

**March 1, 2016**  
**BOARD OF COUNTY COMMISSIONERS**  
**ORANGE COUNTY, FLORIDA**  
**RFP Y16-807-MM / ADDENDUM #1**  
**DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER**  
**WEST BUILDING ROOF REPAIRS**

**Proposal Due By: March 8, 2016**

This addendum is hereby incorporated into the RFP documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~strikethrough~~.

A. The Proposal due date remains as March 8, 2016.

B. The following are changes made to the RFP:

1. Terms and Conditions, paragraph 22, Key Personnel:

The Project Manager and Project Architect/Engineer must be two different individuals. The Project Manager must be either a Professional Architect or Professional Engineer and must be currently employed by the prime consultant. The Project Architect/Engineer must be either a Professional Architect or a Professional Engineer. Both individuals must be registered with the State of Florida Department of Business and Professional Regulation as a Professional Architect or Professional Engineer.

2. Terms and Conditions, #25, Weighed Criteria:

Similar Projects Completed by the Proposed

Project Architect / Engineer (Form E) 10

3. Terms and Conditions, #26, Similar Projects, first two paragraphs only:

**“Similar Projects”** for the proposed Project Manager (Professional Architect or Professional Engineer) and the proposed Project Architect/Engineer for the purpose of this Request for Proposal has been defined as a **successfully completed project within the last ten (10) years within the contiguous United States, Alaska, and Hawaii that included architectural and/or professional engineering services for the development of a design to include design intent requirements of roof replacements**. If a “Similar Project” is a phased project, all phases shall be substantially completed. The “Similar Projects” shall have included the following:

- a) Replacement of a roof system consisting of single-ply membrane, such as TPO (Thermoplastic Polyolefin) or EPDM (Ethylene Propylene Diene Terpolymer), with a minimum gross size of 150,000 square feet and at least 40 feet above ground.
- b) Renovation or expansion occurred in an **ACTIVE**, fully operational, general assembly facility (airports, arenas, convention centers, educational facilities, hotels, hospitals, stadiums).

**The Proposer shall submit no more than three (3) similar projects for the proposed Project Manager (Professional Architect or Professional Engineer) and three (3) similar projects for the proposed Project Architect/ Engineer (Professional Architect or Professional Engineer). In order to receive consideration as a “Similar Project” each project shall fully meet the above similar project description. Failure to meet this requirement will result in the project not considered as a similar project and receive a score of zero for that project.**

4. Terms and Conditions, definitions, Project Architect/Engineer:

Project Architect/Engineer: Defined as the Individual who assisted the Project Manager as the lead technical supervisor of the project design/planning activities as described in the similar project criteria. The position served as the point of contact for the client in the Project Manager’s absence. The Project Architect/Engineer shall have been a Professional Architect or a Professional Engineer registered with the State of Florida Department of Business and Professional Regulation.

5. Sample Contract, paragraph IV, Responsibility of the Consultant:

B. The Project Manager and Project Architect/Engineer must be two different individuals. The Project Manager must be a Professional Architect or Professional Engineer and must work for the prime consultant. The Project Architect/Engineer must be a Professional Architect or a Professional Engineer. Both individuals must be registered with the State of Florida Department of Business and Professional Regulation as an Architect or Professional Engineer respectively as outlined in the proposed evaluation criteria

6. Project Team, Form B, Prime, Role, Project Architect / Engineer (Professional Architect or Professional Engineer)

7. Similar Projects form E, Project Architect / Engineer (Title)

8. Location Form C, Page 3, Name of Project Architect / Engineer.

C. The following are questions/responses/clarifications:

1. **Question:** A request to remove the 150,000 square foot requirement.

**Response:** The 150,000 square feet requirement will remain as is written.

2. **Question:** A request to remove the 40 feet above the ground requirement.

**Response:** The 40 feet above the ground requirement will remain as is written.

3. **Question:** See Page 12, Paragraph 22, Key Personnel: The roof consulting industry is served by both registered architects and registered engineers. We request that the key position of Project Engineer be revised to Project Architect / Engineer. In this manner a state licensed professional would be required opening the role up to the best qualified individual. The limited engineering for this project can be provided by Florida licensed structural, mechanical or electrical engineers. These services can be provided by either the prime design firm or through consulting engineers.

**Response:** See Changes to RFP, item B, 1, above.

4. **Question:** See Page 13, Paragraph 26, Similar Projects: Subparagraph A limits the similar projects to a single ply membrane. We request that this be changed to a single ply or modified bitumen roof membrane. The roofs to be replaced at the Orange County Convention Center consists of both single ply and modified bitumen roof systems. We feel it is appropriate to allow both membrane types for similar projects.

**Response:** The similar projects requirement will remain as single-ply membrane. The roofs to be replaced are only single-ply membrane and there are no modified bitumen roof systems to be replaced within this project.

5. **Question:** See Page 13, Paragraph 26, Similar Projects: Paragraph A requires a minimum gross size for a similar project of 150,000 square feet that is at least 40 feet above ground. From our experience buildings of this size at the specified height are very few. We respectfully request that the similar projects be allowed to include projects of minimum gross size of 50,000 square feet and/or projects that are 40 feet or more above ground regardless of size. This would allow for both large and tall projects that can be presented separately as similar projects.

**Response:** The 150,000 square feet requirement will not be reduced. It will remain as 150,000 square feet. No, the 40 feet above the ground requirement will not be an alternate requirement. The proposer will need to comply with both requirements.

- D. All other terms and conditions of the RFP remain the same.
- E. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

**Receipt acknowledged by:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Firm**