

ADDENDUM #1
Request for Qualifications (RFQ)
for
Professional Engineering, Surveying, and Planning, Landscape Architecture
& Property Development Assistance Continuing Services

Date Addendum #1 Issued: November 18, 2024

Issued by: Denise Pennell, FRA-RA
Westgate CRA, Palm Beach County
1280 N. Congress Ave., Suite 215
West Palm Beach, FL 33409
561-640-8181 x 105
dpennell@pbc.gov

PURPOSE OF THIS ADDENDUM:

The purpose of this Addendum is to:

1. Provide interpretations, clarifications and responses to general questions regarding the RFQ for Professional Engineering, Surveying, and Planning, Landscape Architecture & Property Development Assistance Continuing Services received in writing via email by the CRA's designated RFQ contact person during the period from RFQ advertisement on October 25 and November 1, 2024 to the deadline for submitting questions on November 15, 2024;

GENERAL INSTRUCTIONS:

- This Addendum #1 constitutes an integral part of the RFQ for Professional Planning, Landscape Architecture & Property Development Assistance Continuing Services and shall be read in conjunction with the RFQ.
- Where inconsistent with the original RFQ, this Addendum shall govern.
- It is the responsibility of all respondents to the RFQ for Professional Planning, Landscape Architecture & Property Development Assistance Continuing Services to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFQ for Professional Engineering, Surveying, and Planning, Landscape Architecture & Property Development Assistance Continuing Services remain unchanged and can only be modified in writing.

Important Dates:

- Deadline for RFQ interpretations, clarifications, or questions – EST 4:00 pm on November 15, 2024.
- Deadline for the Westgate CRA to issue Addenda – EST 4:00 pm on November 18, 2024.
- RFQ Closing Date – EST 4:00 pm on November 25, 2024.

RESPONSES TO GENERAL QUESTIONS, INTERPRETATIONS & CLARIFICATIONS REGARDING THE RFQ FOR PROFESSIONAL ENGINEERING, SURVEYING, AND PLANNING, LANDSCAPE ARCHITECTURE & PROPERTY DEVELOPMENT ASSISTANCE CONTINUING SERVICES:

Question #1 (Part 1):

1. Regarding the table that needs to be included on the LOI, item #3 on Page 1. Given that [the firm] is proposing to provide services in Planning, Landscape Architecture, and Property Development Assistance, and Not Engineering services, does the tabular summary of the total work awarded to the firm by Palm Beach County still apply under “Letter of Interest” (LOI). Please note, [the firm] has provided engineering services to Palm Beach County in the past 4 years. However, since this subject RFP is not for engineering services, it appears that we do not need to complete the subject table. Please clarify.

Prime/Sub-Consultant	C/SBE, C/MBE Type or C	Service Provided (Category #)	Participation (For this Project)	Fee Considered Total \$*
PRIME., Inc. (>50%)	C/XX	Define	%	\$\$\$\$\$\$\$\$

- C. For purposes of estimating workload percentages when completing the “RFQ Response Package,” the following may be used:

<u>Sub-consultant</u>	<u>Maximum Workload Percentage</u>
Architecture/Urban Design	3%
Transportation Planning	2%
Market/Economic Analysis	1%

Response to Question #1 (Part 1):

If the submitting prime consultant firm is multi-disciplinary, seeking to provide professional architectural, landscape architectural, engineering, or surveying services to the CRA, that is CCNA certified with Palm Beach County Engineering & Public Works, the required table on Pages 1 and 2 of the RFQ package, as a component of the Letter of Interest, should be completed. This also applies to sub-consultants. See below. See also Page 1 of the Instructions for Completing an RFQ within the RFQ package for further information.

NOTES:

1. RFQ packages may be accessed online at <https://westgatecra.org/work-with-us/rfp-rfq-itb/>.
2. If any firm or individual, as prime or sub-consultant, desiring to provide professional architectural, engineering, landscape architectural, or surveying services to the Westgate CRA that is CCNA certified with PBC Engineering/Public Works, should disclose this information as indicated below.
3. The last paragraph of the prime consultant's "Letter of Interest" (LOI) must show a tabular summary (see below) of the information that is provided on the prime and sub-consultant questionnaire forms. The table must be signed to confirm the accuracy of the attached information. *All information for the table is derived from the signed "Prime and Sub-Consultant Questionnaires", which must accompany the Letter of Interest.*

Question #1 (Part 2):

2. Regarding Section VI. OTHER.C. Please confirm what the percentages are referring to. Are they related to the consultant current workload, and where specifically this information should be included in the RFQ response?

Response to Question #1 (Part 2):

This section refers to a specific sub-consultant Scope of Service and Total Project Participation (1) on the Sub-Consultant Qualification Questionnaire.

Question #2

We would like to submit the following questions:

- Can you share who is signed up to get notified?
- For the 20% SBE requirement – is that a goal for the life of the contract or per task order?

Response to Question #2 (Part 1):

The following firms have registered their interest in responding to the Request for Qualifications for each or all professional services in Engineering, Surveying, and Planning, Landscape Architecture, and Property Development Assistance on a continuing contract basis:

WGI, Inc.
Schmidt Nichols
Chen Moore and Associates
Engenuity Group, Inc.
Kimley-Horn and Associates, Inc.
Cotleur & Hearing

Response to Question #2 (Part 2):

The 20% SBE requirement is considered a goal for the life of the continuing contract.