



## ADDENDUM NO. 1

**TITLE: CITY OF BELLE GLADE  
ARCHITECTUAL SERVICES**

**RFQ: 01-2023**

**DATE: 11/30/2022**

**RFP/BID OPENING DATE: -12/15/2022-@ 3:00PM**

**NUMBER OF PAGES: 3**

This Addendum to the drawings, specifications and contract documents is issued to provide additional information and clarification to the original Invitation to Proposal documents and is hereby declared a part of the original drawings, specifications and contract documents. In case of conflict, this Addendum shall govern.

Proposers shall acknowledge receipt of this Addendum in the appropriate place in the bid form.

**DESCRIPTION: QUESTIONS, CORRECTED PAGES 18 & 19. REPLACE THESE PAGES WITH THE ATTACHED REPLACEMENT PAGES 18 + 19..**

**PLEASE NOTE THAT 30 PAGES ARE LISTED BECAUSE THE SYSTEM INCLUDED THE COVER PAGE AS A PAGE. THERE IS NO PAGE 30 WITH NARRATIVE.**

1. Do Tab's or Divider Pages, Cover, Table of Contents, or blank back page count in the 40-45 pages?
  - a. **No, Tab's or Divider Pages, Cover, Table of Contents, or blank back page do not count in the 40-45 pages?**
2. Are Tab's or Divider Pages, Table of Contents or a blank back cover necessary?
  - a. **They facilitate review and the back page protects the submittal.**
3. Item 28 on page 3 of 30 differs from the *Submittal Package* which starts on page 16 -20. Is the preference to follow the Submittal Package section starting on page 16?
  - a. **I do not see any issue here. Just follow the submittal package starting on page 16.**
4. Are we to include resumes in addition to the three projects (Proposed Team Staffing Experience) for each proposed person in TAB#7? And if so, are the resumes an SF330 version or just a standard one-page firm resume?
  - a. **You can submit a standard one page resume ALONG with the requested information on TAB 6A. It is restated that SF330's are not allowed.**

CITY OF BELLE GLADE

A blue ink signature of Neil Appel, C.P.M., is written over a horizontal line.

NEIL APPEL, C.P.M.  
PURCHASING MANAGER

PROPOSER

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed, Title

\_\_\_\_\_  
COMPANY



## ADDENDUM #1 REVISED PAGES 18 + 19

**TAB #4 Recent/Current/Projected Workload-Staff Adequacy (LIST FOR APPLICANT FIRM'S OFFICE IN CHARGE, ADD LINES AD NEEDED).**

Specify Number of Staff as follows:

Design Professionals:  Specification Writers  Other Licensed Personnel Lead Draftpersons:  Designers 

	Project	Total Contract Fee	Percent Completed	Total Remaining Fees to be Paid to Firm	Uncompleted Amount of Contract
1.					
			Totals		
Total number of professional and technical staff including licensed personnel, design professionals, lead draftpersons, specification writers and designers					
Total \$ Per staff					

List for each project currently under contract whether work has started or not including contracts as a consultant to another firm

4.1 Total fee to the applicant firm for the project

4.2 Total fees remaining to be paid to the applicant firm

4.3 Specify number of professional and technical staff including licensed personnel, design professionals, lead draftpersons, specification writers and designers. Exclude staff drafters/CAD operators and consultants.

4.4 Divide the total fees remaining to be paid by the number of professional and technical staff listed in 4.3 and list on the form.

**TAB #5 Prior City Work Awarded to Firm**

List all work awarded to the firm during the past five (5) years.

	Project Name	Date Awarded	Contract Amount
	Total Contract Dollars Awarded		

**TAB #6 Capabilities/ Specific Related Experience of the Firm:**

List at least THREE (3) projects completed and/ or held specific or comparable to this project. Indicate:

6.1 Client Name, contact person and title, address, telephone number, fax number and email address

6.2 Description of the project including project starting and ending dates

6.3 Principal/Project Manager in Charge, licensing/ certifications, (if not included in Tab #6) various team positions

6.4 Whether your firm was the primary or subcontractor

6.5 Firm's Fee

List all design capabilities/disciplines offered by the firm in house.



**TAB #6A Key Proposed Project Team Personnel:**

Indicate the proposed project team key personnel for the applicant, consultants, and/or professional/technical staff. For each individual listed, show discipline(s) of licensure/training and City of residence. Also include when the team members are available to begin work on this project.

**ALL KEY PROPOSED PROJECT TEAM PERSONNEL MUST BE THOSE WHO WORKED WITH THE PROJECTS LISTED IN TAB#7, PROJECT TEAM STAFFING EXPERIENCE PORTION OF THIS QUESTIONNAIRE.**

**TAB #7 Project Team Staffing Experience:**

For each proposed team member list at least three (3) projects comparable and specific to this project. Indicate:

- 7.1 Position; Principal in Charge, Project Manager, various team positions
- 7.2 Client Name, contact person and title, address, telephone number and fax number
- 7.3 Project Description, your firms' scope of work, including project starting and ending Dates
- 7.4 Construction cost
- 7.5 Consultant staff member's specific tasks
- 7.5 Whether your firm was the primary or subcontractor
- 7.6 Change orders and the reasons why they were issued

**Resumes or Standard Form (SF) 330/254/255 cannot be submitted as substitutes for Tab #6, Capabilities/ Specific Related Experience of the Firm TAB #6A, Key Proposed Project Team Personnel: and Tab#7 Project Team Staffing Experience. Substitution of resumes or (SF) 330/255/254 for Tab #6, Capabilities/ Specific Related Experience of the Firm TAB #6A, Key Proposed Project Team Personnel: and TAB#7 Project Team Staffing Experience shall result in your QUALIFICATIONS package being rejected as non-responsive.**

**TAB #8 Capacity and Commitment to Meet Time, Quality, and Budget Requirements**

Demonstrate your firm's ability to help us meet our time, quality and budget requirements. Describe in detail and add exhibits if applicable:

- 8.1. What are the factors and tools your firm may consider necessary to investigate to meet our project needs. Eg. Quality control, environment, etc.
- 8.2. The systems, tools, and techniques that your firm would utilize to meet our time, quality, and budget requirements during design and construction phases.
- 8.3 Describe the firm's regulatory agency experience and list those agencies.

**Tab#9 Financial Review:**

Submit proof of the firm's financial capability to complete the proposed project. Acceptable Financial information are Audited or Certified financial statements no more than two (2) years old and should be submitted in a separate, sealed envelope or package and marked "CONFIDENTIAL." A COMPILATION IS NOT ACCEPTABLE AND SHALL CAUSE YOUR SUBMITTAL TO BE REJECTED AS NON-RESPONSIVE.

**TAB#10 Required Executed forms (ALL FORMS ARE INCLUDED IN THIS DOCUMENT)**

All of the following forms must be executed and included in your step 1 submittal package or your submittal may be considered non –responsive.

- 10.1 Attachment A Non-Collusion affidavit
- 10.2 Attachment B Public Entity Crime Statement
- 10.3 Attachment C Drug Free Workplace Form
- 10.4 Attachment D Truth-In-Negotiation Certificate and Affidavit
- 10.4 Attachment E Conflict of Interest Form
- 10.5 Attachment F Scrutinized Companies Certification Form
- 10.6 Attachment G Proposer Certification and Signature Page **(Mandatory rejection if not included and executed).**

**TAB# 11 Reference Check**

The City reserves the right to contact any of the firms listed in this RFQ or to call any entity to check past performance whether listed in the submittal or not.