



City of Neptune Beach

116 1st Street
Neptune Beach, Florida 32266
Telephone (904) 270-2400

ADDENDUM NO. 2

TO THE REQUEST FOR QUALIFICATIONS (RFQ) DOCUMENTS

CONB RFQ No. 2021-04 – General Engineering Continuing Contract (GECC)

City of Neptune Beach, Florida

Date July 19, 2021

To All RFQ Holders and/or Prospective Respondents:

Thank you for submitting your question(s) to the City regarding this solicitation. Please check www.ci.neptune-beach.fl.us/home/pages/procurement for the Solicitation Documents and any Addenda. This addendum answers questions received by July 19, 2021 at 2:00 p.m., local time. The City shall not consider questions received after July 19, 2021 at 2:00 p.m., local time.

The following changes, additions, and/or deletions are hereby made part of the Solicitation Documents and Contract Documents for the General Engineering Continuing Contract (GECC) project as fully and completely as if the same were fully set forth therein:

A. Written questions received and responses:

Addendum No. 2 includes the responses to the questions received:

1. Would the City allow respondents to submit executive summaries two pages in length?

Response: The executive summary is meant to be short one-page summary and does not replace the details contained in the remaining submission sections. Do not submit executive summaries more than one-page in length.

2. Do you need the original signed Sworn Statement Form from or subconsultants or will a scanned version suffice?

Response: The Solicitation Documents request one (1) original and one (1) digital PDF version. The hard copy of the original shall include original documents and signatures the digital PDF version shall be a complete electronic version of all submitted documents, embed all fonts

used, searchable, printable, use a compatibility of Acrobat PDF 1.5 or higher, and use Adobe PDF file format.

3. Do we need to include insurance certificates for our subconsultants?

Response: The prime consultant shall submit insurance certificates for proposal purposes. The RFQ is not requesting insurance certificates from subconsultants.

4. Can you confirm that the Certification of Authorization is a Certificate of Good Standing?

Response: Certification of Authorization is changed to currently registered with the Florida Department of Business and Professional Regulation, have a valid qualifying agent, and comply with requirements in Section 471.023, Florida Statutes.

5. Can we include divider pages to separate our sections?

Response: Do not include pages to separate sections.

6. Can the organizational chart be on 11x17?

Response: The organization chart is part of Section D, and only Section H allows for the use of up to two (2) 11 x 17 pages. The organizational chart in Section D should use 8.5" x 11" bond paper. Respondents may use more than one 8.5" x 11" sheet for the organizational chart.

7. Can we include a separate table after our organizational chart with our key personnel office locations?

Response: The instruction within the Solicitation Documents asks for an Organization Chart depicting the team, key personnel, firm(s), and office location(s) in Section D. The organizational chart in Section D should use 8.5" x 11" bond paper. Otherwise, it is up to the respondent to provide a complete and succinct response that the reviewers will easily understand. Respondents may use more than one 8.5" x 11" sheet for the organizational chart.

8. Significant awards, technical papers, publications, and recognitions is asked for in the SF330 Section H and under the Attachments section. Would you like this to be shown in both locations?

Response: In Section H, respondents should succinctly describe its past record and accomplishments. As Section H is limited to a maximum of fourteen (14) pages, the Attachment Section is provided for copies of awards and listing of specific papers or publications relevant to the solicitation.

9. Is Arial Narrow 12-point font acceptable for this submittal? Can we use a smaller font for graphics/tables?

Response: The Solicitation Documents specify typewritten using a minimum 12-point font size. Further, the Solicitation Documents indicate to provide complete and succinct responses, limit

overly verbose, lengthy responses, or unnecessary submissions. The Solicitation Documents does not prohibit the use of Arial Narrow fonts, but the use of Arial Narrow fonts does not follow the intent of the directions, is hard to read, and the reviewers would prefer that it is not used. Only the two (2) 11" x 17" bond paper pages allowed in Section H removes the font size restriction. Do not use smaller fonts in graphics or tables in other locations.

10. Per the scoring criteria for minority business enterprise participation, 1 point is given for each 20% of minority participation. Based on this to receive the full 5 points as outlined in your evaluation sheet we would need to dedicate 100% to MBE firms. Since this is a GEC and it is difficult to understand what type of work that maybe assigned over the contract term, could this be changed to the full five points given if we meet 20% MBE goal or 1 point for each MBE on the team?

Response: The City is not changing the advertised scoring for this solicitation.

11. Under Part I Section H the 4th bullet states "include at least 5 example projects as included in Section F, similar in scope and complexity completed within the last 8 years". Can you please confirm that the requested projects to be shown under Section F are GECC projects covering similar services outlined in this RFQ and the projects asked for in Section H are related to the prototype project that we choose?

Response: Example projects in Section F should include similar projects in scope, type, and complexity performed for government agencies completed within the last eight (8) years, located in Florida, by the key personnel identified, and related to the professional services considered under the City's general engineering continuing contract. The solicitation Documents includes a list of potential professional services and key items for demonstrating project experience and resumes, see the 96 listed items in Scope of Services. Section H requests that respondents provide a description of why the projects listed in Section F closely match the scope of work for this municipal general engineering continuing contract and the team's performance completing the needed services on those projects. The three (3) prototype projects would be in the list of 96 items. As this is a general engineering continuing contract items such as project approaches, innovative and cost saving ideas, etc. would require genialized responses and by providing prototype projects respondents can provide specific answers addressing the City's goals, objectives, and needs.

