

February 25, 2015
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA

ADDENDUM No. 1 / RFP No. Y15-901-CH

CONTINUING PROFESSIONAL FINAL ENGINEERING DESIGN SERVICES FOR
FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FUNDED
CONSTRUCTION PROJECTS

REVISED PROPOSAL OPENING DATE: March 10, 2015 at 2:00 P.M.

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, deletions are indicated by ~~strikethrough~~.

A. **The Proposal Opening Date has changed as follows:**

Delete: ~~Proposal Opening Date: March 3, 2015 at 2:00 P.M.~~

Replace with: **Proposal Opening Date: March 10, 2015 at 2:00 P.M.**

B. Note the **REVISION** to the Proposal Opening Date on FORM A as follows:

Delete: ~~FORM A issued in the Request for Proposals.~~

Replace with: **FORM A – REVISED included in Addendum #1.**

C. Note the **REVISION** to FORM I regarding the Litigation Statement as follows:

Delete: ~~FORM I issued in the Request for Proposals.~~

Replace with: **FORM I – REVISED included in Addendum #1.**

D. **The following are questions and responses to Request for Information as follows:**

1. **Question:** Is it acceptable to include Project Verification Forms in the Similar Project Section from previously approved Orange County Proposals?

Answer: It is acceptable as long as all mandatory and required additional project elements are present, the specific substantial performance requirements such as percentage of work completed, and minimum dimensions and character of the project are met by the reference on file.

2. **Question:** Please clarify the term “**SUCCESSFULLY COMPLETED**” from the excerpt below, does this refer to The Design or The Design and Construction?
USING PAGES D1 – D3 only - List up to three (3) SIMILAR PROJECTS, (one project per page), for which services have been **SUCCESSFULLY COMPLETED WITHIN THE PAST FIFTEEN (15) YEARS**, which most closely match the scope of work in this RFP, as identified in the similar project description, wherein the proposed Project Manager has performed as either the Project Manager or Project Engineer on two (2) of the similar projects listed for a **substantial majority (at least 70%) of the project activities and duration and for the remaining similar project listed; the individual must have served as Project Manager for a substantial majority (at least 70%) of the project activities and duration** with your firm, or other firms.

Answer: The design has to be completed (final design plans and construction documents delivered to the owner).

3. **Question:** Will Work Type Group 15.0 be required as part of the RFP process? Page 4 indicates the Work Type Groups that proposers must be currently prequalified in by FDOT and doesn't indicate Group 15.0 Landscape Architecture. However, on page 18 of 43 in the scope of services, section 3.4.26 Landscape Plans are indicated as being a part of the services.

Answer: Group 15.0 Landscape Architecture will be added as a required prequalified group. Please see question/response #7.

4. **Question:** Are projects of any size acceptable as long as they meet the requested criteria?

Answer: Yes, as long as the projects meet the similar project criteria as outlined in the Request for Proposals.

5. **Question:** Depending on the project complexity, the effort associated with Utility Coordination can vary widely. For a sidewalk, resurfacing or even an intersection improvement project, the utility coordination effort may only included contacting the utility companies to determine what is in the area, requesting the horizontal location be marked in the field for survey then developing a design that does not impact utilities. This approach would therefore not require any further significant interaction with the utility other than providing utility contact information in the plans for the contractor. I want to confirm that this level of utility coordination, required for minor projects such as a described above, would meet the requirements.

Answer: No, letters will be sent to utility owners requesting mark up plans with the location of their utility facilities. A utility coordination meeting will be conducted with all utilities present in the project area. For utilities not impacted by the project, a letter from the utility owner will be requested stating in writing that they don't have any conflicts.

6. **Question:** Right-of-Way Surveys – Please confirm if the effort associated with the identification of existing right-of-way lines for the purpose of assuring that proposed improvements are all located within the existing right-of-way or to determine if additional right-of-way is required meets the intent of this requirement. Identification of existing right-of-way would normally occur during the collection of data for design survey.

Answer: The purpose for identifying existing right-of-way lines is for the consultant to evaluate the existing roadway conditions through the topography the surveyor provides and see if additional right-of-way may be needed for the future project whether it is for widening, transportation needs, turn-lanes, utilities, ponds, drainage, etc.

Most large County Roadway Projects begin with the “Right-of-Way Identification Maps” at the Roadway Conceptual Analysis (RCA) level, similar to a PD&E, which specifically denote what is existing right-of-way, easements, county interests through the Real Estate Title Work that is provided for the project.

The subsequent “Right-of-Way Maps, Construction Design Plans” show all additional takes needed for the project that is when Acquisition for the project begins. Adjoining parcels to the right-of-way lines are very critical to the Design of the project since the “Proposed R/W Takes” are similar to the location of the takes. The actual design survey is done at the Right-of-Way Map stage, not at the RCA.

7. **Question:** Will Work Type Group 15.0 be required as part of the RFP process? Page 4 indicates the Work Type Groups that proposers must be currently prequalified in by FDOT and doesn't indicate Group 15.0 Landscape Architecture. However, on page 18 of 43 in the scope of services, section 3.4.26 Landscape Plans are indicated as being a part of the services.

Answer: Please note the **ADDITION** to Paragraph 20 titled, PREQUALIFIED PROPOSERS on page 4 as follows:

Work Group: **15.0 Landscape Architecture has been added to the Prequalified Proposers.**

- E. All other items, conditions and specifications remain the same.

- F. The Bidder 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 bid.

Receipt acknowledged by:

Authorized Signature

Date Signed

Title

Name of Firm

REQUEST FOR PROPOSALS

#Y15-901-CH

**CONTINUING PROFESSIONAL FINAL ENGINEERING DESIGN SERVICES FOR FLORIDA
DEPARTMENT OF TRANSPORTATION (FDOT) FUNDED CONSTRUCTION PROJECTS**

DUE 2:00 P.M. – ~~March 3, 2015~~ March 10, 2015

PROPOSER INFORMATION:

NAME OF FIRM: _____

ADDRESS: _____ (Street Address)

_____ (PO Box)

_____ (City, County, State, Zip)

PHONE: _____

FAX: _____

AUTHORIZED SIGNITORY: _____ (Print Name) TITLE: _____

SIGNATURE: _____

CONTACT'S E-MAIL ADDRESS: _____

TIN# _____

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH PROPOSAL.

IDENTIFICATION OF BUSINESS ORGANIZATION:

Check the appropriate box that describes the organization of the firm proposing:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607): _____

The proposer represents that the following principals are authorized to sign and/or negotiate Contracts and related documents to which the bidder or proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Phone Number

ADDENDUM ACKNOWLEDGEMENT:

The Proposer shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the Proposal. Failure to acknowledge an addendum that has a material impact on the solicitation may negatively impact the responsiveness of your Proposal. Material impacts include but are not limited to changes to scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, qualifications, etc.

Addendum No. _____	Date _____	Addendum No. _____	Date _____
Addendum No. _____	Date _____	Addendum No. _____	Date _____

CONFLICT / NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past **FIFTEEN (15)** ~~ten (10)~~ years.

The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past FIFTEEN (15) years.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.