

February 6, 2018

BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA

Y18-179-EB / ADDENDUM # 2  
TERM CONTRACT FOR PROFESSIONAL SERVICES FOR  
COST ESTIMATING, SCHEDULING AND PROJECT MANAGEMENT SERVICES  
FOR ORANGE COUNTY CONVENTION CENTER

Bid Opening Date: February 20, 2018

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 following questions were submitted for response:

1. **Question:** Can you please consider increasing the page limits for Qualifications of Firm, Qualifications of Staff and Technical Approach?

**Answer:**

Qualifications of Firm: Increase the number of pages from ~~5~~ to 7.

Qualifications of Staff: Increase the number of pages from ~~5~~ to 7.

Technical Approach: Increase the number of pages from ~~5~~ to 7.

2. **Question:** Will the OCCC provide space to the Consultant? If so, what type of space and when?

**Answer:** The County will provide space to the Consultant for Project Management services, including a work station with a computer and phone when these are required. The consultant should not factor in costs for work space on work to be performed in County property.

3. **Question:** Will Puerto Rico be added to the phrase that reads "within the contiguous United States, Alaska, and Hawaii" in Similar Work?

**Answer:** Yes, the Similar Work will be considered as long as the Similar Work can be described showing compliance with similar building and environmental codes as the continental, contiguous United States.

4. **Question:** Confirm that this RFP is for ongoing projects at the convention center and other county departments, not for the major expansion-

**Answer:** This is a request for proposals (RFP) for continuing professional services for Cost Estimating, Scheduling, and Project Management services for the Orange County Convention Center that will replace contract Y13-188. This RFP is not for the Owner's Representative professional services for the major expansion.

5. **Question:** Is there a separate RFP expected for the expansion or will it possibly be procured through this contract?

**Answer:** See previous response.

6. **Question:** If there will be a separate RFP, do you happen to have a timeline?  
**Answer:** An RFP for Owner's Representative professional services has not been approved, therefore no timeline has been established.
7. **Question:** If there is a separate RFP to be released for the expansion, would a contract from this RFP preclude our firm from submitting on the major expansion RFP?  
**Answer:** The provisions of the Owner's Representative RFP have not been determined to date.
8. **Question:** On page 14 of the RFP package under "2. Qualifications of Staff and the Qualifications Statement," Project Management Services is omitted. Is this an error or an intentional omission?  
**Answer:** Revision noted below:  
**Qualifications Statement:** Include names and comprehensive resumes of key personnel in the firm who will perform the cost estimating, ~~and~~ scheduling, and Project Management services associated with this contract completed within the past five (5) years within the contiguous United States, Alaska, and Hawaii that included professional Cost Estimating, Scheduling and Project Management services for the development of new construction or renovation project(s) on an ACTIVE fully operational general assembly facility (airports, arenas, convention centers, educational facilities, hospitals, hotels, stadiums), describing experience, training and education in the required consulting services. Identify each principal of the firm and any other "key personnel" who will be professionally associated with the development, preparation, and/or presentation of cost estimates, ~~and~~ projects schedules, and Project Management services. Resumes shall include experience in cost estimating, scheduling, Project Management/Administration, for a maximum of five (5) projects.
9. **Question:** Is the sign-in sheet from the non-mandatory pre-submittal meeting available? If so, how may we access it?  
**Answer:** The sign-in sheet from the pre-proposal meeting is posted in our website. You may access it by visiting: [www.ocfl.net](http://www.ocfl.net) under Vendor Services.
10. **Question:** Please identify the incumbent firm for the requested services?  
**Answer:** Contract Y13-188 with Cost Management, Inc. d/b/a CMI.
11. **Question:** Please clarify or confirm the goal for MWBE participation.  
**Answer:** Page 15 of RFP Y18-179-EB, number 5, letter A addresses the MWBE goal. The goal is 24% utilization of certified MWBE's .
12. **Question:** Regarding Exhibit B, Fee Schedule Form are labor hours posted by position a rough estimate?  
**Answer:** The hours posted are total estimated per year.
13. **Question:** Some positions are apparently for more than one staff per position, based on annual hours provided. Please clarify the number of staff expected for each position anticipated.  
**Answer:** The number of staff is to be determined by the contractor/consultant.
14. **Question:** Are certain positions expected to be onsite and others at the selected firm's local office?

**Answer:** Position(s) to fill the Project Management Services requirements are anticipated to be performed on site.

15. **Question:** Please clarify if it is intended for the staff to be located full time onsite, or will they be required to work remotely from back at the home office?

**Answer:** See response to number 14 above.

16. **Question:** Please clarify if the Technical Support staff will be 1 full time representative onsite, and one part time staff member back in home office?

**Answer:** This Technical Support position is assigned in a task-specific manner based on Technical support expertise (i.e. HVAC, Lighting, Audio, Electrical, etc.) needed for project by the consultant. The only anticipated on site personnel would be related to the Project Management services.

17. **Question:** Section 2A – Qualifications Statement requests comprehensive resumes of key personnel to be included within the five page limit. Would you please consider removing the resumes from this page limitation? Or at a minimum, would you please consider expanding this section to seven pages to allow enough space to address each of the required seven positions?

**Answer:** See response above.

18. **Question:** What types of capital improvements does Orange County anticipate as part of the projected scope of work for these cost estimating/scheduling/project management services? Could you please provide more details on the expected square footage, dollar value, or desired scope of work for this project?

**Answer:** The scope of work will vary per project task, and these tasks could be inclusive of all types of construction. The following information is provided as an example only and not as certification of square footage under this contract: Some project's square footage involved about 10,000 square feet of Meeting Room renovations with project construction value of about \$1.6Million to a Catwalk Show Power project that was 950,000 square foot with project construction value of about \$4 Million.

19. **Question:** Our team's proposed subcontractor vendor list would be tailored to the type of interior renovations and building additions Orange County foresees as part of future capital improvements. Are signed letters of intent required as part of this proposal, or could they be submitted on a per project basis? (One tactic our team uses to increase S/W/MBE participation is splitting up bid packages into variable sizes) Page 23 Part E. states "Proposers shall submit signed Letters of Intent with their proposal. Proposers for all current Orange County registered subcontractors identified on the SCHEDULE OF SUBCONTRACTING – SDV PARTICIPATION FORM. These letters of Intent must indicate the scope of work to be performed by every registered SDV plus the percentage of the contract fees to be contracted to the listed subcontractor."

**Answer:** Yes, the signed Letters of Intent (LOI) are required as part of the proposal. "Failure to complete and submit these forms may result in finding of the submittals non-responsive." See the LOI instructions in RFP Y18-179.

20. **Question:** Does your agency have an "express" M/WBE certification process or on-site certification we may schedule for immediate review?

**Answer:** No, there are no express M/WBE certification procedures. The Orange County minority certification processing time is at least sixty (60) business days, because staff members may perform on-site visits, applicant interviews, reference checks, and conduct research to verify information submitted by the applicant to substantiate their eligibility for certification as deemed necessary. The Orange County M/WBE certification process is at least sixty (60) days and the Orange County Service Disabled Veteran (SDV) registration process takes at least three (3) business days.

- B. All other terms and conditions of the IFB remain the same.
- C. 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