

**July 31, 2019**  
**Orange County Library System**  
**Orlando, FL**  
**REQUEST FOR QUALIFICATIONS (RFQ) OCLS-19-006**  
**ADDENDUM # 1**

**Continuing Construction Management Services for OCLS**

This Addendum is hereby incorporated into the bid 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. Additions are indicated by underlining and deletions via ~~strikethrough~~.

**A. The Proposal Opening Date remains August 22, 2019 at 3:00PM**

**B. Correction:**

On page 15, Ranking Part 3 reads “Short-listed FIRMS will be required to make oral presentations on July 31, 2019 and answer questions.”

This should read “Short-listed FIRMS will be required to make oral presentations on ~~July 31, 2019~~ September 5, 2019 and answer questions.”

**C. Questions and Answers**

**1. Question:** Please confirm that 3 companies will be awarded contracts under this RFQ.

**Answer:** The OCLS will select 2 Primary firms to perform the required services. The OCLS will have a 3<sup>rd</sup> firm under contract as an “Alternate” in case one or both Primary firms are unable or unwilling to perform the required tasks.

**2. Question:** Please confirm how work will be assigned to the Primary firms?

**Answer:** The OCLS will do its best to evenly distribute the work load based on the current number of jobs awarded, the dollar value of jobs awarded, the required job specialty and the firm’s willingness to accept the job.

**3. Question:** Page 10 of the RFQ, Section D, Part 2 labeled Statement of Qualifications states that “The FIRM Shall submit a completed Statement of Qualifications Form with the following:” and proceeds to list the additional forms required with the RFQ submittal. Is there supposed to be a separate form labeled “Statement of Qualifications Form” or is the “SOQ form” just a combination of all the other listed required forms? No form titled “Statement of Qualifications Form” was provided in the RFQ package.

**Answer:** There is no Statement of Qualification Form per se. As noted, the SOQ is the combination of all the forms listed on page 10.

Note: The Identification of Business Organization Form and Authorized Signatories Form are combined into one form. Also remember to fill out at least 5 Project Experience Forms.

**4. Question:** Page 10 of the RFQ, Section D, Part 2 labeled Statement of Qualifications lists all the forms required to be submitted with the RFQ. Can you please clarify where the completed forms as listed in this part of the RFQ are to be inserted into the final RFQ submission? Are these forms to be inserted in to Section D, part 2 of the submittal? Are they to be inserted into Section G of the RFQ submittal? Or are the forms to be inserted at the discretion of the submitting contractor. For example, the cover page form to be included at the front of the RFQ with Section A, the project experience forms included in the project experience section of the RFQ with Section D, the Conflict of interest form included in Conflict of Interest section of the RFQ with Section D, etc. With all other forms (as listed in Section D part 2 and Section G including bond, insurance, management plans, etc.) included with section G?

**Answer:** All of the supporting forms listed on page 10 and 14 of the RFQ should be inserted under Section G “Forms” with your submittal. Under Section D “Profile and Qualifications” you should put a brief narrative/description (especially for the Previous Experience requirement) and reference to the forms which would have more detail.

**5. Question:** Page 11 of the RFQ, Section D, Part 3 labeled Previous Experience and Page 13 Part 4 labeled References. The previous experience section within the RFQ (Section D, Part 3) includes instructions on providing References for each project submitted as previous experience. The project experience form provided also includes reference information. References are again requested in Section D, Part 4 of the RFQ package. Can you please confirm that Reference information only needs to be provided once on the Project Experience forms provided in the RFQ package.

**Answer:** Correct, If the references for the 5 projects listed on the Contractor Project Experience Form for Section D, Part 3 “Previous Experience” are different, then that will satisfy Section D, Part 4 “References” requirement. If

the any of the references for the 5 projects listed on the Contractor Project Experience Form for Section D, Part 3 "Previous Experience" are the same, then additional references will need to be provided in Section D, Part 4, "References". The intent is to have a minimum of 5 different references.

- 6. Question:** Page 13 of the RFQ, Section D, Part 3 labeled Qualifications of Subcontractors. Can you please clarify if this is asking for background/qualification of subcontractors used on the projects submitted as previous experience or for subcontractors (if any) being submitted as a partner of the submitting contractor on this RFQ?

**Answer:** We are looking for the potential subcontractors ( if any ) that the FIRM has established relationships with and would use to complete the required task assigned (i.e.: electrical, plumbing, etc. ) as/if needed.

- 7. Question:** Reference page 11 of the RFQ. Statement of Qualifications. It states that the contractor is required to submit an Occupational License and Address of established office in the Orlando MSA. For the purposes of this RFQ, please confirm that Brevard County is included in the Orlando MSA

**Answer:** Correct, for this RFQ Orlando MSA will mean Orange, Osceola, Lake, Seminole, Polk, Volusia or Brevard Counties.

