



## ADDENDUM TO SOLICITATION DOCUMENTS

<b>SOLICITATION</b>	<b>RFQ-2016-08</b>				
	<b>NMB WATER OPERATIONS, MAINTENANCE, AND PROGRAM MANAGEMENT SERVICES</b>				
<b>ADDENDUM No.</b>	<b>1</b>	<b>BID OPENING DATE</b>	<b>01/26/2017</b>	<b>TODAY'S DATE</b>	<b>12/16/2016</b>

To All Bidders:

This addendum is issued to answer any questions submitted during the solicitation process or modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Respondent(s) shall acknowledge receipt of any formal Addenda by signing this addendum and including it with their response.

### IMPORTANT DATE MODIFICATIONS:

1. Non-Mandatory Respondent's Questions and Answer Session meeting date is January 5, 2017 at 10:30 AM, at City Hall 17011 N.E. 19<sup>th</sup> Avenue, Commission Chambers Second Floor, North Miami Beach, Florida 33162.
2. Submission Due Date for this Request for Qualifications has been modified to January 26, 2016 at 2:00pm.
3. 1<sup>st</sup> Review Committee Meeting date has been modified to February 21, 2017 at 10:30 AM.
4. 2<sup>nd</sup> Review Committee Meeting date has been modified to March 7, 2017 at 2:00 PM.
5. Commission Authorization to Negotiate date has been modified to March 30, 2017.
6. Commission Approval date is modified to be determined.

### CLARIFICATIONS:

Section 1.11 Information, page 10. This Section is now amend to read:

If any person contemplating submitting a response is in doubt as to the true meaning of the specifications or other RFQ documents or any part thereof, he/she may submit to the Chief Procurement Officer on or before twenty (20) calendar days prior to scheduled opening, a request for clarification. All such requests for clarification shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the RFQ, if made, will be made only by Addendum duly issued. The City will not be responsible for any other explanation or interpretation of the proposed RFQ made or given prior to the ranking of the Respondents. Any objection to the specifications and requirements as set forth in this RFQ must be filed in writing with the Chief Procurement Officer twenty (20) calendar days prior to scheduled opening.

Section 1.24 Clarification, Objection, Error or Discrepancy, page 7. This Section is now amend to read:

Further information, if desired, may be obtained from the Chief Procurement Officer, 17011 NE 19th Ave, Ste 315, North Miami Beach, FL 33162, Telephone (305) 948-2946.

Questions or requests for clarification of the specifications shall be in writing and received by the Procurement Management Division at least twenty (20) calendar days prior to the date and time of the RFQ opening. They must be emailed to Bids@citynmb.com.

Section 3.3, page 21. This Section is now amended to read:

9. Construction Phase Services

Perform informal and formal partnering session facilitation between City and other stakeholders. Oversee the construction of the project in accordance with the contract documents and/or (when directed by the City) to construct the project. Develop project specific quality management plan. Review, monitor, and assess construction activities, change management and risk management. Prepare construction quality assurance/quality control plans. Provide schedule and budget control. Prepare field safety instructions and emergency response plan. Prepare inspection and engineer's reports for submission to City and/or other agencies. Prepare as-built drawings, and documentation necessary for substantial and final completion. Prepare agenda and lead job site meetings. Develop meeting minutes for distribution. Develop and manage owner controlled contingency. Provide construction management personnel. Perform startup and commissioning. Perform project closeout activities.

Section 4.6, Relevant Project Experience (Scored – 20 Points), page 24. This Section is now amended to read:

The Respondent shall provide a description of project experience relevant to the scope of work. Respondent will provide at least five (5) programs for Capital Program Management and at least five (5) contracts for operations and maintenance of water and/or wastewater utility systems at least \$5.0 million per year in size. Please highlight programs and contracts that demonstrate the experience of operations/maintenance staff working well with engineering staff for optimized life-cycle value.

