



**RFQ NO. 25-001  
CONTINUING PROFESSIONAL CONSULTING SERVICES (CCNA)**

**ADDENDUM NO. 1**

September 18, 2024

**This addendum shall modify and become a part of the RFQ document. Specifications not specifically mentioned in this Addendum are not altered by any changes, amendments, deletions, or additions.**

**AMENDMENTS TO THE RFQ DOCUMENT:**

**1. The bid submission date and method are as follows:**

Proposals must be submitted online through DemandStar on or before **Thursday, October 3, 2024 at 3:00 PM**. Any bid received after the designated closing time will be returned unopened.

**2. The following category has been added:**

**H: Structural Engineering Design & Consulting:**

Services provided shall include:

- Structural Design
- Building Forensics
- Property Condition Assessments
- Construction Litigation Support and Expert Witness Services
- Repair Protocols
- Construction Defects Consulting
- Building Envelope Surveys
- Bid Packages
- Quality Assurance

The firm must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in this general area.

**REPLY TO REQUESTS FOR INFORMATION:**

- 1. In reference to RFQ 25-001 - Continuing Professional Consulting Services (CCNA), on page 19 of the RFP, Section 4.3 – Evaluation Process, it states, “The Evaluation Committee(s) will rank the proposals and engage in discussions with no fewer than the top three (3) ranked proposers regarding their qualifications, approach to the project and ability to furnish the required services.”**

**Will the City select no fewer than three proposers for each discipline or three total?**

The City’s Selection Committee will be selecting no fewer than three proposes for each category.

- 2. Will the City be hosting a pre-proposal meeting for the potential bidder to ask questions and get clarification?**

The City will not be having a pre-proposal meeting. Per the RFQ document, all questions shall be sent to [purchasing@greenacresfl.gov](mailto:purchasing@greenacresfl.gov).

3. **One question I have at the moment. Robling Architecture Construction will be submitting for Architectural Services, does the City request we have a team of subconsultants (MEP, Structural, Civil, etc. Engineers) on our proposed team? Or does the City only want the Qualifications of our Firm alone?**

The City's Selection Committee will be evaluating each firm based on the category(ies) they specify on the Designation of Qualified Discipline Form.

4. **Regarding the scoring for RFQ No. 25-001 Continuing Professional Consulting Services, would a proposal be eligible for points if we propose subconsultants that are certified minority enterprises?**

**"Evidence as a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act" 5 points**

Points shall only be awarded to the proposing firm and will not be given any points for its subcontractors/subconsultants

5. **Do Architects have to include Consulting Engineers if we are just going after Architectural design?**

The City's Selection Committee will be evaluating each firm based on the category(ies) they specify on the Designation of Qualified Discipline Form.

6. **Is Construction Pollution Legal Liability Insurance a mandatory requirement for the completion of this project outlined in the RFQ.**

Item 2-7 INSURANCE REQUIREMENTS has been updated as follows:

**2-7. INSURANCE REQUIREMENTS:**

The awarded proposer(s) shall maintain insurance coverage reflecting at least the minimum amounts and conditions specified herein. In the event the proposer is a governmental entity or a self-insured organization, different insurance requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the firm's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing agreement.

The proposer shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Professional Liability Insurance, Workers' Compensation Insurance, Comprehensive General Liability Insurance, and Business Automobile Liability Insurance with minimum coverage amounts acceptable to the City. All policies shall be issued by United States Treasury approved companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida. Proposer shall specifically protect the City by naming the City Of Greenacres as an additional insured under the Policy or certificate.

Professional Liability Insurance: The limits of liability provided by such policy shall be no less than one million dollars (\$1,000,000.00).

Workers' Compensation Insurance is to apply for all employees in compliance with the Workers' Compensation Law of the State of Florida, the state where work is performed and all applicable federal laws.

Comprehensive General Liability Insurance with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability

Policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- Premises and/or Operations.
- Independent Contractors.
- Broad Form Property Damage.
- Broad Form Contractual Coverage applicable to this specific agreement.

