



ADDENDUM # 3

**RFP # FY2013-2014-006
CONTINUING PROFESSIONAL SERVICES**

ADDENDUM # 3 - REVISED EVALUATION CRITERIA 1-10-2014

This page replaces page 25 of the RFP.

V. PROPOSAL EVALUATIONS:

Criteria. Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to City.

NUMBER	CRITERIA LISTED	MAXIMUM POTENTIAL POINTS
1.	Firm's Qualifications and Experience	15
2.	Project Team's Experience/Qualifications	20
3.	Project manager's Experience	15
4.	Past Performance (References)	10
5.	Proposer's Approach to the Project	5
6.	Financial Resources	10
7.	Crisis Management Plan	5
8	Community Benefit Plan**	(2.5-10)
9.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS ***	100

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*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10.

**depending on the Community Benefit Plan presented by the firm the points may be 2.5, 5 or 10.

***Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference.

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Below find questions and answers for RFP # FY 2013-2014-006 Continuing Professional Services

Question 1

The requirement for a Community Benefit Plan is typically requested in conjunction with construction solicitations which have significant budgeted dollars and not in solicitations pertaining to continuing contracts for professional design services. In particular, we would like to reference the statement, "the benefits should include the approach for ensuring that both Prime and Subcontractors utilize local residents in every phase of the project, community outreach, mentoring, training, apprenticeships, or any other types of identifiable ancillary benefits for the community". Training and apprenticeships are typically utilized in the construction trades by Contractors. Please clarify the City's intent for this professional services contract which as the City indicates is not a guarantee of work.

Answer 1

The City is looking for documented good faith efforts of a Community Benefit Plan from the continuing services consultant.

Question 2

If we use subconsultants to meet the Local Business Vendor Preference, how many points could we potentially receive for a Tier 2 vendor given less than 20% of the work or a Tier 1 vendor given less than 50% of the work?

Answer 2

Page 28 of the RFP provides the specific percentages to be granted per Tier for the City of Hallandale Beach Local Vendor Preference. Page 27 of the RFP states the format and documents your firm must utilize and provide when requesting this preference.

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Question 3

Regarding your Community Benefit Plan – page 23 of the RFP, this language is not applicable to Architecture/Engineering Services. Can you please clarify this requirement for the RFP.

Answer 3

Page 23 of the RFP explains the requirement of the Community Benefit Plan which is applicable to this RFP.

Question 4

In page 21 of the RFP, Item # 9. Past Performance (References), letter d refers to dollar amount of project; can you please clarify if the dollar amount is for the Fees Paid to the firm or the Construction Cost.

Answer 4

Page 21, Item 9, request information about the dollar amount of the project performed by the proposing firm. Please include the total cost of the construction, as well as, the fees paid for the work performed by your firm.

Question 5

What type of digital signature does the City accept. Can you provide a list of digital signature companies.

Answer 5

The City does not have a digital signature system nor do we accept digital signatures.

Question 6

On page 11 of the RFQ, the description of work under (9) Civil Engineering includes “Aquatic Engineering Services for both renovation and new construction”. Is this referring to swimming pools, splash pads, and the like. Or is it referring to seawalls, docks, piers, dredging and other marine engineering services.

Answer 6

“Aquatic Engineering” is referring to the engineering of seawalls, docks, piers, dredging, marine engineering, and the like.

Question 7

Do we have a limit of how many services we may submit for?

Answer 7

Page 9 of the RFP states “Firms will not be limited to one professional category. Respondents must designate which professional category is being proposed, see and complete the Discipline Form.”

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Question 8

Do we need to submit separate packages for each service we submit for?

Answer 8

No. Firms shall clearly identify which professional categories they are proposing by completing the Discipline Form and following the format outlined on pages 19-24, items 1-14.

Question 9

Is the City looking for a team (Prime and Subs) for all the disciplines specified in the RFP or for individual firms than can provide some of the services? For example, we do not provide Architectural Services, should we look for an architectural team to team up with or can we submit our proposal with our qualifications on the other disciplines like Civil Engineering and Transportation Consulting?

