

**CITY OF NAPLES
PURCHASING DIVISION
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FLORIDA 34102
PH: 239-213-7100 FX: 239-213-7105**

ADDENDUM NUMBER 1

NOTIFICATION DATE: 9/16/14	BID TITLE: PROFESSIONAL SERVICES LIBRARY OF CONSULTANTS (LIBRARY) UNDER FLORIDA STATUTE 287.055	BID NUMBER: 14-054	BID OPENING DATE & TIME: 10/07/2014 2:00PM
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**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

The following clarifications are issued for the referenced solicitation and made a part of the RFQ.

Below are responses to written received questions.

- 1) Tab A, item 7 - Investigation - a number of our employees and principal have had their social security number stolen. Does this need to be reported under item 7 and if yes, what level of information is required?

ANSWER: Yes. Provide a summary level of this situation and any outcomes or anticipated actions.

- 2) Tab B,C,D, Selection Criteria, 5) Certified (MBE) status - Our firm is not a registered MBE firm. Can we have a team member (sub-consultant) that is an MBE firm to earn the 5 points?

ANSWER: No. The Certified (MBE) Minority Business Enterprise Status needs to be for the firm submitting their qualifications. Sub-vendors are not being requested and will not be considered.

- 3) In regards page 27 of the RFQ, Selection Committee, is the City selecting one firm for each of the four (4) Library Categories of: 1) Architectural, 2) Engineering, 3) Landscape, and 4) Survey/Mapping? "The City may hold interviews with the firms prior to final ranking. The City's intention is to enter into negotiations with the top ranked firm based on the City's schedule. Should negotiations fail with the top ranked team, the City will enter into discussions with the second ranked team, and so on, until an acceptable agreement has been reached between the City and the selected individual or firm."

ANSWER: The Evaluation Committee, at its sole discretion, may be selecting multiple firms under each discipline.

- 4) If a firm is submitting on more than one (1) Library Category, do you want one compiled submittal for all Library Category selections or a separate submittal for each Library Category selected?

ANSWER: We are looking for one submittal. Include the mandatory Tab A, and interested discipline(s) organized by the RFQ referenced Tabs as indicated.

- 5) Do the “References Letters– Five Completed and Returned with Qualifications” count towards the page count in TAB B, TAB C, and TAB D?

ANSWER: No. Reference letters and the TAB dividers do NOT count towards the total page count under the individual Tabs.

- 6) May we use an 11 X 17 page in TAB B, TAB C, or TAB D?

ANSWER: No. We are looking for 8 ½ x 11 format within the referenced page limits.

- 7) We are an architectural firm that provides professional consulting services for roofing, waterproofing and building envelopes. Before I respond to the above referenced RFQ 14-054, is the proposed library for full design architectural firms or are you also accepting firms that would provide consulting services for roofing, waterproofing and building envelope. Our scope would include site investigation/surveys, design, bidding services and construction observation.

ANSWER: We are accepting for review all qualified firms meeting the State of Florida discipline definitions in the RFQ.

- 8) We have been reviewing the above referenced City of Naples RFQ for Professional services. In reading through it, it can be taken that 5 reference letters are required for each discipline that we request approval for. Is this the intent or are 5 reference letters required regardless of how many disciplines are sought. We will probably be asking for 2 areas (engineering and surveying), do we need 5 letters or 10 since we are the same company? We normally request our references to address both disciplines in the same letter.

ANSWER: Each discipline will be evaluated and ranked separately. If you have one reference letter specifically addressing more than one discipline, include that same letter under the appropriate discipline Tabs for evaluation.

- 9) Do the reference letters need to be in any particular format or specific information?

ANSWER: We would expect the reference letters to be submitted on letterhead, dated and signed. There is no format or specified information required.

- 10) Per the RFQ, Tabs B through E have a maximum page count of 15 pages (two sided). Can you confirm that this equals 30 pages if one page is considered one side of a piece of paper?

ANSWER: Yes, that is correct; 15 pages (two sided), 30 pages (one sided).

- 11) Can we include subconsultants on our team, in particular to address the MBE points?

ANSWER: No. The Certified (MBE) Minority Business Enterprise Status needs to be for the firm submitting their qualifications. Sub-vendors are not being requested and will not be considered.

12) In regards to Tab B/C/D/E, does 15 pages double sided mean 15 pieces of paper with printing on both sides, or only 15 printed pages?

ANSWER: See above answer for # 10. Fifteen pages double sided means 15 pieces of paper with printing on both sides.

13) Can we include Appendices at the end of our submittal, in particular full resumes?

ANSWER: No. Any information not beyond what is requested for the Tabs and within the page limits will not be considered.

14) Do we need to provide tabs for services in which we are not applying for?

ANSWER: No. Only provide the Tabs for which your firm would like consideration and for which you are providing information.

15) Location is required as part of the Firm's Organizational structure. Do we need to repeat that again under the Tabs?

ANSWER: Yes.

16) Do the five reference letters count towards the 15 page maximum under the Tabs?

ANSWER: No. Reference letters and the TAB dividers do NOT count towards the total page count under the individual Tabs.

17) Can we place the reference letters under a separate tab?

ANSWER: No.

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