

**July 29, 2019**  
**Orange County Library System**  
**Orlando, FL**  
**REQUEST FOR QUALIFICATIONS (RFQ) OCLS-19-005**  
**ADDENDUM # 1**

**Continuing Architectural and Civil Engineering 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 15, 2019 at 3:00PM**

**B. Correction:**

On page 17, 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~~ August 29, 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:** Please confirm that the firms selected for MEP services are required to work with the Architect firms selected in RFQ OCLS -19-005.

**Answer:** Correct, as noted on page 2 of the RFQ the intent is for the Architectural firms chosen under RFQ OCLS-19-005 to work with the MEP firms chosen under RFQ OCLS-19-004 and vice-versa. There will be times when the Architectural firm will be the primary and the MEP firm will be the Sub and vice versa. The MEP and the Architectural firms will need to work together to accomplish the assigned task.

4. **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 designing process from the time the “ notice to proceed ” is given ( assume January 1, 2020 as the NTP date ) until the completion of the bid documents ( providing 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, enhance sound, video and lighting, new finishes, etc.

NOTES: For this fictious 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. This is the Library’s Main meeting room and where the Board of Directors holds their meeting. The room is approx. 1,000 sqft in size.

Special Note: We are not looking for drawings, just the process on how your firm would approach the project.

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

**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