

**October 28, 2015
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

**Y16-802-SB / ADDENDUM #2
DESIGN SERVICES FOR PARCEL J COMMUNITY PARK**

Proposal Due Date: November 3, 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. Underlining indicates additions, deletions are indicated by ~~striketrough~~.

A. The Proposal Due Date remains November 3, 2015 at 2:00 P.M.

B. The following are responses/clarifications to questions:

1. Question – Section 26, Similar Projects, Item B, Landscape Architect:

a. Can two school projects be listed as similar project experience for the landscape architect?

Response – Yes. See attached revised paragraph 26.

b. For similar projects can 12 years be extended to 15 years?

Response – Yes. See attached revised paragraph 26.

2. Question: Section 26, Similar Projects, Item A, Project Manager (Civil Engineer)

a. Can two school projects be listed as similar project experience for the Project Manager?

Response – Yes. See attached revised paragraph 26.

b. For similar projects can 12 years be extended to 15 years?

Response – Yes. See attached revised paragraph 26.

3. Question: Is it permissible for prime submitting design firm (specified as civil engineer for this project) to submit with a SDV firm 2nd tier consultant which in turn would have a MWBE firm as a third tier consultant and that the prime firm would receive credit for both the 2nd tier SDV and third tier MWBE firms? I do not see anything to the contrary in the RFP but would like to clarify this issue in order to determine how to structure offering of our services to prime civil engineering firms.

Response: No, it is not permissible. Proposers must utilize M/WBE sub-consultants to obtain the projected 27% goal. Also, proposers may obtain additional bonus points for proposing to hire a registered service disabled veteran enterprise.

4. **Question:** The reference on one of our projects has retired. The project is 10 years old. How do we list a reference for such project? Do we list an alternate within Public Works to verify that we completed this project even though they may not be familiar with project specifics or details? Or do we locate the project manager's contact information?

Response: See paragraph 23 of the RFP, titled, **REFERENCE CHECKS.**

- C. See attached revised Paragraph 26 of the RFP, titled, **SIMILAR PROJECTS.**
- D. Form D and Form E in the RFP have been revised and are attached to this addendum.
- E. All other terms and conditions of the RFP remain the same.

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	

26. **SIMILAR PROJECTS (REVISED)**

A. SIMILAR PROJECTS – PROJECT MANAGER (CIVIL ENGINEER)

“Similar Projects,” for the purpose of this Request for Proposals, is defined as a project that included civil engineering services for the design and construction of a new public recreational facility or park of at least 7 acres of development that has a primary recreational function successfully completed within the last ~~42~~ 15 years that included the following elements:

1. A project that has a primary recreational function and includes at least four of the following amenities:
 - 1) Regulated sports fields such as: soccer fields, lacrosse fields, football fields, baseball fields or softball fields
 - 2) Regulated sports courts such as: tennis courts, volleyball courts, pickleball courts, basketball courts or shuffleboard courts
 - 3) Playgrounds or outdoor exercise stations
 - 4) Walking trails, running track, skate park or dog park
 - 5) Boardwalk, fishing pier, canoe launch or kayak launch
 - 6) Restroom, concession facilities or park maintenance building
 - 7) Picnic pavilions or shade structures
 - 8) Paved parking area and stormwater retention

NOTE:

*~~One~~ **Two** of the similar projects may be an institutional project such as a school or hospital or a commercial recreational facility or park that includes at least **four** of the amenities listed in Element No. 1 above. The institutional project or commercial recreational facility or park must have consisted of at least 7 acres.*

2. Design services with the production of Civil Engineering Construction Documents compliant with code and sufficient for bidding, including all site specific design and utility coordination.
3. Obtained permits from authorities having jurisdiction over the project or was responsible for coordination or was working in conjunction with design consultant responsible for permitting.
4. Assisted the Owner with change order review and/or provided Owner with an Order of Magnitude Estimate.
5. Provided Construction Administration services associated with civil design.

PROJECT SCORING:

The Consultant shall submit three (3) similar projects for the proposed Project Manager. Please use forms D-1 through D-3 for submittal of the Project Manager's similar projects.