Personal Injury Coverage with Employee and contractual Exclusions removed with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

Business Automobile Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability Policy, without restrictive endorsement, as filed by the Insurance Services Office and must include:

- Owned vehicles.
- Hired and non-owned vehicles.
- Employers' non-ownership.

Proposer agrees to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000 for Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event proposer does not own automobiles, proposer agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

The proposer shall provide to the City prior to the effective date of the agreement a Certificate of Insurance or a copy of all insurance policies required including any subsection there under. The City reserves the right to require a certified copy of such policies upon request. All endorsements and certificates shall state that the City shall be given thirty (30) days notice prior to expiration or cancellation of the policy.

Proposer hereby acknowledges and agrees that any and all risk of loss regarding the services identified hereunder shall be solely borne by proposer.

- 7. If we are submitting a response to RFQ 25-001 Continuing Professional Consulting Services in only the category of C. Architectural Design, as prime architect, should we include engineering sub-consultants as part of our team in the categories of MEP and Structural Engineering?**

The City's Selection Committee will be evaluating each firm based on the category(ies) they specify on the Designation of Qualified Discipline Form.

- 8. Also, as an architect prime, should we be including the other disciplines that are included as separate categories that may be used as sub-consultants under us (Civil Design, Landscape Architect)?**

The City's Selection Committee will be evaluating each firm based on the category(ies) they specify on the Designation of Qualified Discipline Form.

- 9. Under the Architectural category, we do not see any reference to structural, mechanical, Electrical, or Plumbing engineering services. Does the city want the proposer to provide subconsultants under the Architectural category for these services?**

The City's Selection Committee will be evaluating each firm based on the category(ies) they specify on the Designation of Qualified Discipline Form.

**10. Tab 2, Experience and Qualifications of the Firm, requests that we submit the Designation of Qualified Discipline Form, but this Form is not included on the RFQ. Can you please share the Designation of Qualified Discipline Form with us?**

Reference attached Designation of Qualified Discipline Form.

**11. Should we provide references in both Tabs 2 and 5? Tab 2 requires different information than Tab 5 for the references.**

The Professional References form shall be included with Tab 2, 2.6 References. Tab 5 has been updated as follows:

| <b>TAB 5</b>   | <b>Forms and Other Documentation</b> |
|--|--------------------------------------|
| <p><b>5.1 RFQ Forms &amp; Addendum(s):</b> Fully completed and executed. RFQ Forms include Designation of Qualified Discipline Form, Proposal Form, Proposer Qualifications, Drug Free Workplace, List of Proposed Subcontractors (if applicable), Scrutinized Companies, E-Verify Acknowledgement Form, Non-Collusive Affidavit, Affidavit of Compliance with Anti-Human Trafficking Laws, and Acknowledgment of Addendum(s) (if applicable).</p> <p><b>5.2 Other Documentation:</b> Other documentation shall include, but not limited to County Business Tax Receipt, State of Florida or County Competency License, and Proof of Insurance.</p> <p><b>5.3 Other:</b> Any other attachments referenced in the submittal or documentation deemed relevant by proposer.</p> |                                      |

**The proposal submission deadline is Thursday, October 3, 2024 at 3:00 PM. Any proposal response received after the designated closing time will be returned unopened.**

Any questions concerning this Addendum should be addressed to Monica Powery, Director of Purchasing at (561) 642-2039.

**All Proposers shall acknowledge receipt of this addendum by annotating the proposal signature page with the addendum number, completing the section below, and returning with the proposal response to verify receipt.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_



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**DESIGNATION OF QUALIFIED DISCIPLINE FORM**

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Please indicate the category(ies) your company would like to be considered for by checking the appropriate box(es) below:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Civil Engineering   |
| <input type="checkbox"/> | Transportation Engineering  |
| <input type="checkbox"/> | Architectural Design  |
| <input type="checkbox"/> | Landscape Architect (Includes Land Planning)                          |
| <input type="checkbox"/> | Construction Engineering and Inspection (CEI) Services                |
| <input type="checkbox"/> | Geo-Technical, Construction Materials Testing and Inspection Services |
| <input type="checkbox"/> | Surveying and Mapping Services  |
| <input type="checkbox"/> | Structural Engineering Design & Consulting                            |