



ADDENDUM TO SOLICITATION DOCUMENTS

SOLICITATION **RFQ-2017-03**
URBAN DESIGN AND PLANNING SERVICES

ADDENDUM No. 1 **BID OPENING DATE** 02/14/2017 **TODAY'S DATE** 2/7/2017

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.

CLARIFICATIONS:

Section 4.5 Key Staffing, Organization, and Single Point Accountability (Scored – 25 Points), page 20. This Section is now amend to read:

4.5 Key Staffing, Organization, and Single Point Accountability (Scored – 25 Points)

A concise summary of the key attributes of the prime Respondent's company and any of its subconsultants shall be provided. Prime Respondent and subconsultant responsibilities throughout the term of the service agreement shall be discussed, with clear identification of the specific entity responsible for each portion of the work. The City prefers that the prime Respondent possess in-house capabilities in all the required areas, including comprehensive planning, zoning code preparation, architectural, landscape, and urban design services, to clearly address the City's requirement for single source responsibility throughout the term of the contract.

A concise summary of the key components of the company, organization, or team making the SOQ shall be provided. Company, organization, or team responsibilities throughout the term of the agreement shall be discussed with clear identification of the specific entity responsible for that portion of the work. Comments shall be provided to clearly address the City's requirement for single source accountability throughout the term of the agreement.

If the prime Respondent is unable to directly provide all the requested services, please indicate the roles and responsibilities of the Respondent's subconsultant(s) to provide these services. Indicate the prime Respondent's role for provision of services vs. partnership(s) and subcontractor(s), and clearly delineate roles, responsibilities, and authority. Additionally, examples shall be provided of any experience the prime Respondent has had overseeing projects of similar scope and size (whether directly or utilizing subconsultant(s)). Furthermore, Respondent shall clearly describe all examples where the prime Respondent and the subconsultant(s) have worked together in Florida and in the United States in the last five (5) years and specific roles, responsibilities, and authority.

Provide the staff organization proposed for this project in an organizational chart. Indicate the roles and responsibilities and if the proposed staff works for the prime Respondent or with a subcontractor. The Respondent shall also provide resumes for the proposed key staff found on the Organizational Chart.

Respondents should emphasize both the experience and capability of particular personnel who will actually perform the work. Provide the relevant qualifications of the Key Staff proposed for the project. Provide key staff qualifications and resumes and shall all have a minimum of 10 years of applicable experience.

The selected Respondent will be required to commit that the key personnel and/or principals named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement and agreement from the City. The proposed key staff shall be named in the SOQ response.

This section shall be limited to 20 pages; however, proposed staff resumes included at the end of this section will not be included in the page count.

Section 4.9 Bonds, Insurance, and Guarantees, page 21-22. This Section is now amend to read:

4.9 Insurance

The prime Respondent shall include written evidence confirming the ability to provide the following coverages and performance bond:

A. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440;

B. General Liability Insurance on standard occurrence form with minimum limits of \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$2,000,000 products completed operations on a comprehensive basis in an amount not less than \$1,000,000 per person, \$2,000,000 per occurrence for bodily injury and property damage. The City of North Miami Beach must be shown as an additional insured with respect to this coverage. The mailing address of City of North Miami Beach, 17011 NE 19th Ave, North Miami Beach, FL 33162, as the certificate holder, must appear on the certificate of insurance;

C. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than \$1,000,000 per person and \$2,000,000 per occurrence.

D. Professional Liability Insurance: Evidence of Professional Liability Insurance coverage in the amount of one million (\$1,000,000) dollars, with a minimum coverage of one million (\$1,000,000) dollars per occurrence and one million (\$1,000,000) dollars aggregate.

E. Respondents must demonstrate that adequate self-insurance reserves exist for any deductible amount greater than \$50,000.

The City may require additional coverage to be included in the negotiated agreement, the coverages and amounts included herein are minimums.

Your response to this section will not be included in the page count.

Requests for Information, Clarification and Questions:

Q1: Section 4.9.F (page 22) of the bid document for RFQ 2017-03 indicates a certified letter from a financial institute shall indicate that a responsive firm can provide the performance bond or letter of credit of \$500,000. Can you please confirm if a performance bond or letter of credit is required? If so, can you also please confirm the dollar amount?