In order to receive consideration for a half point for a similar project, elements 3, 4 and 5 are required. In order to receive consideration for a full point, all five elements (1, 2, 3, 4, and 5) are required. Failure to demonstrate elements 3, 4, and 5 shall result in *that project receiving no points.*

The elements must have been successfully completed and the project must have been certified substantially complete prior to the date of submission for this RFP. "Substantially Complete" is defined as completion to the point where the Owner may use the project for its intended purpose.

For each similar project the Project Manager must have been the primary point of contact for all communications and decision-making regarding overall management of the projects.

In order to receive consideration as a similar project, each project shall fully meet the project descriptions above. Failure to meet these requirements will result in the project not being considered as a similar project and receiving a score of zero for that project.

The Project Manager can either have been the Prime Consultant on the similar project, or have been a sub-consultant.

B. SIMILAR PROJECTS – LANDSCAPE ARCHITECT

"Similar Projects," for the purpose of this Request for Proposal, is defined as a project that included landscape architect services for the design and construction of a new public recreational facility or park ~~of at least 7 acres of development that~~ has a primary recreational function successfully completed within the last ~~42~~ 15 years that included the following elements:

1. A project that has a primary recreational function and includes at least four of the following amenities:
 - 1) Regulated sports fields such as: soccer fields, lacrosse fields, football fields, baseball fields or softball fields
 - 2) Regulated sports courts such as: tennis courts, volleyball courts, pickleball courts, basketball courts or shuffleboard courts
 - 3) Playgrounds or outdoor exercise stations
 - 4) Walking trails, running track, skate park or dog park
 - 5) Boardwalk, fishing pier, canoe launch or kayak launch
 - 6) Restroom, concession facilities or park maintenance building
 - 7) Picnic pavilions or shade structures
 - 8) Paved parking area and stormwater retention

NOTE:

~~One **Two** of the similar projects may be an institutional project such as a school or hospital or a commercial recreational facility or park that includes at least **four** of the amenities listed in Element No. 1 above. The institutional project or commercial recreational facility or park must have consisted of at least 7 acres.~~

2. Design services with the production of Landscape Construction Documents compliant with codes and sufficient for bidding.
3. Provided Contract Administration services during construction.
4. Generated punchlist for Landscape Items.

PROJECT SCORING:

The Consultant shall submit three (3) similar projects for the proposed Landscape Architect. Please use forms E-1 through E-3 for submittal of the Landscape Architect's similar projects.

In order to receive consideration for a half point for a similar project, elements 3 and 4 are required. In order to receive consideration for a full point, all four elements (1, 2, 3 and 4) are required. Failure to demonstrate elements 3 and 4 shall result in that project receiving no points.

The elements must have been successfully completed and the project must have been certified substantially complete prior to the date of submission for this RFP. "Substantially Complete" is defined as completion to the point where the Owner may use the project for its intended purpose.

For each similar project the Landscape Architect must have been the primary point of contact for all communications and decision-making.

In order to receive consideration as a similar project, each project shall fully meet the project descriptions above. Failure to meet these requirements will result in the project not being considered as a similar project and receiving a score of zero for that project. The Landscape Architect can either have been the Prime Consultant on the similar project, or have been a sub-consultant.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are identified and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

Failure to identify the specific performance requirements and/or dimensions of the project to ensure it meets the similar project description shall negatively impact that project's score.

Note: Determination of a project as similar shall be at the sole discretion of the County.

SIMILAR PROJECTS

PROJECT MANAGER (CIVIL ENGINEER)

USING PAGES D1 – D3 only List up to THREE SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~TWELVE (12) YEARS~~ FIFTEEN (15) YEARS, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed Project Manager has performed IN THE SAME CAPACITY with your firm, or other firms.

LIST THE ONE PROJECT MANAGER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are identified and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

REVISED FORM D

SIMILAR PROJECTS

PROJECT LANDSCAPE ARCHITECT

USING PAGES E1 – E3 only - List up to THREE SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~TWELVE (12) YEARS~~ FIFTEEN (15) YEARS, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed project engineer has performed IN THE SAME CAPACITY with your firm, or other firms.

LIST THE ONE PROJECT LANDSCAPE ARCHITECT ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

REVISED FORM E