Section 4.8 Financial, Regulatory, Contract Compliance and References (Scored 10 Points), page 25. This Section is now amended to read:

Section 4.8 Financial, Regulatory and Contract Compliance (Scored 10 Points)

Section 5.1 Evaluation of Submittals, page 27. This Section is now amended to read:

Award shall be made to the responsible firm whose statement of qualifications complies with all material requirements set forth in this RFQ and is determined, in the opinion of the City, to be the most advantageous to the City, taking into consideration all aspects of the proposer's response and the evaluation factors set forth below:

EVALUATION CRITERIA FOR RFQ

Criteria	DESCRIPTION	POINTS
1	Technical Resources, Capabilities and Proximity (as outlined in Section 4.4) <ul style="list-style-type: none"> <li>• Technical qualifications</li> <li>• Engineering programs</li> <li>• Capital programs</li> <li>• Operations and maintenance programs</li> <li>• Proximity of resources</li> </ul>	25
2	Key Staffing, Organization, and Single Point Accountability (as outlined in Section 4.5) <ul style="list-style-type: none"> <li>• Staffing Plan</li> <li>• Staffing qualifications and experience</li> <li>• Organization chart</li> <li>• Single Point Accountability</li> </ul>	25
3	Relevant Project Experience (as outlined in Section 4.6) <ul style="list-style-type: none"> <li>• Capital program management, engineering, planning, operations, maintenance, financial, and management</li> <li>• Contracts for operations and maintenance of water and wastewater utility systems</li> <li>• References for projects of similar size and scope</li> </ul>	20
4	Project Understanding and Approach (as outlined in Section 4.7) <ul style="list-style-type: none"> <li>• Technical and operational approach for providing capital program management, water treatment, and other operational</li> </ul>	20
5	Financial, Regulatory and Contract Compliance (as outlined in Section 4.8) <ul style="list-style-type: none"> <li>• Summary statement regarding any legal charges and/or convictions water treatment plant operations must also be reported for matters both complete and ongoing</li> <li>• Contracts or agreements terminated for convenience, cause, or default</li> <li>• Audited financial statements and credit reports</li> </ul>	10
6	Certified Minority Business Enterprise (as outlined in Section 4.13)	2
<b>TOTAL</b>		<b>102</b>

**Requests for Information, Clarification or Questions:**

**Q1:** Is there a specific date(s) for site tours? Or, are we able to propose a date?

a: We request the organization of a pre-submission meeting with a Q&A session so that the interested firms may get a better understanding of the City's challenges and project objectives.

**A1:** A Non-Mandatory Respondent's Questions and Answer Session meeting has been scheduled for January 5, 2017, at 10:30 AM, at City Hall 17011 N.E. 19th Avenue, Commission Chambers Second Floor, North Miami Beach, Florida 33162. Please see Important Date Modification item #1, of this addendum. Note questions must be submitted in writing prior as stated in the RFQ or any subsequent addendums.

**Q2:** Is it possible to extend the due date of bids by one week due to the holidays? Instead of being due January 5<sup>th</sup> by 2:00 pm they would be due January 12<sup>th</sup> by 2:00 pm.

a: Given the significant amount of work required to put together our Statement of Qualifications (SOQ), with in particular the requirement of providing at least 5 Reference Questionnaires signed by our Municipal Clients, and given the end-of-the-year holiday period (three major holidays over the 7-week RFQ period), we request a 3-week extension of time in order for us to submit a valuable proposal to NMB.

b: Any Extension of Bidding Deadline?

**A2:** *Submission Due Date for this Request for Qualifications has been modified to January 26, 2016, at 2:00pm. Please see Important Date Modification item #2, of this addendum. No additional extension will be provided.*

**Q3:** In reference to Section 1.1 where a definition of Bid Bond is provided, could you please confirm that no Bid Bond is required to be submitted with our SOQ?

