

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

ADDENDUM NUMBER 3

NOTIFICATION DATE:	SOLICITATION TITLE:	SOLICITATION NUMBER:	BID OPENING DATE & TIME:
11/8/2023	24-001 PROFESSIONAL SERVICES LIBRARIES, PER COMPETITIVE CONSULTANTS NEGOTIATION ACT (CCNA) - RFQ	24-001	12/7/2023 2:00PM

**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

The following answers to written, submitted questions:

- 1. To submit on a sub-discipline, must a proposer demonstrate proficiency in all the associated tasks, or can a proposer select specific tasks in which to demonstrate proficiency? For instance, in sub-discipline civil engineering, we would like to submit on the following tasks: Hydro-Geological and Stormwater Engineering, but not others, such as Treatment Plant Process Engineering Services.**

a. Is this allowable?

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ.

b. If allowable, will this negatively impact a proposer's score?

ANSWER: The City anticipates awarding multiple contracts to provide continuing services for the professional services related to the following disciplines. The Evaluation Committee, at its sole discretion, may be selecting multiple firms under each discipline. Lead firms that offer all services requested in the sub-disciplines may score higher by the Evaluation Committee.

- 2. If a non-MBE proposer teams with a subconsultant firm that is MBE certified, will that proposer receive full (5) points?**

ANSWER: No. Subconsultants do not qualify the proposing firm for the full allowable 5 points of the Minority Business Enterprise Certification criterion. 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.

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET .

a. If no, how will the five points be distributed?

ANSWER: Firm submitting qualification must be Certified MBE will receive five (5) points. Not Certified receive zero (0) points. There is no points distribution.

b. The RFQ states to “Submit these Certified (MBE) Minority Business Enterprise Status forms.” Are there specific MBE forms that proposers must submit, or will a copy of the certification suffice this requirement?

ANSWER: Yes, submission of current Certification from Florida’s The Office of Supplier Diversity (OSD) or equivalent is acceptable.

c. Does the City have a pre-approved list of MBE firms for proposers’ consideration?

ANSWER: No.

3. The submission checklist says to ensure the following, “Proposal prices offered have been reviewed. The price extensions and totals have been checked.” Please confirm whether a price file needs to be submitted with the proposal. If yes, under which tab should proposers provide this information?

ANSWER: No, a price file does not need to be submitted with the proposal.

4. Additionally, does the City have a sample master agreement or contract available that Proposers can review?

ANSWER: You may reference the City’s agreements from 19-001 PROFESSIONAL SERVICES LIBRARY OF CONSULTANTS UNDER FLORIDA STATUTE 287.055 – RFQ <https://www.naplesgov.com/purchasing/page/19-001-professional-services-library-consultants-under-florida-statute-287055-rfq>.

5. Under Civil Engineering - When the City engages in projects where Real Estate Acquisition is required following the Uniform Act; Is the City interested in pre-qualifying the services of Appraisers and Negotiators under this Solicitation?

ANSWER: No. The City will not pre-qualifying Appraisers and Negotiators under this Solicitation.

6. Firms will be evaluated and prequalified in four CCNA disciplines: General Architectural Services; General Civil & Engineering Services; Landscape Architecture Services; and Land Surveying/Mapping Services. Are firms required to provide all services under a sub-discipline?

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ.

7. For example, under sub-discipline Civil Engineering (Section 2.1), can the prime firm submit on only the “General Utility Engineering” area of work and not pursue “Surface Water Management” and “Roadway and Miscellaneous Civil Engineering Improvements” areas of work?

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET .

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ.

8. Please clarify that sub-discipline Mechanical Engineering (Section 2.5) includes HVAC only and not Process Mechanical.

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ.

9. *Sub-discipline Civil Engineering (Section 2.1), General Utility Engineering* includes a bulleted item for: Construction Phase Services; CEI inspection with at least one FDOT certified inspector.

If the prime firm does not have an in-house staff member that holds the required FDOT certification, please confirm that we can opt out of providing said service while still submitting on 2.1 without adversely impacting scoring for 2.1.

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ. Proposers submitting qualifications for CEI inspection services must be FDOT certified.

10. *Sub-discipline Environmental Engineering & Water Resources (Section 2.6)* includes Geotechnical, Hydro-geological, Stormwater & Drainage Engineering, and Treatment Plant Process Engineering services. Please confirm that firms can submit on only the areas applicable to the services they provide and that it's not necessary to include a team that provides all services.

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ. You are to submit for your firm's disciplines only.

11. Is it necessary for a firm to submit on Electrical Engineering (Section 2.2), Structural Engineering (Section 2.3), and Mechanical Engineering (Section 2.5) if they are already submitting on sub-disciplines such as Civil Engineering (Section 2.1) and Environmental Engineering & Water Resources (Section 2.6)? It appears that electrical, structural, and mechanical engineering would likely be included in projects awarded under 2.1 and 2.6.

ANSWER: YES, as each sub-discipline is scored separately.

12. Is the intent of the RFQ to pre-qualify firms in only those disciplines/sub-disciplines that they provide in-house at the time of submittal?

ANSWER: Pursuant to page 41, Section D Scope of Work; "Firm should submit what disciplines/sub-disciplines they provide in-house at the time of their submittal."

13. Can a geotechnical firm submit as a prime on only the "Geotechnical Services" area of work under sub-discipline Environmental Engineering & Water Resources (Section 2.6)?

ANSWER: See Question #1.

14. Will firms be scored more favorably by including a full-service team (prime and subconsultants) to cover all of the sub-disciplines in the applicable CCNA discipline(s) being pursued?

