)

Answer

- Resumes of only key consultant and subconsultants personnel are acceptable provided the team's qualifications

are clearly demonstrated. Submittal of SF 330 is required. (Answered: Aug 24, 2010 10:48:32 AM EDT)

Question 7

Good Morning,

On page 8 of the RFQ, fourth paragraph, it is indicated that firms should have a proven "architectural" record, together with the "engineering" one. Would this actually apply, given that this RFQ was explicitly issued for Structural Engineering consulting? (Submitted: Aug 24, 2010 11:05:31 AM EDT)

Answer

- Refer to Addendum No. 1 to this RFQ issued today. The first sentence of paragraph 4 of SECTION IV - SUBMITTAL REQUIREMENTS was revised to delete the word "architectural". The word "engineering" remains. (Answered: Aug 24, 2010 12:53:02 PM EDT)

Question 8

About "Relative size of the firm", in Section IV, item 4: should size be given in terms of revenue, number of staff, etc? (Submitted: Aug 24, 2010 1:38:42 PM EDT)

Answer

- In response to SECTION IV - SUBMITTAL REQUIREMENTS, 3. Qualifications of Firm, provide both revenue and number of staff and other information as required by Standard Form 330. (Answered: Aug 24, 2010 1:50:24 PM EDT)

Question 9

1. Standard Form 330 has company, team and project information; in Section IV - Submittal Requirements: Standard Form 330 is mentioned in Tabs 3. and 4. Does the City want that form included twice?
2. Section IV: Item 4. Respondents must submit the "Consultant Qualification Statement" - Is this a form?

Thank you for your assistance. (Submitted: Aug 25, 2010 1:52:32 PM EDT)

Answer

- 1. Include SF 330 once with Parts I and II completed as required for the firm and each team member.
2. No, not a separate form. Qualification statements are part of the SF 330. In addition, you may include a synopsis of the firm's/team's qualifications in the proposal letter/letter of interest. (Answered: Aug 25, 2010 3:09:02 PM EDT)

Question 10

In Section IV, item 6 "Approach to scope of work", second paragraph, it is requested that firms submit a scheduling methodology (time line) for managing the work. This request seems more appropriate single-project solicitations, but in this RFQ, possible projects to be performed may be quite diverse.
How can respondents address satisfactorily this "time line" request? (Submitted: Aug 26, 2010 9:31:56 AM EDT)

Answer

- Firms are asked to described their scheduling methodology and not a specific schedule. The type projects described in SECTION III are examples of the anticipated work and can be used to describe the firm's typical methodology with associated time lines. Under this RFQ this is appropriate to evaluating a firm's qualifications to effectively manage and execute work in the optimum time. (Answered: Aug 26, 2010 10:38:09 AM EDT)

Question 11

Erratum: Please read in Question 10 "This request seems more appropriate for single-project solicitations"(...) (Submitted: Aug 26, 2010 9:33:18 AM EDT)

Answer

- Noted (Answered: Aug 26, 2010 10:38:09 AM EDT)

Question 12

Is there any preferred format in which the City would like firm workload information submitted? (Submitted: Aug 26, 2010 9:45:57 AM EDT)

Answer

- No, other than the information should be indexed and submitted as indicated in SECTION IV, Item 6. (Answered: Aug 26, 2010 10:38:09 AM EDT)

Question 13

Would you like the SF330 to be a part of Section 3 or Section 4 (it is referenced in both sections)? (Submitted: Aug 27, 2010 10:17:00 AM EDT)

Answer

- No preference (Answered: Aug 27, 2010 10:33:32 AM EDT)

Question 14

Would you like only SF330 format resumes or would you like us to also include resumes in another format? (Submitted: Aug 27, 2010 10:20:00 AM EDT)

Answer

- Minimum SF330 format. (Answered: Aug 27, 2010 10:33:32 AM EDT)

Question 15

Is there a minimum number of References that the City wishes to be listed? (Submitted: Aug 27, 2010 3:24:52 PM EDT)

Answer

- As itemized in SF330 PART I.F. But it is desired that 3 to 5 of those listed be inserted in tab 7. (Answered: Aug 27, 2010 3:50:58 PM EDT)

Question 16

If more than one respondent is awarded, how will work be assigned to the contracted consultants? Through competitive proposals, or on a work-order basis..? (Submitted: Aug 30, 2010 10:19:45 AM EDT)

Answer

- Awarded consultants will not be competed against each other. Work will be rotated by individual project on a Task Order basis. (Answered: Aug 30, 2010 4:31:11 PM EDT)

Question 17

Is the Non-Collusion form to be submitted completely blank (not even signed) in case there is no collusion to report? (Submitted: Aug 30, 2010 5:04:47 PM EDT)

Answer

- Yes, provided the Proposal Letter / Letter of Interest is signed as intended on the Non-Collusion Statement. (Answered: Aug 31, 2010 7:51:14 AM EDT)