**A3:** *No Bid Bond is required with SOQ.*

**Q4:** Clarification of item 6.5 Reference Questionnaire page 32 – 42 – is this form to be filled out by our references in advance of submittal and sent to the City as part of our bid package or are we to provide the information at the time before the first questions so the City can conduct the questionnaire with the reference?

**A4:** *Yes, this form to be filled out by our references in advance of submittal and sent to the City as part of our bid package.*

**Q5:** List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

**A5:** *These details may be found in the Request for Qualification documents.*

**Q6:** Soft Copy of the Tender Document through email.

**A6:** *The Request for Qualifications is available for download at:  
[http://www.citynmb.com/index.asp?Type=B\\_EV&SEC={87C05223-A2FB-430D-9611-04F4E9CC5A57}&DE={22302E38-00DE-48D8-8C13-4A4494C174A1}](http://www.citynmb.com/index.asp?Type=B_EV&SEC={87C05223-A2FB-430D-9611-04F4E9CC5A57}&DE={22302E38-00DE-48D8-8C13-4A4494C174A1}).*

**Q7:** Names of countries that will be eligible to participate in this tender.

**A7:** *Requirements are specified in Section 4 of the Request for Qualifications.*

**Q8:** Information about the Tendering Procedure and Guidelines.

**A8:** *Requirements are specified on the cover page of the Request for Qualifications.*

**Q9:** Estimated Budget for this Purchase.

**A9:** *Budget is not considered at this phase of the Request for Qualifications.*

**Q10:** Any Addendum or Pre Bid meeting Minutes?

**A10:** *No prior addendums or meeting minutes issued.*

**Q11:** Please confirm if use of 11x17s paper is permissible for larger graphics, such as organization charts, process flowcharts, and map. If 11x17s are allowed, please confirm how they will be treated in page limited sections (count as one or 2 pages).

**A11:** *11" x 17" page will be permitted and counted as two 8 1/2" x 11" pages in the document count.*

**Q12:** Please confirm if use of 3-ring notebooks are acceptable as a bound document.

**A12:** *Yes, 3-ring notebooks are acceptable as a bound document.*

**Q13:** Please confirm if the 11 point text font requirement applies to both graphics and proposal text. Rather, would the City consider a smaller, yet reader-friendly font be allowed for graphics.

**A13:** *Smaller fonts will be permitted on footers, diagrams and illustration captions but not in the narrative body of the submission.*

**Q14:** Regarding the requested past 3 years' audited financial statements, current year quarterly financial statements, and credit reports for the past 3 years – this information equates to multiple hundreds of pages (more than 600) of documentation. Would the City consider receiving the requested financial information in digital format - on a CD or flash drive versus hard copies?

**A14:** *Yes, it is permissible to provide financial information on a CD or USB drive instead of a hard copy. And publicly traded companies may, as an alternative, provide URL.*

**Q15:** The heading for this section includes "References". Please clarify what type of references are desired for this section, or that this is a repeat request for the same project references requested in Section 3 – Project Experience and should be included / duplicated in this section as well.

**A15:** *Section 4.8 should read Financial, Regulatory and Contract Compliance.*

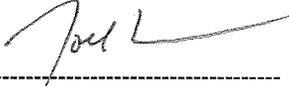
**Q16:** Criteria 5, last bullet, References for project of similar scope and size. Please clarify type of reference desired for this section, or confirm if this is a typographical error as project references are also requested in Criteria 3, Relevant Project Experience.

**A16:** *Please see clarification to Section 4.8 in this addendum.*

Questions or requests for clarification of the specifications shall be in writing and received by the Procurement Management

Division at least twenty (20) calendar days prior to the date and time of the RFQ opening. They must be emailed to Bids@citynmb.com.

Reviewed by:



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Chief Procurement Officer

<b>Acknowledged by:</b>
_____ Contractor
_____ Authorized Representative ( <i>Printed</i> )
_____ Title
_____ Signature
_____ Date