A1: Section 4.9 Insurance is amend under the CLARIFICATIONS section of this addendum.

Q2: F. Performance Bond or Letter of Credit. Written confirmation should be on the letterhead of the financial institution that can provide the performance bond or letter of credit of \$500,000. The financial institution shall confirm that it is licensed to operate in the State of Florida.

A2: Section 4.9 Insurance is amend under the CLARIFICATIONS section of this addendum.

Q3: Please confirm that Performance Bond or Letter of Credit, indicated in Section 4.9 is not required from an A/E Planning Consultant. This is typically required only from General Contractors.

A3: Section 4.9 Insurance is amend under the CLARIFICATIONS section of this addendum.

Q4: Question: Considering that this RFQ is for urban design and planning services, is the City willing to waive this requirement for a Performance Bond or Letter of Credit?

A4: Section 4.9 Insurance is amend under the CLARIFICATIONS section of this addendum.

Q5: On Page 22, Section 4.9 The RFQ is requiring that the submitting firm include as additional insured the City of North Miami Beach. Can we provide proof of coverage only at this time until firm(s) are selected?

A5: Section 4.9 Insurance is amend under the CLARIFICATIONS section of this addendum.

Q6: Section 4.12 Draft of the Proposed Services Agreement, pg. 22 - The City is requesting that the Respondent submit a draft of the proposed comprehensive planning, zoning code preparation, architectural, landscape, and urban design Services Agreement. Does this refer to the RFQ response submittal, or will this be an entirely separate draft that contains the information referenced in Section 3.4 PROPOSED SERVICES?

A6: *A term sheet with the proposed terms will be acceptable. The term sheet should address those items in Section 3.4, and not include financial terms.*

Q7: Regarding RFQ 2017-03, Page 22, 4.12 asks for respondents to submit a draft of the proposed Services Agreement. Is this a City of North Miami Beach form, or should the consultant draft a Services Agreement?

A7: *A term sheet with the proposed terms will be acceptable. The term sheet should address those items in Section 3.4, and not include financial terms.*

Q8: On Page 22, Section 4.12 Draft of Proposed Services Agreement. The RFQ is requiring a “draft of the proposed services Agreement”. Typically these agreements are provided by the municipality as a standard agreement they typically use. Can you please provide the draft agreement?

A8: *A term sheet with the proposed terms will be acceptable. The term sheet should address those items in Section 3.4, and not include financial terms.*

Q9: Does the City desire and/or prefer to have a registered Architect/Architectural Firm to perform the work outlined in the solicitation document?

A9: *No preference as long as the qualifications are met.*

Q10: Section 4.5 of the bid document for RFQ 2017-03 indicates a requirement for “single source accountability” and indicates a preference for in-house capabilities including engineering, operations, maintenance, financial, and management. Can you please clarify if the City prefers a single responder with no subconsultants, or if subconsultants are permitted without penalty? Also, can you please clarify that some of the listed capabilities are not required by this scope of work?

A10: *Section 4.5 Key Staffing, Organization, and Single Point Accountability is amend under the CLARIFICATIONS section of this addendum.*

Q11: On Page 20 under Submittal Requirements Item 4.5 it states that the Respondent must have capabilities in the following areas, including capital program management, engineering, planning, operations, maintenance, financial, and management. Can you confirm there is no need for operations and maintenance as this is a planning project only?

A11: Section 4.5 Key Staffing, Organization, and Single Point Accountability is amend under the CLARIFICATIONS section of this addendum.

Q12: How many consultants/ consultant teams will be selected?

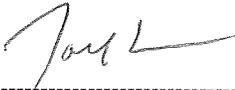
A12: One or more.

Q13: On Page 19, Section 3.4. Please confirm that the provisions listed in this Section will be included in the final agreement executed and not required at this time?

A13: A term sheet with the proposed terms will be acceptable. The term sheet should address those items in Section 3.4, and not include financial terms.

Questions or requests for clarification of the specifications shall be in writing and received by the Procurement Management Division by the date listed in the solicitation document. They must be emailed to Bids@citynmb.com.

Reviewed by:



Chief Procurement Officer

Acknowledged by:
_____ Contractor
_____ Authorized Representative (Printed)
_____ Title
_____ Signature
_____ Date