



CITY OF SEMINOLE

ADDENDUM
TO
RFQ NO. 21-0409
CONTINUING CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES

TO: Potential Proposers
FROM: Allison Broihier, Finance Director
DATE: March 17, 2021

PLEASE NOTE THE FOLLOWING INFORMATION REGARDING RFQ NO. 21-0409

Clarification, questions and answers.

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Please return a signed original of this Addendum #1 with your RFQ package.

I have read and understand Addendum No. 1 to RFQ NO. 21-0409.

Signature: \_\_\_\_\_

Firm: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

IT IS THE BIDDER'S RESPONSIBILITY TO CHECK THE WEBSITE FOR ADDENDUMS BEFORE SUBMITTAL.

Documents can be downloaded from [www.demandstar.com](http://www.demandstar.com) or via the Public Notices section of the City's website: [www.myseminole.com](http://www.myseminole.com).

**RFQ NO. 21-0409 ADDENDUM #1**

**March 17, 2021**

1. Can you please let us know who the incumbent firms are on the current contract?

*The City is currently under a continuing services agreement with Advanced Engineering, Cardno, and Deuel & Associates.*

2. On page 9 of the RFQ 5.4.1 states that the projects should be within the past 5 years. 5.4.1.1 states that the projects should not be completed more than 10 years ago. Please clarify if the projects should be within the last 5 or 10 years.

*Projects should be completed within the past five (5) years.*

3. Can you please clarify 5.4.3 (Workload)?

*The listing described in 5.4.3. will be sufficient to provide the City with a firm's overall workload.*

4. We understand you're looking for our overall workload and capacity to take on City of Seminole projects. The exact information you are asking for is "dollars committed on open projects" we are assuming this means for us outstanding fees on an open project?

*Yes.*

5. Also "overall workload with all owners including City" I'm not sure what you are looking for here, can you please explain?

*The listing described in 5.4.3. will be sufficient to provide the City with a firm's overall workload.*

6. Do you want a list of outstanding projects from the entire firm? We have thousands of active projects for hundreds of clients. Can we just submit the active projects for the office that is going to lead the contract?

*Yes.*

7. I wanted to make sure, does the Project Leader and the Project Engineer need professional experience in Florida? We are looking to submit for this RFP but our Engineer does not have experience in Florida, but our Project leader does. Is that allowed?

*Yes.*

8. Do we have to submit separate proposals for each discipline?

*Yes.*

9. How many firms do you plan to select for this contract?

*Contracts will be awarded by discipline to the firm(s) the City deems most able to meet the services listed within the discipline.*

10. Per section 2.5 of the RFQ, it is anticipated that the City may select more than one Firm for award of a continuing services contract for each discipline.

*The City reserves the sole right to select more than one Firm as it deems is in its best interests.*

11. From what I understand, for each of the disciplines listed below, you will select a firm or a team that can provide all of the services listed, correct?

*Contracts will be awarded by discipline to the firm(s) the City deems most able to meet the services listed within the discipline. Section 3 provides list of services that may be required by the City for each discipline over the time period of the contract.*

*Firms should submit for each discipline separately.*

*The disciplines are:*

- General Engineering Professional Services**
- Transportation and Roadway Engineering Services**
- Landscape Architecture**
- Planning and Community Development**
- Stormwater Management and Design Services**
- Public Facilities Architectural and Engineering Services**

12. Are the presentations going to be in-person or virtual? If they are virtual, what platform will be used?

*It has not yet been determined if oral presentations will be virtual or in-person. The City currently utilizes Zoom for teleconferencing.*

13. I am verifying if I am reading this correctly, based on this, the City will be issuing four (4) separate standalone contract(s), one of which for **Professional Surveying and Mapping** correct?

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*The disciplines are:*

- General Engineering Professional Services**
- Transportation and Roadway Engineering Services**
- Landscape Architecture**
- Planning and Community Development**
- Stormwater Management and Design Services**
- Public Facilities Architectural and Engineering Services**

14. Can we submit on our own (as a geotechnical engineer) or should we submit as a subcontractor with a team?

*Firms may apply for one or more of the following disciplines:*

**General Engineering Professional Services**  
**Transportation and Roadway Engineering Services**  
**Landscape Architecture**  
**Planning and Community Development**  
**Stormwater Management and Design Services**  
**Public Facilities Architectural and Engineering Services**

*Contracts will be awarded by discipline to the firm(s) the City deems most able to meet the services listed within the discipline. Section 3 provides list of services that may be required by the City for each discipline over the time period of the contract.*

15. This RFQ is titled, “**Continuing Contract for Architectural and Engineering Services,**” yet the Scope of Services and Description of Disciplines seem to lean more heavily on engineering than it does architecture. Based on the title, it seems that the city is seeking an architectural lead, yet on page 17, the RFQ asks that the SOQ be identified as “**Engineering/Architectural Continuing Services.**” Is the city looking for an architectural lead or an engineering lead, or does it not matter?

*Firms may apply for one or more of the following disciplines:*

**General Engineering Professional Services**  
**Transportation and Roadway Engineering Services**  
**Landscape Architecture**  
**Planning and Community Development**  
**Stormwater Management and Design Services**  
**Public Facilities Architectural and Engineering Services**

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