



**CITY OF MIAMI**

**ADDENDUM NO. 1**

**August 21, 2009**

**RFQ NO. 08-09-062**

**MISCELLANEOUS VERTICAL CONSTRUCTION OBSERVATION SERVICES**

**TO: ALL PROSPECTIVE RESPONDENTS:**

The following changes, additions, clarifications and/or deletions amend the above-captioned RFQ documents, and shall become an integral part of the responses and the subsequent contract(s) to be executed with the firms selected. Please note the contents herein and affix same to the documents you have on hand.

All attachments (if any) are available on the CIP website and are part of this Addendum.

**A. Request for Qualifications – Proposer Questions:**

**Q1. On page 13, Section 4, Item 3 "Qualifications of the Firm" is listed there, but in Section 4B it is not. Please clarify under which section Form RFQ-QP should be submitted?**

A1. We have attached hereto a revised page 15 for RFQ No. 08-09-062. Please note that we use the terms "Firm" and "Proposer" interchangeably to refer to the entity responding to the RFQ. Please also note that, on the revised page 15, we have added the following to the listing under Section 4.B. Response Submission Format, Section 1:

**"5. RFQ-QP – Qualifications of Proposer"**

In addition, we have revised the name of the first form to be submitted under Section 4.B. Response Submission Format, Section 3 to reflect the following:

**"1. RFQ-PP(COS/CEO) – Proposer's Project Experience"**

**Q2. Is Item 4C on page 15 to be part of our response? If so, what are "Proposer Information Forms?"**

A2. Yes, Item 4C is a required part of each proposer's response. "Proposer Information Forms" refers to the forms in Section 6. RFQ Response Forms and Form A – Information for Determining Joint Venture Eligibility (posted on the CIP website with all other forms relevant to this RFQ No. 08-09-062). Proposers must submit with their response all of the above-referenced forms that apply with respect to the proposer's entity and/or its response to this RFQ.



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- Q3. Does the \$3M limit for comparable projects pertain to the project's construction value, or the fee?**
- A3. The \$3,000,000 limit stated for the size of a proposer's comparable projects refers to the project's construction value and not the fee earned by the proposer from the project.
- Q4. Regarding the Certificate of Authority (if Corporation) Form, can this be signed by our vice president?**
- A4. Yes, the Certificate of Authority may be executed by the proposing company's vice president if authorized to do so by resolution of the company's board of directors.
- Q5. The "Qualifications of Proposer" form indicates that additional pages may be attached if necessary. Does this allowance for additional pages apply to other forms, e.g., the "Philosophy, Methodology & Processes" form?**
- A5. No, the "add additional pages if necessary" reference applies solely to the two (2) items to which said reference is attached. Specifically, proposers may add additional pages if required to complete the listing of claims, lawsuits and judgments against the proposer and/or the listing of the proposer's owners, officers and principals. Proposers shall limit their answers to the space provided for all other items on the required forms and information not contained within the space provided will not be considered.
- Q6. We respectfully request that the City Risk Management Department review the Professional Liability insurance requirements and reduce the limits to \$1,000,000 per occurrence and \$2,000,000 aggregate.**
- A6. The Professional Liability and all other insurance requirements shall remain as stated in Article 9 – Insurance of the Professional Services Agreement posted on the CIP website for this RFQ.
- Q7. I noticed that on page 15, RFQ-QP (Qualifications of the firm) is listed. However, on page 16 (the description of formatting), that form isn't listed under any of the sections. Does it belong in section 1?**
- A7. Please see Q1 and A1, above.



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#### **B. Additional Information:**

1. The following forms have been revised for this RFQ as of the date of this Addendum No. 1 and are posted on the CIP website:
  - a. Proposer's Project Experience form (**Form RFQ-PP(COS/CEO)**)
  - b. Reference Letter for Consultant form(**Form RFQ-PP-R(COS/CEO)**)
  - c. Project Manager Qualification form (**Form RFQ-PM(COS/CEO)**)
  - d. Reference Letter for Consultant's Project Manager form (**Form RFQ-PM-R(COS/CEO)**)
  - e. Certificate of Authority (If Corporation)
  - f. Certificate of Authority (If Individual)
2. **Postponement of RFQ Response Submission Deadline** – The City hereby postpones the RFQ Response Submission Deadline for **RFQ No. 08-09-062 Miscellaneous Vertical Construction Observation Services** to **Wednesday, September 9, 2009 at 2:00 p.m.;**
3. Please find attached the revised page 15 for RFQ No. 08-09-062;

**THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENT  
AND SHALL BE MADE A PART THEREOF.**

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**Gary Fabrikant,  
Assistant Director  
Capital Improvements Program**



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This addendum should be signed and dated by Proposer and submitted as proof of receipt of this addendum with the submission of RFQ response. The Proposer by identifying the addendum number in their RFQ response and by the signing and submission of their response, shall serve as proof of receipt of this addendum.

NAME OF FIRM: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_



## *City of Miami*

the original document utilizing the tracking feature. The Microsoft Word document must be included in the Response in both printed format and electronically on a CD-ROM. **The City will only consider the identified comments and exceptions during negotiations. Where a proposal is returned without comments it will be deemed that the Proposer has no comments or exceptions to the draft Agreement.**

### **B. Response Submission Format**

Responses are to be prepared and submitted in the following format. Failure to comply with this format may result in the Response being determined non-responsive.

#### **Section 1**

The following documents shall be included in the order listed.

1. RFQ-PL – Proposal Cover Letter
2. RFQ –N – Proposal Narrative
3. RFQ-QT – Qualifications of Team
4. RFQ-PM(COS/CEO) – Qualifications of Project Manager
5. RFQ-QP – Qualifications of Proposer
6. RFQ-COS-PMP – Construction Observation Services Philosophy, Methodology & Processes
7. RFQ-TC – Technical Capabilities

#### **Section 2**

1. RFQ-PM-R(COS/CEO) – Project Manager's Reference Form

#### **Section 3**

1. RFQ-PP(COS/CEO) - Proposer's Project Experience
2. RFQ-PP-R(COS/CEO) - Proposer's Reference Form

#### **Section 4**

1. Resumes of Key Personnel
2. Form RFQ-WC- Key Personnel Workload Capacity

### **C. Acknowledgment of Addenda and Proposer Information Forms**