



North Bay Village

Administrative Offices

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Addendum 1

Issued on October 2, 2015

RFP No. NBV 2015-002

ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR: NEW VILLAGE MUNICIPAL CENTER/VILLAGE HALL

Notice to all proposers

Issued by: North Bay Village

The table for the schedule of events has been modified for the oral interview from 01/10/16 to 01/11/16.

Oral Interviews/Presentations of shortlisted proposers/ Review Committee Evaluation & Recommendation	1/11/16	9:00 a.m.
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Question 1:

I thought this may be a little ambiguous, I copied this from the text in the RFP: Consultant shall provide design, construction documents, construction administration and related services necessary for the design and construction of the Project. The scope of work for the Project shall include the design of a multi-story municipal building located on Village owned property at 7903 East Drive, North Bay Village, Florida 33141. The facility will include as a minimum the following: Items 1 through 4 and with budget permitting, Items 5 and 6 – all options will include a parking garage. I am now writing to clarify. It was unclear whether this RFP would include the construction, or if that would bid separately.

Answer:

At this time the Village is requesting Statement of Qualifications (SOQ) in order to select experienced and qualified vendor/vendors to provide Architectural/Engineering Design Services for a NEW MUNICIPAL CENTER. Separate bids will be issued for construction of the building.

Question 2:

We are in receipt of the above mentioned RFP and would like to clarify the address of the Pre-SOQ Meeting.

Answer:

The Pre-SOQ Meeting will be held on 10/21/15 at Village Hall at 1666 Kennedy Causeway, Suite 101, North Bay Village, Florida.

Mayor
Connie Leon-Kreps

Vice Mayor
Jorge Gonzalez

Commissioner
Dr. Richard Chervony

Commissioner
Wendy Duvall

Commissioner
Eddie Lim

Question 3:

What is the estimated budget for the project?

Answer:

Project Budget: \$9M Construction
 \$2M Soft Costs

Question 4:

In page 14 under General there is a statement that “Proposers shall **not** use a font smaller than 10 point Arial throughout the Proposal.” Does this mean that we are just to use Arial as font or can another font be used?

Answer:

Only Arial font is to be used. The smallest font shall be 10 point Arial.

Question 5:

In page 13 under Pre-Qualification it states “The Pre-Qualification Section shall include: Prequalification Documentation from Miami-Dade County for all relevant work types proposed for both the Prime and sub consultants. Pre-qualification Documentation from Broward County, Monroe County and Palm Beach County may also be included. FDOT Prequalification will be required in TOW 3.1, 7.1 and 7.3.” What exactly is the documentation we are to include in this section? What does “FDOT Prequalification will be required in TOW 3.1, 7.1 and 7.3” mean? Are we to include licenses, certifications, etc., project experience in this section?

Answer:

Documentation to include from Miami-Dade County is a PQC (Pre-Qualification Certificate) for the relevant work types, i.e., Architecture, et al. The other counties mentioned also have similar documentation.

FDOT qualifies firms by types of work (TOW) as follows:

 Type of Work 3.1: Minor Highway Design.

 Type of Work 7.1: Signing, Pavement Marking, and Channelization.

 Type of Work 7.3: Signalization.

FDOT provides a letter of qualifications to firms indicating in which categories they are qualified. The following FDOT link can be used to review pre-qualified firms:

<http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/inetvend.htm>

Question 6:

In page 13 under Staffing/Plan Organizational Chart and Qualification Matrix it states that we are to provide a Qualification Matrix, which shall be in accordance with the information requested in the section herein entitled **SOQ Evaluation Criteria**. Is there a sample of this Qualification Matrix that we are to provide, and if so can it be provided to us? If not, can you provide us with a template or any other information in regards to the Matrix.

Answer:

The Qualification Matrix is a simple spreadsheet. It will include all qualifications listed in the RFP, as well as any relevant qualifications deemed relevant by the proposer along the top line (x axis) of the matrix. The firms qualified in these work types would be listed in the left column (y axis) of the matrix. An 'X' will be placed at the intersection of the qualified firm and the corresponding qualification.

Question 7:

In page 14 under Required Documentation what exactly is Administrative Package? Also it states "Any documentation required pursuant to the Solicitation Documents not already included in the above SOQ sections." Is this where we are to include licenses, certifications, project experience etc.?

Answer(s):

The Administrative package is all requested information other than the 3 page **General Description**.

Yes, unless this information was included in another section.

PROOF OF RECEIPT

Recipient Signature: _____
Print Name: _____
Firm: _____
Date: _____

SUBMIT WITH RFP RESPONSE