Answer 9

Page 9 of the RFP states: "Firms will not be limited to one professional category. Respondents must designate which professional category is being proposed, see and complete the Discipline Form." The City is not dictating what firms are willing to propose.

Question 10

On the "DISCIPLINE FORM" included in addendum #2, can we list the same person (PM) on multiple Disciplines? For example, can the Civil Engineering PM be the same as the Transportation Consulting?

Answer 10

The City cannot dictate the manner in which firms respond to the RFP. The best plan that is appropriate for your firm should be proposed.

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Question 11

We have an inquiry about the requested services under **Section I - Purpose and Technical Specifications**, which includes the list and descriptions of the disciplines requested by the City. **Service No. 9 Civil Engineering** consists of different services: studies and assessments; Surveying, General; Structural Engineering to include bridges; Stormwater Engineering to include culverts, open channels, drainage, pump stations, well injections; GIS; Environmental Evaluation; Brownfield Designation; Project Management; Aquatic Engineering services for both renovation and new construction; Transportation to include Road Design; Traffic Study; Bridge (e.g. pedestrian bridges, vehicular two way lane); Street Light Design; Geotechnical (sub-surface soil investigation, hydraulic conductivity, piles driving); Water and Sewer. If a firm submits for Civil Engineering services, does this mean that the firm must provide all the services listed under this discipline or can the firm select some of the services to offer its proposal.

Answer 11

The City does not require that all services/skills sets stipulated for each discipline be provided by a firm.

Question 12

Was the intent to include the contractual agreement found on pages 51-75 for reviewing purposes --a formal breakdown of the scope of work this bid entails & terms and conditions-- or is this considered part of the required forms to be signed and returned?

Answer

Page 5 of the RFP states: **CONTRACT FOR EXECUTION:**

Attached to this RFP is the agreement that contains the terms and conditions that the awarded Consultant must be able to abide by and execute upon award of this contract. The legal terms and conditions will bind the awarded Consultant until completion of the Contract. The agreement is being provided for firms to present it to their Counsel prior to submittal of responses to this RFP. Any variances to this Agreement must be stated on Variance Sheet page 43 of this RFP and submitted with your firm's response.

Question 13

Who is the firm currently holding this A/E contract.

Answer

There are over twenty-five (25) firms on the continuing services contract list.

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Question 14

Are they precluded from this bid.

Answer

No.

Question 15

Do we need to provide 5 verifiable references from our sub-consultants or are there references just from the prime consultant.

Answer

The references to be provided is for the Consultant that will enter into an agreement with the City which is the Prime Consultant.

Question 16

Item 9, page 11 – Why is “Brownfields Designation” and “Environmental Evaluation” listed under “Civil Engineering” instead of “Environmental Engineering”?

Answer 16

Brownfields Designation and Environmental Evaluation will remain listed under Civil Engineering.

Question 17

Item 10, pages 21 & 22 – The addenda specify that Environmental Engineering is a separate category, but the category is not listed or further defined on page 22. Please elaborate on the category similar to the categories featured on page 22.

Answer

Page 22, item 10 Civil and Engineering services is under the same heading. Pages 10-11 & 13-14 lists and explains the category.

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Question 18

Item 14, page 23 & 28 – What if a firm doesn't qualify as Tiers 1, 2, or 3? Can we still submit? Further, how can we determine the % of work for subcontractors since we won't know what a project is or entails until a task work order issued?

Answer

Yes. Proposers shall propose what is feasible for their company with the unknown being considered.

Question 19

Where would the City like us to insert the executed forms in our proposals?

Answer

The City is requesting that all that is required be provided as outlined in the RFP.

Question 20

Page 48 & 49 – If we don't have a conflict of interest, do we need to submit this form in our response? Or should we mark each blank, including the signature line, as not applicable?

Answer

Yes, all forms are required.

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PLEASE NOTE RECEIPT OF ADDENDUM # 3 BY SIGNING BELOW AND INCLUDE WITH YOUR RFP SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 3:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director
Procurement Department