



THE CITY OF KEY WEST

3140 Flagler Ave
Key West, FL 33040

ADDENDUM NO. 1 RFQ NO. 12-005: GENERAL ENGINEERING SERVICES July 19, 2012

This addendum is issued as supplemental information to the RFQ package for clarification of certain matters of both a general and a technical nature. The referenced RFQ package is hereby added in accordance with the following items:

1. Page 4 lists that a firm may submit for 1 or more of 5 the categories. Please confirm that we can submit for all 5 categories in one submittal package (2 copies + cds, etc), and we do not need to submit one package for each category (ie 5 sets of packages).

Only one proposal package is to be submitted which identifies any one of, or all of the various disciplines listed in the RFQ that the Proposer is proposing services for.

2. Is submittal of an SF330 sufficient?

Use of SF330 form is not required. Proposer shall submit a complete qualifications package in a format that contains all required elements.

3. Does the city have an MBE goal?

No.

4. Are we to include subcontractors in our RFQ or can we add them based on the particular task order?

Proposers shall identify each subconsultant that they are proposing using as part of this contract. City approval would be required if Proposer wishes to make changes or adds to the list of subconsultants once contract is issued. The qualifications of all members of a Proposer's team will be considered in the selection process.

5. On page 6 of the RFQ, License Requirements, it states that the winning respondent will also be required to obtain and maintain a City of Key West Business Tax Receipt. Could you please clarify if this means that the winning firm must have an office location in Key West?

Firms selected as part of this contract are not required to maintain an office in Key West.

6. Public Entity Crimes Certification was identified as being three (3) pages in length.

Public Entity Crimes Certification is two (2) pages in length

7. Under the Submission Details section on page 5 reference is made to “Architect firms should submit a complete qualifications package that includes:”

This should read “Engineering firms should submit a complete qualifications package that includes:”

8. Is a page limit for the submission information listed on page 5?

No. However firms should limit their proposals to a reasonable number of pages.

9. Who are the current contract holders?

The City does not track this information. Proposer can contact DemandStar by Onvia at www.demandstar.com/supplier or call toll-free 1-800-711-1712.

10. How much was spent under the current contract, and on what kind of projects?

This information is unavailable. Proposers are reminded that no minimum amount of service or compensation will be assured to the retained firm(s).

11. The existing language under Qualifications Criteria:

“Other certifications including LEED and LAP (Federal DOT) certified staff professionals”

Shall be modified to read:

“Other certifications including LEED and FDOT certified staff professionals”

12. Please clarify the submittal requirements for “Past five (5) years of specific relevant experience” under the Submission Detail section.

The existing language

Past five (5) years of specific relevant experience. The examples should include the name of client, client’s representative, client’s address and telephone number, key personnel involved in design phase services, design services fee, estimate of construction cost, name of contractor awarded project contract award amount, contractor’s representative, contractor’s address and telephone number.

Shall be modified to read:

Past five (5) years of specific relevant experience. The examples should include the project description, name of client, client's contact and telephone number, design services fee, identify if project was constructed or not and project cost, name of contractor awarded project, and contractor's representative and telephone number.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. 1 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business