



CITY OF SEMINOLE

ADDENDUM #2
TO
RFQ NO. 21-0409

CONTINUING CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES

TO: Potential Proposers
FROM: Allison Broihier, Finance Director
DATE: March 25, 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 #2 with your RFQ package.

I have read and understand Addendum No. 2 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 #2**  
**March 25, 2021**

1. From what I understand, for each of the disciplines..., 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. A firm may choose to submit as the lead firm and, in their proposal, identify subcontractors and subcontracted services.*

*Per Section 5.4.3, a sub-consultant is an individual and/or firm contracted or to be contracted by the submitting Firm to provide professional services under a Contract resulting from this RFQ process. Firms must note that subcontracting is prohibited unless approved in the Contract document.*

2. Parking Lot design and evaluation would more than likely require a firm with a stormwater and transportation background. Would the City consider moving this task under either the transportation or stormwater disciplines? Or, since this is a service that “may” be included in general civil engineering services, does the City reserve the right to award parking lot design projects to firms awarded the Transportation or Stormwater contract?

*The description of disciplines includes a list of services that may be required by the City over the time period of the contract based on business operating needs. The parking lot design and evaluation activity within the Engineering Services discipline refers to the City requesting a firm under contract to perform a civil review of the overall site plan for a private development or redevelopment.*

3. If a firm submits on six categories, would six different proposals need to be submitted?

*Yes. Please refer to Addendum 1, Question 8.*

4. If a firm is shortlisted on six categories, would the firm have to do present six different times?

*Yes. Presentations by shortlisted firms are meant to demonstrate the team’s expertise within the specific discipline they have applied for.*

*Per Section 6.1, the City will schedule presentations from short-listed firms by discipline (i.e.; April 20 9a-12p General Engineering Services, 1p-3p Transportation Services). The exact days and times will depend on the number of proposals received and the number of short-listed firms selected.*

*The City will make every effort to consolidate the days and time period of presentations; however, requiring presentations from all short-listed firms within a discipline at the same time will ensure each firm has equal time to present their team’s expertise within the specific discipline they have applied for.*

5. As to the request for copies of the firm's financial statements in section 5.4.4.1 on page 11 of the RFQ, we were curious if a compiled financial statement would suffice in place of an audited one?

***Per Section 5.4.4.1, a copy of the firm's most current audited financial statement is required. Should the firm determine subsequent annual financial statements provide additional support to their financial capabilities, these may also be included.***

6. Since the firms are encouraged to submit on specific disciplines or chapters, is the City expecting the team to provide subs also for the ancillary services (geotech, survey, etc.)?

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***As such, the selected proposal(s) will identify all potential subcontractors, so they can be incorporated into the executed contract. See page 24 of solicitation, Section 1.5 referencing Schedule B.***

7. Under 5.4.3 Workload, 2<sup>nd</sup> paragraph refers to "Firms and their sub-consultants shall..." however in the 3<sup>rd</sup> paragraph it states that "subcontracting is prohibited unless approved in the Contract document." [W]e would like to mention who we would have on our team, but this states "subcontracting is prohibited".

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***Per Section 5.4.3, a sub-consultant is an individual and/or firm contracted or to be contracted by the submitting Firm to provide professional services under a Contract resulting from this RFQ process. Firms must note that subcontracting is prohibited unless approved in the Contract document. As such, the selected proposal(s) will identify all potential subcontractors, so they can be incorporated into the executed contract.***

***As such, the selected proposal(s) will identify all potential subcontractors, so they can be incorporated into the executed contract. See page 24 of solicitation, Section 1.5 referencing Schedule B.***

8. Under 5.3 Compliance Information, it does not mention “References” at all, but on Exhibit A for Evaluations it shows References under COMPLIANCE header. It also mentions References under 5.4.5.1 “Ability to Perform” paragraph 2.
  - a. Not sure where References should be placed in our submittal. Is there a form or use our own, or are you looking for a reference letter or simply 3 names with workplace, phone and email? Will this count as part of the 30 pages?

***The inclusion of a listing of projects as identified in the solicitation on page 9 in section 5.4.1.1 will suffice for meeting compliance of “required references submitted.”***

***As clarified in Addendum 1, Question 2, projects should be completed within the past five (5) years.***

***The evaluation of “Related Experience” will be based upon the listed projects and references provided by the owner of those projects.***