



## Town of Miami Lakes

### RFQ 2012-04

### Title: Miscellaneous Civil Engineering Services

### Addendum #2

### RFQ Closing Date: November 30, 2011

This addendum is hereby incorporated into and made a part of the Request For Qualifications (RFQ) 2012-04. The following may include clarifications, revisions, additions, deletions, and/or answers to questions received relative to the RFQ, which take precedence over the RFQ documents. Words that have been deleted from the RFQ are struck-through and words that are added are in bold and underlined.

#### Requests For Information

**Question #1:** On Page 16 – B Response Submission Format, are the sections numbered incorrectly?

**Response:** Please refer to Addendum #1.

**Question #2:** If resumes of Principal in Charge, Project Manager and Key Personnel are requested in 3 different sections, do Proposers only submit them in Section 6 according to the Response Submission Format list on page 16?

**Response:** Resumes are to be included as stated on Page 16 of the RFQ.

**Question #3:** Since resumes are limited to 1 page are copies of the licenses and certifications to be placed on the resume or will they not be counted as an additional page?

**Response:** Licenses and certifications are not included as part of the 1 page limitation for the resume. They should not be included on the same page as the resume. They are to be included under the appropriate sub-section of Section 6 as noted on Page 16 of the RFQ.

**Question #4:** Section 4.5 on Page 10 refers to the “information and forms required by Section 4.0 “Instructions For Submitting A Response”. Does this actually refer to Section 5?

**Response:** Yes. The last paragraph of Section 4.5 is hereby deleted and replaced as follows:

Each Proposer interested in responding to this RFQ must provide the information and forms required by Section ~~5~~ 4.0 “~~Instructions for Submitting a Response~~”. Responses that do not completely adhere to all requirements may be considered non-responsive and eliminated from the process. Additional minimum qualifications may be stated in Section ~~5~~ 4.0, “~~Instructions for Submitting a Response~~”.

**Question #5:** Will a Microsoft Word document of the Agreement be posted on the Town’s website?

**Response:** A MS Word version has been posted on the website as part of this Addendum.

**Question #6:** Does the Submittal need to be page numbered

**Response:** No.

**Question #7:** Can Town of Miami Lakes projects be used to meet the requirements for similar projects?

**Response:** Yes.



**Question #8:** There appears to be an error in the formatting of Form RFQ-QP as the type of firm can result in two boxes being checked and pages 2 & 3 do not restrict the font size.

**Response:** Form RFQ-QP-R has been posted on the website for use in responding to the RFQ. The new Form replaces the original Form RFQ-QP.

**Question #9:** Can the .pdf fillable forms be provided in MS Word format?

**Response:** No. They are specifically designed to control the information that can be inserted. The only know issue has been with Form RFQ-QP, which should be resolved with this addendum.

**Question #10:** Will experience outside of Florida be considered?

**Response:** While not precluded experience that relates specifically to the specific office location(s) and individuals who will be performing the Services will carry greater weight.

#### Clarifications

1. **As stated in the RFQ, Responses are to follow the format state in Section 5.1 B.** The numbering used in Section 5.1 A is provided for solely for ease of identifying the sub-sections of Section 5.1 A.
2. Forms not specifically listed such as the various licenses, certifications, state corporate certificate, etc. are to be placed in Section 7, number 3, entitled "Forms" as noted on Page 16 clarified in Addendum #1.

The Proposer shall acknowledge receipt of this addendum by completing the applicable section of the RFQ or by completing the section below acknowledgment information below. Either form of acknowledgement must be completed and returned by no later than the closing date and time for submittal of the RFQ Responses.

Gary Fabrikant  
Procurement Manager

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Acknowledgement:

\_\_\_\_\_  
Name of Signatory  
\_\_\_\_\_

\_\_\_\_\_  
Signature  
\_\_\_\_\_



Title

Name of Proposer

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Date