



Procurement Office

May 8, 2018

ADDENDUM NO. 2

GCSC RFQ NUMBER: #3-2017/2018

GCSC RFQ TITLE: Civil Engineering, Continuing Contract – Miscellaneous Projects

The above numbered solicitation is amended as follows to address proposer's questions.

Except as provided herein, all terms and conditions of the solicitation, including changes made by all prior addenda (if any), remain unchanged and in full force and effect.

Question 1 A follow up question for #2 on Addendum 1: A full list of current projects under contract would be very lengthy – To help stay within our limited page amount, would GCSC accept a list showing current projects where the proposed Contract/Project Manager is currently serving a similar role?

Answer Yes. We will accept a list showing current projects where the proposed Contract/Project Manager is currently serving a similar role.

Question 2 What category does the DISPUTES DISCLOSURE form go under?

Answer File it under A. Basic Submittal Information as number 12. See attachment 1.

Question 3 STATEMENT OF NON-SUBMITTAL OF QUALIFICATIONS form: If a company is submitting, do we put N/A on it and return in the submittal?

Answer Yes, put N/A on it and return in the submittals. This form should be filed under A. Basic Submittal Information as number 13. See attachment 1.

Question 4 SUB-CONTRACTORS AND CONSULTANTS form: Does this form precede the subs resumes?

Answer Yes. This form should be filed under B. Professional Personnel – Engineer Team as number 5. See attachment 2.



Question 5 FINANCIAL STATEMENTS: Since this is sensitive information, can it be submitted in its own sealed envelope properly labeled and submitted along with the proposal? If so, do we make a statement under that category indicating as such?

Answer Yes. You can submit this in its own sealed envelope properly labeled with your proposal. Be sure to make a statement under that category indicating as such.

Question 6 Request for Qualifications on Page 3 - 4th Paragraph: *"In order to ensure uniformity, RFQ's must be submitted on the RFQ tender forms or exact photo copies."* Please clarify.

Answer You are to use the RFQ tender forms beginning on page 26–34.

Question 7 B. Professional Personnel – Engineer Team on page 23 – 3. Project Personnel:
○ *Under Resume which includes: C. Experience: "..... and size of projects specific project involvement."* Please clarify.

Answer We are asking for their specific responsibility to the project.

Question 8 B. Professional Personnel – Engineer Team on page 24 – 4. Support Personnel:
○ Does this mean, CAD technicians, administrative support, interns, etc.. Need clarification.
○ If so, do we list them on the organizational chart as well and provide a resume or just a blanket statement saying those personnel will support project efforts?

Answer Yes. Whomever will be assigned or providing support to the project. Yes, show this on your organization chart and provide a resume along with a statement of what type of support they will be providing.

Question 9 The RFQ includes a Sub-Contractor and Consultant form but it is not referenced within Proposal Submittal Format guidelines. Where would GCSC like for this form to be included within our response? Within the Basic Submittal Information section or within the Sub-Consultants subsection of Professional Personnel – Engineer



Answer Yes. This form should be filed under B. Professional Personnel – Engineer Team as number 5. See attachment 2.

Question 10 RFQ page 31 - A Disputes Disclosure Form is given within the RFQ but not referenced within Proposal Submittal Format guidelines. Would GCSC like for this form to be included within our response? If so, would GCSC like this form to be included within the Basic Submittal Information section?

Answer File it under A. Basic Submittal Information as number 12. See attachment 1.

Question 11 We understand that GCSC is limiting all Statements of Qualifications to 40 single-sided pages, however, GCSC is requesting a lot of information to be included according to the Proposal Submittal requirements as well as the Evaluation Criteria. We want to provide the most comprehensive submittal to GCSC to the best of our abilities to meet your requirements. Would GCSC consider expanding the page limit to more than 40 pages in order to provide enough room for all requirements?

Answer No

Question 12 Page 25, F. References – The RFQ asks to “1. Provide four clients you have provided services for in the past four years” as well as “2. Provide two client and two contractor references for projects currently under construction or completed within the last year” – For the latter request, is GCSC looking for a different reference than those included within the first request? Therefore making it a total of six separate client references and two contractors?

Answer Yes, we are looking for six separate client references and two contractors.



Firms must acknowledge receipt of this addendum by signing and returning this addendum with your sealed document.

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

Tonia E. Lawson, CPPB, CPP, CPPM, CGPP, CPDW
Executive Director of Procurement & Auxiliary Services

(Complete this portion)

RECEIPT ACKNOWLEDGED:

COMPANY: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



3. **PROPOSAL SUBMITTAL:**

A. Basic Submittal Information:

1. **Letter of Intent:** This letter will summarize in a brief concise manner, the firm understands the Scope of Work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed one (1) page in length.
Acknowledgement of Addenda: Include the signed and dated acknowledgement page of the last/final addendum issued by the College, if applicable.
3. **Signature Page**
4. **Qualifications Certification Form**
5. **W9 Form**
6. **Corporate Information:** If firm is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying firm's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Florida.
7. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.
8. **History of Firm:** Indicate in chronological order the firm's history.
9. **Bankruptcy:** Indicate whether your firm has filed for bankruptcy within the previous seven (7) years.
10. **Drug Free Workplace (DFW):** If applicable provide a statement concerning the firm's status as a drug free workplace. Whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
11. **Properly signed Public Entities Crime Statement**
12. **Disputes Disclosure Form**
13. **Statement of Non-Submittal of Qualifications**



Attachment 2

B. Professional Personnel - Engineer Team:

1. **Organizational Chart:** Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability. Indicate which positions are full time and part time.
2. **Principle's Credentials:** List experience of each principle within the firm assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Indicate the number of years with the company and if all experience is while employed by the firm's firm.
3. **Project Personnel:** Designate persons that will be assigned to this project. For each of the project personnel, provide the following information:
 1. Name, title and assignment for this project
 2. Resume which includes:
 - A. Number of years with this company
 - B. Number of years with other company(s)
 - C. Experience: Names of projects, types of projects, and size of projects specific project involvement.
 3. Education/Degrees earned
 4. Active registration/certification/licenses
 5. Current job description
 6. Other experience and qualifications which are relevant to this project
 7. Percentage of time assigned to this project
4. **Support Personnel:** Provide details on the qualifications of the individuals who will perform the support work on the project. List experience of each support person on the firm assigned to this project including current job description, resume, college degrees, and professional certificates. Indicate the number of years with this company and if all experience is while employed by the firm's firm.



5. **Sub-Contractors and Consultants Form:** Include your major sub-consultants qualifications/information.