12. May respondents provide an organizational chart on a size 11" x 17" page?

Response: The organization chart is part of Section D, and only Section H allows for the use of up two (2) 11 x 17 pages. The organizational chart in Section D should use 8.5" x 11" bond paper. Respondents may use more than one 8.5" x 11" sheet for the organizational chart.

13. The requirements state that the RFQ should be completed on 8.5x11 paper using a minimum 12-point font size. There is an allowance for Part I Section H that two pages may be 11x17 with no font size restriction. Given the size of the required team and the additional information requested, would the City consider making a similar allowance (11x17, no font size restriction) for the organizational chart??

Response: The organization chart is part of Section D, and only Section H allows for the use of up two (2) 11 x 17 pages. The organizational chart in Section D should use 8.5" x 11" bond paper. Respondents may use more than one 8.5" x 11" sheet for the organizational chart.

14. Is the insurance for injuries to persons or property required of consultant allowed to be modified to Consultant's "negligent" performance of the work?

Response: In accordance with Section 1 – Instructions to Bidders: The solicitation documents allow respondents to request variances to the RFQ specifications, contract terms and conditions. The number and extent of variances requested will be considered in determining RFQ responsiveness. The respondents must clearly note any variances and a respondent shall attach any variance requests as an appendix. The respondent's RFQ may be deemed non-responsive, if the respondent decides to submit any variances or objections to the RFQ, or contract terms and conditions after the opening date. Any variances submitted by the respondents are regarded as a request. The City may choose to consider variance(s) submitted with the qualifications response, but the City is not obligated to accept the requested variance(s) to the RFQ, specifications, or contract terms and conditions. Further, many municipal projects involve public health and safety, and respondents are responsible for the adequacy, completeness and accuracy of its services or Work Products.

15. A number of our projects are currently in construction. Is it acceptable to have projects that are in the last 8 years where the design is complete, but construction is ongoing?

Response: In Section – Instructions to Bidders the solicitation documents indicate to provide five (5) of the firm's completed projects within the last eight (8) years. Projects should be similar in scope, type, and complexity performed for government agencies by the key personnel identified. The services identified in Section 2 include bidding services, construction inspection and administration. The City should be able to call the contacts/references for the projects to determine if the reference is satisfied with the entire project and not just the design and permitting phase. Certain scopes of work could be considered ongoing such as annual report assistance, compliance assistance, or annual/semiannual/5-year inspections, and this type of work should include a completed portion and not recently started.

16. In your instruction to bidders section 23. Submission Requirements you request a minimum font size of 12 point font. Can you clarify if this includes the SF 330 forms. The standard font size for the SF 330 forms is Arial 9. With a font size of 12-point for the forms it will be difficult to keep the resumes and project forms to one page. Is it ok to use the standard font size for the SF 330 forms and apply the font restriction only to the executive summary and 14 pages for Section H?

Response: The Solicitation Documents specify typewritten using a minimum 12-point font size across the document. Further, the Solicitation Documents indicate to provide complete and succinct responses, limit overly verbose, lengthy responses, or unnecessary submissions. Small fonts are difficult to read, and the intent is for the readers. Only the two (2) 11" x 17" bond paper pages allowed in Section H removes the font size restriction. Do not use smaller fonts in graphics or tables in other locations.

17. Due to the 33 key personnel roles and the requirement of including office locations and firms on our org chart, we would like to know if the 12-point font restriction can be waved for the org chart and if it can be on an 11 x 17 page?

Response: The organization chart is part of Section D, and only Section H allows for the use of up to two (2) 11 x 17 pages. The organizational chart in Section D should use 8.5" x 11" bond paper. Respondents may use more than one 8.5" x 11" sheet for the organizational chart.

18. For CONB RFQ No. 2021-04 General Engineering Continuing Contract, would it be acceptable for a landscape architecture firm to submit as the prime consultant with an engineering firm as a subconsultant?

Response: The RFQ is intended as a general engineering contract, and the solicitation documents indicate The City provides utilities and other services to the public which require protection of public health, safety, and welfare, and shall require a Florida licensed Engineer of Record (EOR) for its projects associated with this request. Also, the solicitation documents indicate a Project Engineer will be in responsible charge of the project. Further, the prime's insurance coverages would cover the types of work included in the solicitation. The agreement includes a provision that the Consultant agrees to obtain and maintain throughout the period this Agreement is in effect, all such licenses as are required to do business in the State of Florida, including but not limited to licenses required by the respective State Board(s) and other governmental agencies responsible for regulating and licensing the professional services provided and performed by the Consultant pursuant to this Agreement and the Scope and services provided therein. Grading criteria include the Firm's experience, capabilities, ability related to similar project scope, and appear licensed under Florida Statutes to perform the professional services requested. Therefore, the prime consultant would be licensed and insured to provide professional engineering services.

19. Where termination or withholding payments are a severe sanction, will the City agree to amend Article 30, Financial Consequences, to read, "Should the Consultant fail to comply with any material term of this Agreement, the City shall take one or more of the following actions, as appropriate in the circumstances..."?

Response: The City would consider a revision to Section 30 of the Agreement as follows: 30. FINANCIAL CONSEQUENCES: Should the Consultant fail to comply with any material term of this Agreement or Supplemental Agreement, the City shall take one or more of the following actions, as appropriate in the circumstance:

- **Temporarily withhold payments pending correction of the deficiency,**
- **Disallow all or part of the cost of the activity or action not in compliance,**
- **Wholly or partially suspend or terminate this Agreement,**
- **Withhold further awards to the Consultant, and/or**
- **Take further remedies that may be legally or equitably available.**

Materiality shall be determined by the City in its reasonable discretion.

End of Addendum No. 2