

April 21, 2017
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
Y17-814-RM / ADDENDUM #2
DESIGN SERVICES FOR THE ORANGE COUNTY CONVENTION CENTER (OCCC)
FOOD SERVICE RENOVATIONS

Revised Proposal Due Date: May 2, 2017

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 ~~strikethrough~~.

A. The Proposal due date is changed from ~~April 27, 2017~~ to May 2, 2017.

B. The following are questions/responses/clarifications:

1. Revision to Similar Projects

26. SIMILAR PROJECTS

“Similar Projects” for the proposed *Project Manager* (Architect) and the proposed *Project Engineer* (Professional Engineer) for the purpose of this Request for Proposal (RFP) has been defined as *successfully completed* project within the **last 1520 years within the contiguous United States, Alaska, and Hawaii that included renovation or new construction in an ACTIVE, fully operational, general assembly environment** (airports, arenas, convention centers, educational facilities, hospitals, hotels or stadiums). If a “Similar Project” is a phased project, all phases shall be *substantially completed*. The “Similar Projects” shall have included the following:

- a) Renovation or new construction of commercial kitchen and food court **or restaurant**;
- b) (a) One (1) project shall be a commercial kitchen and food court **or a commercial kitchen and restaurant** of a minimum combined gross size of 3,000 contiguous square feet; and (b) Two (2) other separate projects shall be a food court **or restaurant** of a minimum gross size of 1,000 contiguous square feet each; and
- c) At least one (1) project shall have demonstrated an accelerated design schedule.

The Proposer shall submit no more than three (3) "Similar Projects" for the proposed Project Manager and three (3) "Similar Projects" for the proposed Project 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 being considered as a “Similar Project” and receiving a score of zero for that project. The Project Manager and the Project Engineer may submit the same “Similar Projects.”

Each “Similar Project” shall include the following elements:

1. Development of Project Validation, including but not limited to, the review of the Preliminary Project Program budget, schedule and the assessment of the validity of the Project.
2. Design services from schematic through construction documents including development of cost estimates. Similar projects for the **Project Manager** shall include architectural, electrical, plumbing, mechanical, structural, and food service consultant. Similar projects for the **Project Engineer** shall include mechanical, electrical, and plumbing services.
3. Permitting services to include preparing all documentation and responses necessary to obtain permits from all agencies having jurisdiction over the project.
4. Assistance to the Owner during the bid process by preparing addenda to respond to Bidder's questions, and during the contract evaluation phase, by reviewing bids and providing written recommendation.
5. Contract administration such as the review and verification of amounts due on applications for payment; review of submittals and shop drawings; answering Request for Information(s); and review of Change Order requests.

SCORING CRITERIA: THE FIRST THREE (3) ELEMENTS LISTED ABOVE ARE MANDATORY

Elements "1", "2" and "~~3~~" "**5**" are mandatory elements. Those "Similar Projects" with less than the three (3) mandatory elements will receive a score of zero. In order to receive consideration for one-half (1/2) point, a "Similar Project" must contain the mandatory elements "1", "2", and "~~3~~" "**5**". In order to receive one (1) full point, a "Similar Project" must contain all five (5) elements.

2. Can you expand on the Scope of Service to include the number and size of the food courts to be renovated and their locations within the West or North/South Buildings?

Response: Primary scope is to renovate the following:

- **Two (2) West food courts with adjacent back of house kitchens- 4,000 sf and 3,600 sf**
- **Two (2) Back of house kitchens attached to existing food courts- 4,600 sf and 2,400 sf**
- **One (1) North Kitchen dishwashing and bakery area- 4,600 sf**

Secondary scope is to renovate the following:

- **Two (2) Restaurants with attached back of house kitchens- 5,000 sf each**
- **Four (4) Food courts with attached back of house kitchens in the North/South Building- 5,000 sf each**

3. Can you provide the Project Budget?

Response: See sample Contract, Section III Design within Funding Limitations part C.

4. For the similar project experience for the Project Manager and Project Engineer, can you extend the past project experience from 15 to 20 years?

Response: Yes. See Similar Projects revisions as number 1 above. See revised Forms D, E, & F attached.

5. Similar Projects for the Project Manager requires one example of a kitchen and food court of a minimum gross size of 3000 contiguous square feet and 2 examples at minimum of 1000 contiguous square feet.

1-Does the 1000 minimum and 3000 minimum square foot size of the 3 example projects required for the Project Manager and the Project Engineer include the kitchen area, purchase/serving stations area and seating areas combined?

Response: Yes.

