



CITY OF MIAMI

ADDENDUM NO. 1

January 6, 2010

**ARCHITECTURAL SERVICES FOR
MISCELLANEOUS PROJECTS**

RFQ No. 08-09-063

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and deletions amend the above-captioned Request for Qualifications, and shall become an integral part of the Proposal Responses and the subsequent Agreement. Please note the contents herein and affix same to the documents you have on hand.

Additional Information

There was an error in Form RFQ-PM under the section titled “Brief Scope of Project & how project is similar.” The form has been corrected and is now posted on the CIP webpage under Addendum No. 1.

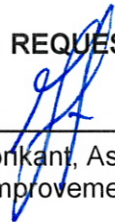
Request for Information

Question	1	The RFQ requests the submittal of reference forms for each of the projects identified, please confirm that it is acceptable to provide City of Miami project experience and references.
Answer	1	City project experience and references may be provided.
Question	2	Based on the scope of services for this solicitation and understanding that this solicitation was also issued last year as RFQ 08-09-001, is it a re-solicitation or is it a yearly contract solicitation? If so, which were the firms selected last year?
Answer	2	This is a new solicitation for the provision of miscellaneous architectural services citywide on an as needed basis. A listing of the firms awarded under RFQ 08-09-001 is available on the CIP Procurement webpage under the corresponding solicitation.
Question	3	Please consider reducing the minimum qualification requirements from five (5) years experience under a firm’s current name and ownership to four (4) years.
Answer	3	The City has reviewed this issue and will maintain the requirement of five (5) years experience.
Question	4	Our firm has reference forms from our clients from a previous submission in November 2009 to the City of Miami Beach. May we use these forms in lieu of the reference form RFQ-PP-R?
Answer	4	No. This RFQ requires the use and submission of specific City Forms. The City forms shall not be expanded or altered. Additional pages may not be

		added unless the form specifically states that pages can be added. Failure to utilize the City Forms will result in the rejection of the Response as non-responsive.
Question	5	Does the form RFQ-PL-1 page maximum refer to the form itself or to an additional letter page plus the form?
Answer	5	The 1 page maximum for Form RFQ-PL refers to the form itself. Proposers are also not to include additional information not requested in the RFQ.
Question	6	There does not appear to be a MBWE percentage requirement for this contract. Please confirm.
Answer	6	MBWE measures are not permitted on construction contracts. However, the City encourages the use of Small Businesses and Local Workforce Participation.
Question	7	Please confirm which City forms are to be completed by the subconsultants.
Answer	7	Proposers are responsible for completing all forms except the required reference forms. The reference forms are to be completed by the Project Owner.
Question	8	Please clarify Article A5.01-2 and Article A4.01-2 of the Professional Services Agreement. Will the chosen Architect be responsible to hire the necessary geotechnical engineering firm for borings, etc under the PSA agreement, or will those services be provided by the City? Should Proposers include a geotechnical firm on their team?
Answer	8	It is not necessary to include a geotechnical firm as part of the Proposer's Team. The City, at its expense, is responsible for any soil borings and/or any geotechnical testing. Should any of the tasks to be completed by the City not be readily available; the City may authorize the Consultant to provide such information or services as an Additional Service, eligible as a Reimbursable Expense.
Question	9	Section 5. Qualifications of Project Manager: paragraph two states "Firm shall complete and submit Form(s) RFQ-PM for the Project Manager for this section of its Response." Are we the Proposer to fill out the RFQ-PM form and submit it, or do you want the Project Owner to fill out this form?
Answer	9	Form RFQ-PM is to be completed by the Proposer and the Project Manager Reference form (RFQ-PM-R) must be completed by the Project Owner.
Question	10	Should the Proposer have no comments or exceptions to the draft Agreement, can we put N/A for Section E #2 on the Table of Contents?
Answer	10	Yes.
Question	11	What section is 4.1C that the submittal refers to on page 12?

Answer	11	Please disregard any reference to Section 4.1C. The response format is listed on Section 4.1B.
Question	12	Form RFQ-PM-R seems to be password protected. Can another version of that form be provided?
Answer	12	The forms are password protected as they are not to be expanded or altered. Proposers may only type in the areas that are not protected.

THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE REQUEST FOR QUALIFICATIONS (RFQ) AND SHALL BE MADE A PART THEREOF.



 Gary Fabrikant, Assistant Director
 Capital Improvements Program

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

NAME OF FIRM: _____

SIGNATURE: _____

DATE: _____