- 8. Question:** Reference Exhibit "B". Fees and Hourly Rates. It was discussed at the Pre-Proposal Meeting that certain cost items will be allowable in the General Conditions, (i.e. Project Manager, Superintendent, etc.) and all other General Conditions related costs should be included in the FEE. In order to arrive at the appropriate FEE value, and have all costs covered, please provide a listing of cost items that will be allowable in the General Conditions section of a GMP proposal

**Answer:** Exhibit " B " will be part of the contract after we negotiate with the selected FIRMs. This RFQ is concentrating on qualifications first, then the OCLS will negotiate pricing.

- 9. Question:** On page 16 of the RFQ, Submittal Requirement E " Scope of Service" requires " ... a milestone schedule for all phases of the project ... ". However, this is a continuing services RFQ vs. project specific RFQ, how can we provide a response without a project?

**Answer:** Very good point. For Submittal Requirement E "Scope of Services" provide a milestone schedule that would show your firms construction process from the time the "notice to proceed" is given (assume January 1, 2020 as the NTP date) until the Certification of Occupancy or Completion (providing project steps, number of days, gnat charts, critical paths, etc.) for the following fictious project and notes.

**PROJECT:** Upgrade of the OCLS Main Library's Albertson's room, to include replacing the current trapezoid ceiling with a " cloud " style ceiling grid, enhance sound, video and lighting systems, provide for a small riser ( 8" high ) approx. 100 sqft., stage lighting, new floor and wall finishes, etc.

**NOTES:** For this fictitious project, assume that the OCLS Main Library Albertson's Room has been in place since 1985 and has all of its original equipment and finishes (carpeted floors and wallpaper on the walls). This is the Library's Main meeting room and where OCLS's Board of Directors holds their meeting.

The room is located on the 3<sup>rd</sup> floor with a freight elevator nearby and is approx. 2,000 sq ft in size, with 12 foot high walls. Assume floors will be carpeted, the walls will be drywall with an acoustical fabric covering.

**Special Note:** We are not looking for exactness, just the process on how your firm would approach the project considering that the Library will be in full operation from 9am to 6pm Mon – Sat and Noon to 6pm on Sunday. Assume a 120 day construction schedule.

**10.Question:** On page 17 of the RFQ. Evaluation Criteria. Item 5 provides 5% score for "Other Relevant Factors" . Since the statute is very broad, please provide specific information that you are looking for.

**Answer:** For this area of the scoring, the Library is looking for any information provided in the RFQ Response as to:

- The FIRMs ability of professional personnel (i.e. individual skill levels)
- The FIRMs availability of professional personnel (i.e.: depth of bench)
- The FIRMs recent, current and projected workloads (i.e.: capacity to take on more work)
- Any other factor that would indicate the FIRM is the best for the Library

**11 Question:** Please refer to the Contract Form on page 34 of the RFQ. Should the word "Consultant" used throughout this sample contract be changed to "Contractor?"

**Answer:** Good catch, the contract in the RFQ is a sample contract with OCLS standard terms and conditions. Once the FIRMs are selected, we will update "CONSULTANT" with "CONTRACTOR" and make other mutually agreed upon verbiage changes.

**12 Question:** Under Scope of Services Item II, Pages 2 and 3. Can you provide a more definitive scope of "limited design" we will be providing?

**Answer:** The “limited design“ reference in this area is the anticipated Architectural design involved and is intended to describe the type of project the FIRM providing Construction Management Services will be building to (i.e. Mostly minor remodels vs a teardown and rebuild or a completely new facility). The jobs will generally be less than \$1 million each, and to be upfront they will be about \$400,000 to \$500,000 each with the exception of the Children’s Area which will be approximately \$1 million).

**13 Question:** Page 13, part 3 states the following: *“3. Qualifications of Sub-contractors: Describe background/qualifications of sub-contractors (if any), sub-consultant assignments, and percentage of sub-consultant involvement. If available, provide web addresses for the sub-contractors. If the sub-contractor has a minority, women, and/or service-disabled veteran business status with Orange County Board of County Commissioners and/or the City of Orlando, provide a copy of said certification.”*

Since services under this continuing contract will encompass variable minor construction, repair, remodeling, renovation, rehabilitation, alteration, upgrade, maintenance services, site work and new construction on an as-needed basis without exact project specifications upfront, is it necessary to list out individual trade subcontractors that may be engaged on this project? As a CM, we typically prepare a tailored, project-specific list of qualified trade subcontractors, depending on the complexity, size, and divisions of work involved in each project.

**Answer: See Response to Question 6**

#### **D. ACKNOWLEDGEMENT OF ADDENDA**

1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
2. All other terms and conditions of the RFQ remains the same.

3. Receipt acknowledge by:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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