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.

ANSWER: YES.

15. The Engineering Services discipline, Tab C.1: Firm's Credentials and Recent Examples states: "List no more than 10 projects that best illustrate the experience of the firm and current staff to be assigned to this contract, within the coastal southwest. (List no projects whose construction was completed more than 10 years prior to RFQ advertisement.)"

Please confirm that Continuing Services/General Engineering Consulting contracts can be included as part of the 10 projects to illustrate our firm's overall experience, regardless of if the work assignments awarded under the continuing services contract are constructed.

ANSWER: YES.

16. Will the City be selecting a pool of consultants to specifically provide survey/mapping and geotechnical engineering services, or should these services comprise the prime firm's team to provide as-needed support services (through the inclusion of subs)?

ANSWER: The City anticipates awarding multiple contracts to provide continuing services for the professional services related to the following disciplines. The Evaluation Committee, at its sole discretion, may be selecting multiple firms under each discipline.

17. Addendum 2 clarifies that Continuing Services contracts can be submitted for the Reference Questionnaires. Please confirm that if a Continuing Services contract is listed on the Reference Questionnaire that the "Year last project completed" refers to the most recently awarded work assignment that has been completed.

ANSWER: YES.

18. If the prime firm submitting believes that surveying and mapping may be required under tasks 2.1 and 2.6, is it necessary to include subconsultants to accommodate this work, or will the prime firm be evaluated based on their submitted qualifications alone?

ANSWER: Prime firm only.

19. TAB C.2: Discipline Staff Credentials, Lead Staff Project Management Experience and Background, item c (pages 68-69 of RFQ), states:

Detailed resumés should be submitted. The overview should identify the individual experience on similar projects and their availability to support this project. Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project manager(s). The synopsis of their individual experience should contain the following:

- Name and title
- Proposed job assignment for this RFQ
- How many years with the current firm
- How many years of total relevant experience related to the qualifications and tasks listed in this Section.
- List of projects, with project description and tasks performed, which are relevant to the qualifications and tasks listed in Section. Provide the following information for each project:
 - Initial design/construction duration vs Final design/construction duration
 - Estimated initial construction cost vs Final construction cost.

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.

- Explanation of time and/or cost overruns and lessons learned.
- Total change order cost, if applicable.
- Claims on the project, if applicable.
 - Education and training
 - Active Registrations and certifications
 - Job responsibilities on other projects and anticipated availability percentage for the next 12 months on this project.

Please provide clarification as to whether the detailed information outlined above only needs to be provided for “the individual(s) who will be selected to serve as the project manager(s).”

ANSWER: YES.

20. Can you please confirm whether this RFQ is by invitation only or if any firm can submit qualifications? We saw a reference on pg. 60 that the RFQ would be issued to ‘Qualified Vendors’.

1. SOLICITATION SCHEDULE:

Listed below are the important dates and times related to this solicitation. The Procurement Division may find it necessary to change any of these dates or times. All dates are subject to change.

Action	Estimated Completion Date
Issue RFP to Qualified Vendors	Week of October 16, 2023
Non-mandatory Pre-Proposal Meeting	Week of October 30, 2023
RFP Due Date	December 7, 2023
Evaluation Committee Meeting	Week of December 18, 2023

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ. This solicitation is NOT by Invitation only.

21. Is it required to submit on all disciplines listed in the RFQ or are you allowed to submit on certain disciplines?

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ. You are to submit for your firm’s disciplines only.

22. TAB A: COVER LETTER & FORM Required Common Elements and TAB C: Section 2.0 ENGINEERING SERVICES each have a 50-page limit.

Should proposer’s submittals be page numbered sequentially so that Tab C starts at the page number following the end of Tab A? Or should tabbed sections be page-numbered independently from 1-50?

ANSWER: Each Tab section is independent.

23. TAB C: SECTION 2.0 ENGINEERING SERVICES TAB C.2: Discipline Staff Credentials, Lead Staff Project Management Experience and Background: Item a. states: “For each key staff member identified in the organization chart, provide a summary of relevant experience and qualifications. Include relevant continuing professional education of the specific staff to be assigned to this contract....Resumes of key personnel to be assigned to this work, including replacement key personnel, are to be submitted to the City for review and the City reserves

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.

the right to interview replacement personnel prior to its approval.” If proposers’ teams include support staff, should we submit resumes for these individuals in our SOQ or only a summary of each person’s relevant experience and qualifications with relevant continuing professional education?

ANSWER: Documentation of support staff is not required. Only Project Managers & key personnel assigned.

24. Item c. states: “Detailed resumé’s should be submitted. Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project manager(s).” Are detailed resumes required for proposed project managers only?

ANSWER: Documentation of support staff is not required. Only Project Managers and key personnel assigned.

25. Can a firm submit as a prime and join another team as a subconsultant? Also, are you looking for teams that can provide all the listed services or consultants for each category, i.e., landscape architecture?

ANSWER: All submitting firms must meet the State of Florida discipline definitions in the RFQ. You are to submit for your firm’s disciplines only. Pursuant to page 41, Section D Scope of Work; “Firm should submit what disciplines/sub-disciplines they provide in-house at the time of their submittal.”

The following clarifications are issued as an addendum identifying the following changes for the referenced solicitation:

References: Each discipline will be evaluated and ranked separately. A minimum of three (3) reference letters are required for each discipline submitted. If references address multiple disciplines in the same letter, include that same letter under the appropriate discipline Tabs for evaluation. Indicate this on your submittal.

###

IMPORTANT MESSAGE

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET .