

**ADDENDUM 2
TO THE
REQUEST FOR QUALIFICATIONS
RFQ #20-12-15**

Facilities Inventory and Operational Assessment Master Plan



Issued By:

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Date of Issue: November 10, 2020

Responses Due: December 15, 2020 2:30PM CST

Note: A mandatory Pre-Proposal meeting will be held on December 1st at 10:00 a.m. in the City Hall – Council Chambers at 198 Wilson Street North, Crestview, FL 32536. *The meeting may be attended by Go To Meeting. Information provided at the end of this Addendum.*

ADDENDUM 2

This addendum is in response to questions received from a potential proposer.

1. Given the long lead time that will exist between producing this study and the City actually beginning design and construction of new facilities (or substantially repairing existing ones), recommend the City delete the Construction Management (CM) portion of the RFQ. We acknowledge CM will eventually be a critical function, but CM efforts will be significantly downstream of the inventory, operational assessment, and planning effort. If agreeable, suggest the INTENT (Item 1.1, RFP page 5) be re-written as follows:

The City of Crestview is soliciting Statements of Qualifications (SOQ) for selection of an Architect/Engineer (A/E) ~~and Construction Manager (CM) team (Team)~~ to evaluate various city facilities, develop a recommendation on the repair, renovation or replacement of those City facilities and implement a Facilities Repair & Replacement Plan/ Schedule. ~~The Team will also provide construction services to implement the recommendations as approved by City Council~~

Further, any other references to CM or CM-related activities in the RFQ should be stricken.

I am comfortable with the first strikethrough as they are correct it will be some time between the initial assessment and the selection of a construction team.

For the last sentence, I would say. "At the conclusion of the evaluation, the firm will assist in the selection of a construction management team for the implementation of the recommendations of the Study. CM can be stricken from the remaining of the document.

2. Please elaborate on what the plan shall include (Page 9). Specifically, what is meant by "3.5.5 - Include a basic floor plan of all buildings"? Providing floor plans for dozens of existing building will be both time consuming and costly. Is the City's intent to see "basic floor plans" for new facilities the consultant proposes? If so, recommend the next Addendum reference this requirement as "conceptual layout" versus "basic floor plans."

This will remain. The City is looking to have basic floorplans provided as a part of the assessment/study. Many of the buildings do not have current floor plans. It is the intent of the city to rectify this as a part of this study. The extent of this can be discussed during the contract process, but it does not need to be removed. We will be looking for both conceptual and existing.

3. The RFP has three different instructions for what should go on the outside of the package: Page 11 (item 4.3.7) says "RFQ #20-12-15" and proposer name, Page 16 says it should say "Facilities Inventory and Operational Assessment Master Plan", but page 34 says "RFQ 20-12-15 - A/E & CM Services for Renovation/Replacement of City Facilities Project" Which is correct? **Facilities Inventory and Operational Assessment Master Plan**
4. Do you want the Statement of Understanding as described in item 4.3.4 on page 11 to come ahead of the Section 5 parts, or should it follow the first five Section 5 criteria? Or do you want it presented in some other fashion? **A statement of understanding is a common request, it is intended to provide the evaluation committee an opportunity to assess the submitting firm's understanding of the project. Refer to section 5.6.**

5. Do you wish to have each individual section requested, including the Table of Contents and Executive Summary, tab-separated, or just the sections listed in Section 5 of the RFQ (beginning page 13)? **Vendor preference**
6. Are we permitted to provide more than three projects (Page 14, Criteria 3)? **Vendors should follow the directions provided in this section.**
7. The evaluation criteria on page 21 show 0-5 points for small business (WBE / MBE / etc). Are those points awarded on a scale or is it all or nothing? If the former, what is the gradation scale? **5 points will be awarded for qualifying companies. 0 for those who do not.**
8. The evaluation criteria on page 21 similarly show 0-5 points for local presence. How is that measured and is it all or nothing? **5 points will be awarded for qualifying companies. 0 for those who do not.**

Purchasing Policy- The City extends preference to those vendors, contractors, or service providers, who have obtained a valid local Business Tax Receipt, issued by either the City of Crestview or Okaloosa County prior to bid submission; and, whose business address is located within the City limits of the City of Crestview, or boundaries of Okaloosa County, Florida. A post office box shall not be considered a physical business address.

9. Is preventative maintenance of existing facilities completed by the city or contractor? If the former, how many craftsman (by discipline) are performing this work? **A combination of employees and contractors.**

Go to Meeting Information: (pre bid meeting only)

If you would like to participate in the Facilities Pre Bid Meeting by Go to Meeting, Please use the Link Below.

Facilities

Tue, Dec 1, 2020 10:00 AM - 11:00 AM (CST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/305338837>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (224) 501-3412

- One-touch: tel:+12245013412,,305338837#

Access Code: 305-338-837