2-Does the Kitchen need to be contiguous to the other food court areas or can it be remote?

Response: Yes, contiguous.

6. The Project Overview on page 1 within Exhibit A says “The scope of this project is to renovate food courts, restaurants, and kitchens..”

Can the Project Manager’s and Project Engineer’s Similar Project description on page 12 be amended under sub paragraph a) to say – Renovation or new construction of a commercial kitchen and food court “or restaurant”.

Response: Yes. See Similar Projects revisions in number 1 above.

7. Similar Projects for the Project Manager and Project Engineer on page 12 require a project being done in an ACTIVE, fully operational, general assembly environment. It then lists the following – (airports, arenas, convention centers, educational facilities, hospitals, hotels or stadiums). Can you add theme parks?

Response: Theme parks will not be considered as similar projects.

8. The proposal lists the project scope to be food courts, restaurants and kitchens. Please clarify if restaurants will be included in the scope.

Response: Please refer to number 2 above.

9. For the PM experience can all of the 1st project listed in item b. of the Similar Projects, be either kitchen or food court? Or does the experience have to be both that are over 3,000 sf?

Response: The 3,000 contiguous combined square feet is in reference to the total square footage of a commercial kitchen and food court or a commercial kitchen and restaurant. If it is larger, that is acceptable.

10. Will a location map be provided listing all of the locations to be included in the project scope of work?

Response: Please refer to number 2 above in regards to scope priority. Location of the food courts are as follows:

West Building

Level 1- Food Courts in Concourse A and B

Level 2- Food Court Kitchens in Central Lobby and E/F Lobby

North/South Building

Level 1- North Kitchen, Food Courts in North A, North B, South A, South B

Level 2- Northside Restaurant in North A, Southside Restaurant in South A

11. Will Orange County provide a prioritized list of those locations?

Response: Please refer to number 2 above.

12. Will the budget estimate be provided with the summary of the scope used to determine the scope of work?

Response: Please refer to number 3 above.

13. Is it possible to get a copy of the scope validation report that was mentioned in the pre-proposal meeting today?

Response: The information included in the scope validation report is included in the additional information provided in this addendum.

14. Delete Form B project team and replace with the attached revised Form B

C. 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

PROJECT TEAM

RFP Project Number: _____
 TEAM NAME: _____

Federal I. D. Number: _____
 Is Prime Consultant: a certified M/WBE Firm Yes _____ No _____
 a registered SDV Firm Yes _____ No _____
 Are you utilizing M/WBE credit for this RFP Yes _____ No _____
 If yes, then specify: _____

<u>PRIME</u> Role	Name and City of Residence of Individual Assigned to the Project	Number of Years Experience	Education, Degree(s)	Florida Active Registration Numbers
Principle-in-Charge				
Project Manager				
Project Architect (or Engineer)				
Project Construction Administrator				
Other Key Member ()				
Other Key Member ()				
<u>SUBCONSULTANT</u> Role	Company Name and Address of Office Handling this Project	If Certified M/WBE specify which; Or If Registered SDV indicate	Projected % of Overall work on the entire project	Name of Individual Assigned to the Project
Architecture				
Mechanical Engineering				
Electrical Engineering				
Structural Engineering				
Civil Engineering				
Landscape Architecture				
Other Key Member ()				
Other Key Member ()				
Other Key Member ()				
Other Key Member ()				

Note: Percentages indicated must conform to percentages indicated on Form C

**REVISED
FORM B**

SIMILAR PROJECTS

PROJECT MANAGER

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 TWENTY (20) 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. The Proposer should also describe in detail how the Project Manager was responsive to the client's needs and requests.

SIMILAR PROJECTS

PROJECT ENGINEER

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 TWENTY (20) 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 ENGINEER 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.

FORM F

SKILLS AND EXPERIENCE OF THE PROJECT TEAM

Using a maximum of three pages, 8 1/2" X 11", labeled "Form F-1" through "Form F-3" describe the experience of the entire project team as it relates to this project. Title the first page "Skills and Experience of the Project Team" and label each page as described above. Include the experience of the prime CONSULTANT as well as other members of the project team; i.e., additional personnel, subconsultants, branch offices, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past twenty years) where the team members have performed similar projects previously.

Specifically identify the management plan. The management plan shall describe, at a minimum, the Proposer's basic approach to the management of the project, to include reporting hierarchy of staff and subconsultants, clarify the individual(s) responsible for the co-ordination of the separate components of the scope of work, and describe the quality assurance/quality control plan. Provide an organizational chart for the team and label as "Form F-4"; the organizational chart will be in addition to the three page maximum.